

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: M-2 Page: 1 of 1 Effective Date: 5/96 Revision Date: 10/97,10/99, 10/08, Review Date: 2/09 2/02, 10/06, 10/08, 2/09, 10/10, 11/12, 2/16
Subject: House of Delegates Resolution Development	
Review Responsibility: House of Delegates Speaker	

Policy Statement: SGNA members can formally communicate their issues/concerns/opinion or position to the SGNA Board of Directors on practice, philosophical, or other issues, by submitting resolutions to the House of Delegates.

Focus:

SGNA membership

Purpose:

To establish a process in developing an issue/concern into a resolution

Procedure:

1. The call for resolutions is issued by the Speaker of the House to Regionals, Committees, Special Interest Groups, Board of Directors and the members-at-large.
2. The deadline for submitting resolutions is January 1 of each year. All resolutions are submitted to the Speaker of the House.
3. The Speaker communicates with the sponsor as necessary to:
 - a) Clarify content
 - b) Identify the SGNA goal(s) the resolution addresses
 - c) Ensure the resolution is written in proper format
4. Resolutions cannot be resubmitted to the House of Delegates once they have been defeated until new appropriate and/or additional information becomes available and/or a three year period has passed.
5. Resolutions should be relevant to the SGNA's current Strategic Plan and mission in order to be presented to the membership.
6. The Speaker collaborates with the Vice-Speaker on resolutions as presented.
7. The Speaker forwards resolutions to SGNA Headquarters for distribution to the Delegates/ Alternates, SGNA Board of Directors, Committee Chairs, and others as appropriate.