

Preparing a Resolution

What is a Resolution?

Proposals to set policy, which directs the association, are called Resolutions. A resolution includes:
Purpose statements
Factual information
Actions to take

Proposals are prepared by individual members or INA commissions. The Resolutions Committee solicits, receives, reviews and reports on proposals submitted for consideration. The accepted proposals are drafted and submitted to the INA House of Delegates at the October convention.

Ideas for proposals can be developed and forwarded to the Resolutions Committee in the following format.

- Reasons or background information is written in “Whereas” sentence format
- Position statements to be adopted are written in “Resolve” sentence format
- Sources for facts should be included
- Following each resolved portion, there should be one action/implementation step for each resolve.

Authors should attend the convention and be prepared to discuss/dialogue with other members during the hearing process. An alternate spokesperson can be sent in the event the author cannot attend. The membership attending the convention will make the final decision about the INA follow through on any resolution.

Authors should be prepared to write an article for the Iowa Nurse Reporter if listed as an implementation step. Authors may also be asked to do a presentation on the topic at an INA event such as the Convention.

Proposals should be forwarded to the Resolutions Committee at the INA office by May 1. The Resolutions Committee will review the proposal for clarity and conciseness. The committee will also ensure the drafted resolution does not duplicate existing association positions, work in progress, bylaws, or goals.

For more information or assistance, contact:

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