

2015 FNA Membership Assembly

General Information & Procedures for Submission of Proposals



Florida Nurses Association

2014-2015 Reference Committee

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Tentative Dates to Remember

March

2 Membership Assembly Manuals are sent to all FNA Structural Units. Call for Proposals and Awards Manual, guidelines for reports from structural units and individual members; annual reports.

13 Legal Consideration and Bylaws submission (for BOD Consideration) deadline

27 Deadline for proposed bylaws changes for publication in the June TFN. Bylaw changes after this date will be published on the website and in the Members Only online newsletter.

[illegible]

May

29 Deadline for submitting nominees for FNA Awards
Deadline for submission on Lamplighters (25 yrs) and Diamond (50 yrs) Award Recipients.
(Please use appropriate forms from the 2010 Awards Manual)

[illegible]

June

1 Deadline for submitting Scholarships & Research Grants.
Proposed bylaw changes and Official Ballot printed in June issue of **The Florida Nurse**.
Special "Call to Meeting" in the June issue of **The Florida Nurse**

[illegible]

July

1 Final deadline for submitting proposed Bylaw changes to FNA.

17 Deadline for submitting Annual Reports to FNA Headquarters.

31 Deadline for submitting proposals to FNA Reference Committee.

[illegible]

September

11-12 Annual Membership Assembly – Renaissance Golf Village, St. Augustine, Florida
***See specific Manuals: "Membership Assembly Awards," "Annual Reports"**

FNA Membership Assembly

What & Why

The FNA Membership Assembly is a time when members of the Florida Nurses Association have the opportunity to convene or come together for several reasons:

1. Hold the official annual business meetings of the Association, called the sessions of the Members' Membership Assembly, where participating members determine the goals and priorities of the Association.
2. Participate in plenary sessions on timely issues and earn mandatory continuing education contact hours at the same time.
3. Meet new colleagues and nursing students, as well as renew friendships with members from around the state.
4. Receive reports from the local and state structural units.

It should be emphasized that the highest voice of authority of the Association is the Membership Assembly which consists of members in good standing and in attendance in accordance with FNA Bylaws. The official business of the Association is conducted during sessions of the Membership Assembly. Membership of the Membership Assembly registrants will be validated at registration and onsite and a quorum will be established. The other activities held during the Membership Assembly, such as the continuing education offerings, and advisory council of the structural units are very important but are not considered part of the official business. Therefore, the official business of this year's Membership Assembly will take place over a two-day period when sessions of the Membership Assembly are scheduled.

The order of business of the House will include reports from the Board of Directors, staff, and structural units; amendments to the Bylaws; and adoption of official positions. On the odd number year, elections are held with the results announced during the Membership Assembly. All members in good standing (in accordance with FNA bylaws) and Board of Directors have the privilege of voting. All members have the right to submit proposals to the Reference Committee for consideration by Membership Assembly for official action.

This Membership Assembly Manual is intended to assist the Board of Directors, Membership Assembly Attendees, and Council Chairs in preparation for this annual meeting.

Exhibit Space

Exhibit space is offered to Regions and Special Interest Groups for display of projects on a "space available" basis. It has become customary that at least two groups share a table and are responsible for setting up and managing their display.

Please notify the Director of Member Services at FNA Headquarters no later than **August 14th** if you would like to utilize complimentary exhibit space.

Advisory Council

According to FNA Bylaws, the Advisory Council meets at least once annually at Membership Assembly to consider and promote the interests of FNA. The FNA Board of Directors and Leaders of the Regions and Collective Bargaining Units, or their designee's make up the Advisory Council; two officers of the Florida Nursing Students Association are eligible to attend the meetings.

Members of the Advisory Council are asked to suggest agenda items to be discussed at the annual meeting. In addition, members are asked to participate in an evaluation of the activities of the Association during the preceding years.

Florida Nurses Association Development of an Official Position

Constituent groups (Regions, Units, FNPAC, Foundation, etc.), as well as individual members of FNA, have the opportunity to voice their concerns or express their thoughts on matters of significance to nursing, nurses, and health needs of the public by preparing position statements on the specific issue. What may have started out as one member's idea or concern may become an issue and official position of not only the Florida Nurses Association but that of ANA as well! Turning a state issue into a national priority has happened several times in just the last few years!

The evolution of this process starts with just one member expressing herself/himself: one member's idea shared with members of a constituent group, then formulated in the form of a proposal and revised and refined by the committee or small group. The proposal is then approved by this working group, then submitted to the FNA Reference Committee utilizing the "Policies and Procedures for Submitting Proposals," which then becomes an official position of FNA when approved by either the Membership Assembly or the FNA Board of Directors. The House or Board can then direct that the position be submitted to ANA Membership Assembly where it has the potential of becoming a national position or priority. Doesn't that make you feel powerful?

