



House of Delegates Workshop

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What Are We Going to Learn Today?

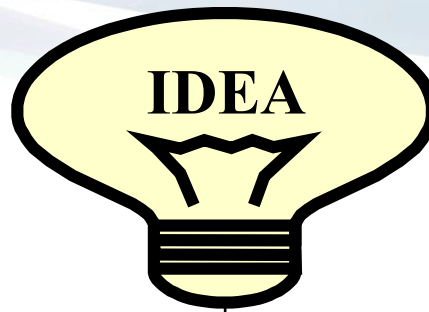
- House of Delegates Background
- Overview of HOD Meetings
- Resolution Development & Format
- Parliamentary Procedure
- Small Group – Mock Resolutions
- Feedback and Discussion

What is the House of Delegates?

- Process to present ideas
- Advises the Board of Directors
- Consists of one Delegate and one Alternate per region

Why is the House of Delegates Important?

- SGNA is a grassroots organization
- To hear from our members
- To empower members to make a difference



Regional Society Delegates

HOD

Resolution

BOD Decision to Provide Resources
(\$, time, staff, etc.)

DESIRED OUTCOME

New or Improved: Product/Program/Education/Position Statement

House of Delegates Overview

What is the House of Delegates Process?

- **HOD Workshop:** Overview of process
 - (held at Leadership Conference and Annual Course)
- **HOD Meeting:** Administrative Updates/Vice-Speaker Election
- **Reference Hearing and Resolution Voting:** Forum to discuss and vote on each resolution
- **Board Report:** Decision made on whether SGNA has the resources (time, money, staff, etc) needed to implement resolutions
- **Outcomes:** Communicated to membership

What is the HOD Workshop?

Leadership Training

What to Expect

Parliamentary Procedure

Networking

What is the House of Delegates Meeting?

- Credentialing Required - Formal Roll Call
- Introductions - SGNA Board of Directors & Guests
- Speaker Annual Report
- Vice-Speaker Election
- Prior Year Resolution Status



What is Credentialing?

Credentialing is a **formal process** to verify that each region is represented in the House of Delegates.

SGNA performs credentialing by conducting a roll call where each region's name is called and the Delegate must acknowledge their presence. Upon this acknowledgement, the Delegate will receive:

1. **Paper ballot** for the Vice-Speaker election
2. **Voting card** for the Resolution voting

How Do I Vote for the Vice-Speaker?

Per SGNA Bylaws, voting for the Vice-Speaker will be by a paper ballot.



Upon credentialing, each recognized Delegate will receive one paper ballot.

When directed by the Speaker, select **one** candidate and turn in your ballot as instructed.

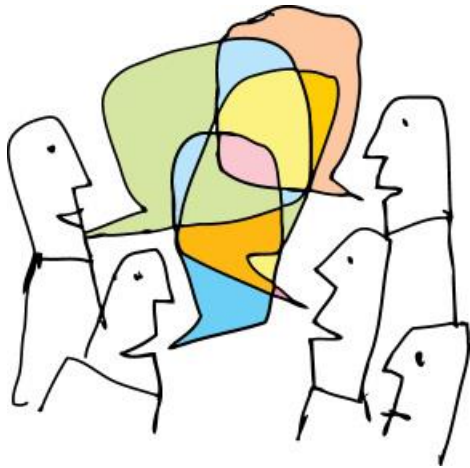
How Do I Vote for the Vice-Speaker?

Once all the votes are collected, they will be counted. The election will be determined by a plurality of votes.

The newly appointed Vice-Speaker will take office immediately following the House of Delegates meeting and will serve a **one-year term**.

What is the Reference Hearing and Resolution Voting?

- Membership attendance and involvement highly encouraged
- Forum where Resolutions are **presented**, **discussed** and **voted upon**



How Do I Vote on Resolutions?



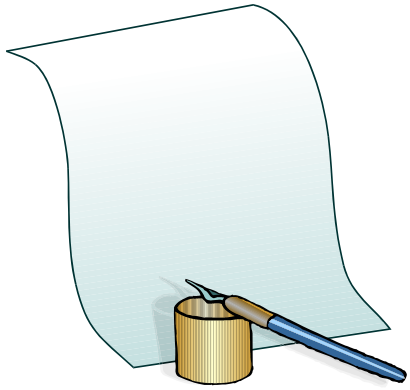
- Voting will take place after each resolution is discussed during the Reference Hearing instead of holding off on voting until the Second HOD Meeting.
- After each resolution is discussed by the membership, the Speaker will ask that the Delegates prepare to vote on that resolution.

How Do I Vote on Resolutions?

- The Speaker will ask all those in **favor** of the resolution to raise their voting card. It is important to keep your card raised high until the Speaker asks you to lower your hands.
- The Speaker will then ask for all those **opposed** to the resolution to raise their voting card.
- The vote is determined by a **majority** vote.

What Happens Next?

- Speaker of House presents **accepted resolutions** to SGNA Board for consideration and action
- This is done through a written report submitted to the Board during their summer Board call



How Do I Write a Good Resolution?

What is a Resolution?

- **Definition:** *formal expression of an idea or opinion*
- **Purpose:** *primary method for issues to be communicated from membership to Board of Directors*

What is a Resolution?

- Consistent with SGNA Strategic Plan Goals
 - > *Membership*
 - > *Quality Care*
 - > *Future of Nursing*

Resolutions should...

