PROCESS FOR WSNA
RESOLUTIONS AND
BYLAWS AMENDMENTS
2022-2023

Approved by WSNA Board of Directors—August 5, 2022
INTRODUCTION

The WSNA General Assembly, held during the WSNA Convention every odd-numbered year, is the highest decision-making body within WSNA. Among its duties are considering and voting on proposed resolutions and proposed changes to the WSNA bylaws.

The WSNA Bylaws and Resolutions Committee is charged with receiving and reviewing proposed resolutions and bylaws changes and making proposals to the WSNA Board of Directors. (The WSNA Bylaws, Article VII, Section 2, outline the overall responsibilities of the Committee).

This document describes the process for considering proposed resolutions and bylaws changes. It also provides guidance for submitting them to the Bylaws and Resolutions Committee.

I. RESOLUTIONS

A. Categories of resolutions

There are three categories of resolutions that may be considered by the General Assembly:

- **Substantive resolutions** address basic principles of WSNA and/or set forth positions or policies regarding state or national issues of concern to nurses as professionals as members of their communities.
- **Courtesy resolutions** recognize individuals who have made outstanding contributions to WSNA, which may include contributions to the success of the convention. Courtesy resolutions should be reserved to those whose contributions call for this high level of recognition on behalf of the WSNA membership.
- **Commemorative resolutions** commemorate important events or developments in nursing, health, health care, or government.

B. Non-emergency resolutions and emergency resolutions

- **Non-emergency resolutions** are those submitted prior to the deadline established by the Board.
- **Emergency resolutions** are submitted after the deadline. To be considered, emergency resolutions must pertain to issues whose significance could not have reasonably been known prior to the deadline and which require urgent action.

C. Submitting and considering resolutions

1. Non-emergency resolutions

   i. **Non-emergency resolutions may be submitted by:**

   - The WSNA Board of Directors;
   - The WSNA Bylaws and Resolutions Committee;
   - Any other WSNA organization unit (Cabinet, Councils, Committees or Task Forces);
   - A WSNA constituent association (provided that the association’s voting body or Board has approved the resolution and that it is signed by the association’s president or other officer);
   - A WSNA organizational affiliate; or
   - Any WSNA member as an individual.
ii. Process for considering non-emergency resolutions

- Non-emergency resolutions must be submitted to the Bylaws and Resolutions Committee by the deadline specified by the Board (October 31, 2022).
- The Bylaws and Resolutions Committee will meet to review all submissions that are received by that deadline.
- Titles for accepted resolutions will be suggested by the originator but will be determined by the Bylaws and Resolutions Committee to facilitate identification and reference of subject matter.
- All proposed resolutions must be in writing and must be in “RESOLVED/THEREFORE” format (see attached example).
- Each resolution submitted to the Bylaws and Resolutions Committee must be accompanied by a statement explaining the reasons for proposing the resolution; what its adoption will achieve; how the proposal will benefit the profession, WSNA, and/or the community; as well as examples of suggested implementation activities.
- Resolutions not accompanied by the required statement will be returned to the originator who will have one week to correct the omissions.
- The Bylaws and Resolutions Committee will review each submission according to the following criteria:
  - The proposal meets the criteria for one of the types of resolutions (Substantive, Courtesy or Commemorative) listed above;
  - The proposal is consistent with the WSNA bylaws;
  - The proposal is something that fits within the mission, vision, and scope of WSNA;
  - WSNA possesses adequate resources to implement it; and
  - The proposal addresses a matter on which WSNA does not have current policy.
- The Bylaws and Resolutions Committee may edit, rewrite, or combine resolutions.
- If a proposed resolution is not accepted by the Bylaws and Resolutions Committee, the Committee will so inform the originator.
- Proposed resolutions accepted by the Bylaws and Resolutions Committee are sent to the WSNA Board of Directors for review and approval at its December meeting.
- If the resolution is not approved by the Board of Directors, the Board will so inform the originator.
- If a proposed resolution is not approved, the originator may opt to propose it during New Business at the General Assembly.
2. Emergency resolutions

- Emergency resolutions must meet the criteria noted in II.B. above (they must pertain to issues whose significance could not have reasonably been known prior to the deadline and require urgent action).
- Emergency resolutions require signatures of 25 members in good standing to be considered.
- The deadline for submission of emergency resolutions is 10:00am on the first day of the WSNA Convention (May 17, 2023).

D. CONSIDERATION BY THE GENERAL ASSEMBLY:

- Any resolution proposed to the General Assembly will be considered as a main motion.
- Resolutions require a simple majority of accredited WSNA members present and voting in order to be approved.
- Resolutions will be considered during the General Assembly as follows:
  - Non-emergency resolutions approved by the Board will be considered during the Bylaws and Resolutions Committee report.
  - Non-emergency resolutions that have not been approved by the Board may be brought before the General Assembly during New Business.
  - Emergency resolutions may be brought before the General Assembly during New Business.

II. BYLAWS AMENDMENTS

A. Amendments to the WSNA Bylaws may be made by an affirmative vote of two-thirds of accredited WSNA members voting either:
   - at the General Assembly or
   - by mail.

B. Submission and review of proposed bylaws amendments

   i. Proposed amendments to the WSNA Bylaws may be submitted in writing to the Bylaws and Resolutions Committee.
   
   ii. Proposed amendments should be submitted by the deadline specified by the Board (October 31, 2022).

   iii. The Bylaws and Resolutions Committee will review proposed amendments and send to the WSNA Secretary with its recommendations at least 90 days prior to the scheduled bylaws vote. (February 17, 2023).

   iv. The Board of Directors will consider Bylaws amendments received by the Secretary during its March 2023 meeting.
C. Notice of proposed bylaws amendments

i. If the vote is to take place at the General Assembly, notice to the general membership must be sent at least 30 days prior to the date of the General Assembly meeting (April 18, 2023).

ii. If the vote is to be held by mail ballot, notice to the general membership must be sent at least 30 days before voting begins.

