PROCESS FOR WSNA

RESOLUTIONS AND

BYLAWS AMENDMENTS

2026-2027

WSNA Board of Directors Approved 10.21.2026

INTRODUCTION

The WSNA General Assembly, held in odd-numbered years, 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/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 VIII, 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/Resolutions Committee.

I. Resolutions

A. Types

There are three types of resolutions that may be considered by the General Assembly.

1. **Policy resolutions** should focus on significant issues that align with WSNA's purposes and functions. Resolutions are not meant to address minor or administrative matters, but rather important topics that impact nurses as a profession, WSNA's vision and mission and WSNA members on a larger scale.
2. **Courtesy resolutions** recognize individuals who have made outstanding contributions to WSNA. Courtesy resolutions should be reserved to those whose contributions call for this high level of recognition on behalf of the WSNA membership.
3. **Commemorative resolutions** commemorate important events or developments in nursing, health, health care, or government.

B. Classifications

Resolutions are classified as either timely or emergency.

1. **Timely resolutions** are those submitted prior to the deadline established by the Board.
2. **Emergency resolutions** are submitted after the deadline. Please refer to I.F. below.

C. Authorized Submitters

Resolutions may be submitted by:

1. The WSNA Board of Directors;
2. The WSNA Bylaws/Resolutions Committee;
3. Any other WSNA organization unit (Councils, Committees or Task Forces);
4. A WSNA Local Unit, provided that Local Unit officers or membership has approved the resolution and that it is signed by the Local Unit Chair and at least one additional officer.

5. 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 and at least one additional officer.
6. A WSNA organizational affiliate provided that the affiliate's voting body or Board has approved the resolution and that it is signed by the affiliate's president and at least one additional officer; or
7. A WSNA member as an individual.

D. Process and timeline for submitting Timely resolutions

Resolutions will be considered by the Bylaws/Resolutions Committee when:

1. Resolutions are submitted to the Bylaws/Resolutions Committee at Resolutions@wsna.org by the deadline of **February 15, 2027.**
2. Resolutions are in writing and must be in "RESOLVED/THEREFORE" format (see attached example).
3. Each resolution is 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.
4. The resolution sponsor(s) are identified and include any required documentation as described in Authorized Submitters above.
5. The resolution includes a suggested title. Resolutions titles will be suggested by the originator but will be determined by the Bylaws/Resolutions Committee to facilitate identification and reference of subject matter.

E. Bylaws/Resolutions Committee Responsibilities

The Bylaws/Resolutions Committee will review each resolution using the following guidelines and criteria.

1. The resolution was received by the deadline.
2. The proposal meets the criteria for one of the types of resolutions (Policy, Courtesy or Commemorative) listed above;
3. The proposal is consistent with the WSNA bylaws;
4. The proposal fits within the purposes, functions, mission, vision, and scope of WSNA;
5. WSNA possesses adequate resources to implement it; and
6. The proposal addresses a matter on which WSNA does not have current policy or modifies existing policy.

The Bylaws/Resolutions Committee may edit, rewrite, or combine resolutions.

If a proposed resolution is not accepted by the Bylaws/Resolutions Committee, the Committee will inform the originator.

Proposed resolutions accepted by the Bylaws/Resolutions Committee are sent to the WSNA Board of

Directors for review and approval prior to the General Assembly.

If the resolution is not approved by the Board of Directors, the Board will inform the originator. The originator may opt to propose it during New Business at the General Assembly. A two-thirds vote is required to open the resolution for debate on the floor.

F. Emergency resolutions

Emergency resolutions must pertain to issues, the significance of which could not have reasonably been known prior to the deadline and require urgent action. To be considered:

1. Emergency resolutions require signatures of 25 members in good standing to be considered.
2. The deadline for submission of emergency resolutions is 8:30 am on the first day of the General Assembly **(April 13, 2027).**

G. **Process for consideration of resolutions at the General Assembly**

1. Any resolution proposed to the General Assembly will be considered as a main motion.
2. Resolutions require a simple majority of accredited WSNA members present and voting in order to be approved.
3. Resolutions will be considered during the General Assembly as follows:
    a. Policy resolutions approved by the Board will be considered during the Bylaws/Resolutions Committee report.
    b. Policy resolutions that have not been approved by the Board may be brought before the General Assembly during New Business.
    c. Emergency resolutions may be brought before the General Assembly during New Business.
    d. Resolutions not voted on at the General Assembly prior to the scheduled time of the adjournment, or otherwise by a vote of the General Assembly, shall be referred to the WSNA Board of Directors for consideration.

A. Bylaws Amendments

A. Approval process

Amendments to the WSNA Bylaws require at least two-thirds of the votes cast either:

1. at the General Assembly
2. by mail or electronic ballot.