- Relate to SGNA's Strategic Plan
- Advance SGNA GI/endoscopy Nursing
- Be Big Picture and Forward Thinking Focused

Sample Successful Resolutions

<u>Resolution</u>	<u>Why Successful</u>
<p>1. SGNA develop a handy pocket reference of common GI/endoscopy terms to include anatomy, procedures, drugs and diseases.</p>	<p>Related to Education Goal of Strategic Plan</p> <ul style="list-style-type: none"> • Realistic cost • Meets a member need • SGNA had current resources (<i>educational staff, education committee, etc.</i>)
<p>2. SGNA should offer financial assistance in the form of a scholarship for associates/technicians to obtain the Associates Program.</p>	<p>Related to Education Goal of Strategic Plan</p> <ul style="list-style-type: none"> • Meets member need • SGNA has current resources (<i>Awards committee</i>)
<p>3. SGNA offers an optional course at nationals in May called, “Leadership at the Local Level.” This would include a condensed version of the Chicago Leadership Course, which summarizes expectations, responsibilities and resources available to local leaders.</p>	<p>Provides SGNA Leadership training</p> <ul style="list-style-type: none"> • Realistic cost • Supports current SGNA infrastructure of Regional Society and Board of Directors

Resolutions should NOT be...

- Operational
- Unrealistic
- Short Term

Sample Unsuccessful Resolutions

<u>Resolution</u>	<u>Why Unsuccessful</u>
1. Leadership Conference be held the last weekend of September or first weekend of October	<ul style="list-style-type: none">• Operational and something SGNA Headquarters needs to address every year based on Board meeting schedules and hotel availability.
2. ABCGN consider recognition of brochoscopy contact hours as some part of a waiver of the required GI contact hours for recertification	<ul style="list-style-type: none">• Related to ABCGN not SGNA.
3. SGNA will have its own travel Web site	<ul style="list-style-type: none">• Does not support SGNA's mission or strategic plan.

How Do I Write a Resolution?

- Format
 - > Contact Information
 - > Background/Factual Information
 - > Recommended Strategy
 - > Rationale
 - > Cost Analysis
 - > Relationship to SGNA Strategic Goals
 - > References

What is Parliamentary Procedure?



What You Should Know...

- SGNA House of Delegates is governed by:
 - > Robert's Rules of Order
 - > Standing Rules

Robert's Rules of Order maintains:

1. The right of the majority to decide
2. The right of the minority to be heard
3. The rights of individual members
4. The rights of absentees

Standing Rules

- Standing rules supersede Robert's Rules of Order
- Provide additional rules that are not outlined in Robert's Rules of Order
- Standing rules are created and apply to each specific organization to help us facilitate a productive meeting and address our specific needs

How to Address the Floor

1. The Delegate shall rise
2. Proceed to the microphone
3. Wait to be recognized
4. Identify themselves by name and regional society
5. Wait to be recognized
6. Once recognized by the Speaker or Vice-Speaker, the Delegate must indicate if they are **For** or **Against** the issue
7. Delegate may state their position on the issue

How to Debate

1. Time will be officially kept by the designated timer
2. Debate on each resolution is limited to a 10 minute total
3. A Delegate may only speak once per resolution until everyone has spoken and then they are only allowed to speak one final time
4. A Delegate may move to extend the 10 minute time frame
5. Each speaker is limited to 2 minutes per resolution

How to Amend a Resolution

Original resolution *example*:

SGNA will hold the Annual Course in January.

1. A resolution can be amended in the following ways:

- > Add words/phrases
- > Strike out words/phrases
- > Strike out and insert words/phrases

How to Amend a Resolution

-Adding Words/Phrases

Original resolution:

SGNA will hold the Annual Course in January.

Proposed amended resolution:

SGNA will hold the Annual Course in January on the east coast.

Justification:

The Delegate is adding “on the east coast”.

How to Amend a Resolution

-Striking Words/Phrases

Original resolution:

SGNA will hold the Annual Course in January.

Proposed amended resolution:

SGNA will hold the Annual Course.

Justification:

The Delegate is striking out “**January**”.

How to Amend a Resolution

-Striking Out & Inserting Words/Phrases

Original resolution:

SGNA will hold the Annual Course in January.

Proposed amended resolution:

SGNA will hold the Annual Course in the winter.

Justification:

The Delegate is striking out “**January**” and inserting “**in the winter**”.

How to Amend a Resolution

-What Not To Do

Original resolution:

SGNA will hold the Annual Course in January.

Proposed amended resolution:

SGNA will hold the Annual Course in the winter on the east coast.

Justification:

The Delegate has proposed to add “on the east coast” and strike out “January” and insert “winter”. This is more than one proposed amendment at a time which is **unacceptable**.

Mock House of Delegates

Break off into small groups to generate resolutions	15 minutes
Mock Reference Hearing and Resolution Voting	20 minutes

How Can I Volunteer?

- **Reference Hearing Volunteers**
 - Assist with HOD activities during the Annual Course HOD meeting. Responsibilities include:
 - **Chair** – presents resolutions to membership
 - **Timer** – monitors time during debates
 - **Counter** – assists with counting votes
- **Vice-Speaker**
 - Anyone interested in running for the 2018 Vice-Speaker can contact:
 - Karin Cierzan – kcierzan@msn.com
 - Judith Currier – discover_the_world@live.com
 - Eileen McInerney – emcinerney@sgna.org

Thank You and remember your 2018
resolutions are due to SGNA
Headquarters by **January 1, 2018!**