



HOW TO SUBMIT PROPOSED RESOLUTIONS AND CONSTITUTION AND BYLAW AMENEDMENTS FOR MSNA HOUSE OF DELEGATES

A. Who may submit a Resolution or Bylaw Amendment

1. Any State Association Executive Board Member, committee, affiliated chapter or state association member.
2. The MSNA Executive Board may be the sponsor or co-sponsor of the proposed resolution or amendment.

B. How to Identify Issues

1. Resolutions may be developed on issues and for actions. They may also be used for commendations. Amendments may be used to change the Association Bylaws. They should be thought of in the following categories:
 - a. Policy Resolutions: Guides the long term decision making process of the Association leadership.
 - b. Action Resolution: Requires short-term, immediate action for a specific need.
 - c. Commendation: Pays tribute to honor someone deemed worthy of praise by the Association.
 - d. Request for change of bylaws: Identifies problem and proposed solution.
2. The steps that should be taken to develop a proposed resolution or amendment are:
 - a. Identify issue or concern.
 - b. Determine the reason there is an issue or concern.
 - c. Decide how to deal with the issue or concern.
 - d. Get consensus on the best solution.

C. How to Submit a Resolution or Amendment for Consideration

Mail to the Resolutions Committee Chairperson no later than May 31st.

D. How Resolutions and Amendments are Reviewed and Presented to the House of Delegates

1. The Resolutions Committee reviews for content and clarity. The Committee will contact the sponsor if there are any questions or to recommend changes to improve the resolution or amendment.
2. The Resolutions Committee evaluates and determines the position and recommendation it will make to the HOD.
3. Proposed resolutions or amendments are mailed to all delegates 30 days prior to the HOD meeting.
4. The Resolutions Committee Chairperson presents resolutions and amendments to the HOD with the decision to recommend or not to recommend passage. If the Committee does not recommend passage, a second is required from the floor by someone other than the original sponsor of the resolution or amendment.
5. The sponsor and other delegates speak to the issue or concern on the floor of the HOD.