B. Submission and review process

1. The proposed amendments to the WSNA Bylaws are due by **November 16, 2026**, via email to Bylaws@wsna.org.
2. The Bylaws/Resolutions Committee will review proposed amendments and send them to the WSNA Board of Directors.
3. The WSNA Board of Directors will consider bylaws amendments no later than its January 2027 meeting.
4. The Board of Directors will send its proposed bylaws amendments to the WSNA Secretary at least 90 days prior to the scheduled bylaws vote. **(January 13, 2027).**
5. The Board of Directors will also send its proposed bylaws amendments to the American Nurses Association Committee on Bylaws at least 90 days prior to the scheduled bylaws vote. **(January 13, 2027).**

C. Notice of proposed bylaws amendments

1. 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 **(March 14, 2027)**
2. If the vote is to be held by mail or electronic ballot, notice to the general membership must be sent at least 30 days before voting begins.

D. Voting on proposed bylaws amendments

1. **With notice:** Adopting Bylaws amendments requires an affirmative vote of two-thirds of accredited WSNA members voting either at the General Assembly, or by mail/electronic ballot.
2. **Without notice:** Bylaw Amendments that were not properly noticed may be approved by an affirmative vote of 99% of WSNA members present and voting at the General Assembly.

E. Notice of amended bylaws

1. Amended bylaws will be posted to the WSNA website no later than 30 days after amendments are adopted.
2. Amended bylaws will be sent to ANA no later than 30 days after amendments are adopted.

SAMPLE RESOLUTION

LAUNCHING A PILOT PROJECT TO ADMIT LPNs AS WSNA MEMBERS

WHEREAS, WSNA represents nursing in Washington state; and

WHEREAS, Licensed practical nurses (LPNs) provide a range of nursing tasks with registered nurse (RN) supervision; and

WHEREAS, WSNA currently includes a small number of LPNs as Local Unit Program members; and

WHEREAS, several other ANA constituent/state nurses associations currently admit LPNs as members; and

WHEREAS, as of 2023, there were 9,060 LPNs licensed and residing in Washington state[1] (WCN, 2023); and

WHEREAS, ANA is considering bylaws changes at its 2025 Membership Assembly that would allow LPNs to be ANA members; and

WHEREAS, the Washington LPN workforce is notably diverse: 42% of LPNs and 55% of LPN students are from underrepresented minorities[2] (WCN, 2023a); and

WHEREAS, admission of LPNs into WSNA membership could expand WSNA's presence in diverse care delivery settings, such as nursing homes; and

WHEREAS, collaboration between RNs and LPNs will benefit patient care and safety; and WHEREAS,

active participation in WSNA can serve to encourage LPNs to engage in professional development and career advancement;

Be it THEREFORE:

RESOLVED, that this General Assembly recommends that the WSNA Board of Directors launch a pilot project to admit LPNs as individual members; and be it further

RESOLVED, that the Board of Directors shall determine details of operation, dues, timelines, and metrics by which to measure success of the pilot project in expanding size and breadth of WSNA membership.

Submitted by: WSNA Board of Directors

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[1] Washington Center for Nursing (WCN, 2023), *Washington Licensed Practical Nurses: 2023 Data Snapshot.* https://www.wcnursing.org/wp-content/uploads/documents/reports/2023-Licensed-Practical-Nurse-Data-Snapshot_Final_4.4.2024.pdf

[2] Washington Center for Nursing (WCN, 2023), *Washington Nursing Diversity: 2023 Data Snapshot.* https://www.wcnursing.org/wp-content/uploads/documents/reports/2023-Nursing-Diversity-Data-Snapshot_Final_12.18.2023.pdf

WASHINGTON STATE NURSES ASSOCIATION
RESOLUTION FORM

Deadline for policy resolutions is February 15, 2027

INSTRUCTIONS: This format should be used in submitting resolutions to the Bylaws/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, _____

_____

BE IT THEREFORE,

RESOLVED, _____

_____ ; be it further

RESOLVED, _____

_____

Submitted by:
[Indicate name of Local Unit, 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 Resolutions@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 the proposal benefit the nursing profession, WSNA, 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 or printing in the *WSNA Newsletter*) be produced?
   - Will any consultant time be needed (e.g., to produce a white paper or other analysis)?

   Note that providing this information is not part of the resolution itself. Responses will be reviewed by staff, who may provide the Bylaws/Resolutions Committee with an estimate of the expenses required for implementation.

   Implementation of resolutions adopted by the General Assembly will be guided by WSNA staff in collaboration with the Board of Director and appropriate Council, Committee, or other assigned task force or workgroup and within the financial parameters of the approved WSNA budget.