D. Voting on proposed bylaws amendments

i. **With notice:** In order to be adopted, bylaws amendments for which the membership has received at least 30 days’ notice require an affirmative vote of two-thirds of accredited WSNA members voting.

ii. **Without notice:** In order to be adopted, bylaws amendments for which the membership has *not* received at least 30 days’ notice at least 30 days prior to voting require an affirmative vote of ninety-nine percent (99%) of the accredited WSNA members present and voting.
HEALTH CARE WORKPLACE VIOLENCE PREVENTION

WHEREAS all employees deserve a workplace free from violence; and
WHEREAS the National Crime Victimization Survey defines workplace violence as non-fatal violence against employed persons age 16 or older that occurred while they were at work or on duty; and
WHEREAS the health care sector makes up just 9 percent of the overall U.S. workforce, but it experiences nearly as many violent injuries as all other industries combined; and
WHEREAS 2015 data from the U.S. Bureau of Labor Statistics shows that incidents of serious workplace violence are four times more common in health care than in other private industries; and
WHEREAS between 2005 and 2014, the rate of health care workplace violence increased by 110 percent in private-sector hospitals; and
WHEREAS the U.S. Bureau of Labor Statistics reports that while under twenty percent of all workplace injuries happen to health care workers, those same health care workers suffer fifty percent of all assaults; and
WHEREAS health care assault rates correlate with time spent in direct patient contact, making nurses, nurses’ aides, and other health care assistants the most frequent victims of attack; and
WHEREAS in 2017, the Washington State Department of Labor & Industries received more claims than it had in any given year over the last decade from nurses and nursing aides for workplace assaults and violent acts; and
WHEREAS according to the Journal of Emergency Nursing study, only about twenty-nine percent of nurses who experienced a physical attack reported the incident; and
WHEREAS members of professional organizations and unions representing nurses and health care workers frequently describe impediments to reporting incidents of workplace violence either internally or to the police; and
WHEREAS twenty-seven of the 100 fatalities in health care and social service settings that occurred in the United States in 2013 were due to assaults or violent acts; and
WHEREAS workplace violence is a serious concern for members of the Washington State Nurses Association
WHEREAS there is legislation regarding leave for those who are afflicted by domestic violence, sexual assault and stalking, and domestic violence is the number one cause of workplace homicide for women,

BE IT THEREFORE,
RESOLVED that the Washington State Nurses Association will lobby for new or strengthened laws to protect nurses from workplace violence, including felony laws and comprehensive prevention program laws; be it further
RESOLVED that the Washington State Nurses Association will work to educate nurses and lawmakers about workplace violence prevention programs; be it further
RESOLVED that the Washington State Nurses Association will educate nurses about the importance of reporting all workplace violence to the employer and appropriate authorities including law enforcement, regarding verbal abuse, assaults, near misses, threats, including the threat of harm due to domestic violence; be it further
RESOLVED that the Washington State Nurses Association will partner with the Washington State Chapters of the American Association of Occupational Health Nurses and the Association of Occupational Health Professionals in Healthcare to educate and strengthen the roles of employee health nurses in the prevention of workplace violence; be it further

RESOLVED that the Washington State Nurses Association will encourage nurses to bargain for workplace violence prevention programs including annual training.

Submitted by Economic and General Welfare Cabinet, Legislative Council, and Professional Nurse and Health Care Council, and Occupational-Environmental Health and Safety Committee, November 7, 2018
WASHINGTON STATE NURSES ASSOCIATION
RESOLUTION FORM

Deadline for non-emergency resolutions is October 31, 2022

INSTRUCTIONS: This format should be used in submitting resolutions to the Bylaws and Resolutions Committee. All resolutions should conform to this outline. The reasons (the "Whereas") and the intent or action (the "Resolved") must be set out in clear, complete language.

WHEREAS, __________________________________________________________________________

AND

WHEREAS, __________________________________________________________________________

AND

WHEREAS, __________________________________________________________________________

AND

WHEREAS, __________________________________________________________________________

_____________________________ ________________________________

BE IT THEREFORE,

RESOLVED, __________________________________________________________________________

; be it further

RESOLVED, __________________________________________________________________________

Submitted by:
[Indicate name of organizational unit, constituent association, organization affiliate or interested member]

Contact Person _____________________________________________________________

Phone # _______________________________________________________________________

E-Mail __________________________________________________________

Submit, along with your statement on justification and impact (below) to Mary Mainville at mmainville@wsna.org. Use subject header: “PROPOSED RESOLUTION.”
PROPOSED RESOLUTION: JUSTIFICATION AND IMPACT

Please provide a statement providing specific responses to the following:

1. What are the reasons for proposing this resolution?

2. What would adoption achieve?

3. How will proposal benefit the nursing profession, WSNA, and/or the community?

4. Please provide, to the extent possible, suggested activities to implement this resolution.

   Consider, for example:

   • Will a committee need to be convened to implement the resolution?
   • Will any travel be required?
   • How much staff time will be required?
   • Will any materials (other than posting on the website and/or printing in the Washington Nurse) be produced?
   • Will any consultant time be needed (e.g., to produce a white paper or other analysis)?

Note that this is not part of the resolution itself; implementation will be carried out by staff under the Board’s guidance.

These responses will be reviewed by staff, who may provide the Bylaws and Resolutions Committee with an estimate of the expenses required for implementation.