Florida Nurses Association

Policies and Procedures for Submission of Reference Proposals

(Proposals for action by the 2014 FNA Membership Assembly are now being received by the Reference Committee. All proposals must be received at FNA Headquarters, other than emergency proposals, no later than **August 1st**).

These policies and procedures are set forth as guidelines to be used by FNA Board of Directors, Committees, Regions and Units as well as individual members submitting proposals for consideration by the Membership Assembly.

A. Classification of Proposals

1. Action Proposals: A proposal in report form with recommendation(s) requiring action by the Membership Assembly.
2. Emergency Proposals: A proposal on a matter of great importance which could not have been known prior to the deadline date for submission of proposals and cannot wait until the next meeting of the Membership Assembly.

B. Development of a Proposal

1. Proposals may be initiated by:
 - a. Individual members
 - b. Constituents or structural units
 - c. The Board of Directors and/or structural units at any level
2. Proposals shall be written using the format described herein and following the criteria listed

C. Criteria for Proposals

1. The report complies with the procedures stipulated in this document.
2. The report deals with a single topic.
3. The report has state relevance.
4. The report is concise, clear, and unambiguous.
5. The report is not duplicative or inconsistent with existing association policy, ANA or FNA bylaws, or the Association's long range strategic plans.
6. The report follows the format described in this document.

D. Format for Proposals

1. The proposal should include:
 - a. Statement of concern or issue
 - b. Rationale
 - i. background information
 - ii. pertinent definitions
 - iii. overview on nursing role/function
 - iv. legal/ethical considerations
 - v. consequences to patient care
 - c. Statement of position
 - d. Recommendations for action
 - e. References (if applicable)
2. The proposal should be typewritten.
3. The member or unit submitting the proposal should be identified.

E. Procedures

1. Deadline for submitting proposals:
 - a. Proposals should be submitted at least 30 days prior to the Summer Board of Directors meeting for complete review of committee.
 - b. Emergency proposals can be submitted to the Reference Committee up to 12:00 noon prior to the day preceding the start of Membership Assembly.
 - c. Proposals coming out of Council business meetings must be submitted to the Reference Committee no later than 4:00 p.m. the day prior to the last Membership Assembly. The author of the proposal will be responsible for preparation of final typed copy and duplication of **350 copies** for the Delegates.
2. FNA Reference Committee:
 - a. Shall receive and review all proposals.
 - b. Shall take on the following actions:
 - i. accept for hearing
 - ii. edit to clarify and accept for hearing
 - iii. refer to submitter with recommendations for revision based on criteria
 - iv. refer to an organizational unit for action when content is defined by policy or bylaws to be the business of that organizational unit
 - v. reject
 - c. Shall notify the submitter of the Committee's action on the report.
 - d. May propose own proposal.
 - e. Shall give information report to the FNA Board of Directors at their meeting regarding proposals submitted.
 - f. Will sponsor the hearings to be held at Membership Assembly.
 - g. Will prepare a written report for the Membership Assembly utilizing the information presented at the hearings.
 - h. Will announce any emergency proposals received to the first meeting of the Membership Assembly.

Hearing Guidelines

1. Hearings on proposals are held to provide information on issues and opportunity for discussion by members and delegates prior to the Membership Assembly action on proposals.
2. The Reference Committee will sponsor the hearings with members of the Reference Committee serving as the presiding officers. The author(s) of proposals will be invited to clarify as appropriate.
3. Rules for Speaking:
 - a. FNA members will be recognized and given priority over non-members to speak on proposals under consideration.
 - b. Non FNA members will request permission of the presiding officer prior to the hearing, and at the discretion of, and upon recognition from the presiding officer at the hearing, may speak to issues scheduled for discussion.
 - c. All speakers from the audience shall identify themselves and their affiliation when recognized by the presiding officer. To facilitate discussion, comments will be limited to three minutes and no speaker shall speak more than once to a question if someone who has not spoken wishes to do so.
4. No formal written, taped, or steno typed records of the proceedings are kept. There will be no formal transcription of business.
5. In the interest of facilitating discussion on all proposals scheduled for the hearing, the Hearing Officer may close discussion on any proposal.
6. Following the hearings on proposals, the Reference Committee will prepare a written report for the Membership Assembly utilizing the information presented at the hearings, and may present a revision of the proposal and recommendations for action to the Membership Assembly.
7. If after the hearing the Committee perceives that there is a consensus for action, one or more proposals may be incorporated into one recommendation for presentation to the Membership Assembly.

How FNA Develops Positions for Legislative Action

Positions assumed by the Association for action relating to (1) active support or opposition to legislative proposals or proposed administrative rules or (2) sponsoring or co-sponsoring certain bills are the result of:

- A. Actions taken by the Membership Assembly during FNA's Annual Membership Assemblies.

Proposals or recommendations are brought before the Membership Assembly through FNA Committees, individual members, and the Board of Directors.

Constituent groups within the Association such as the Deans and Directors, FNPAC, the Florida Nurses Foundation, and the QUIN Council also are encouraged to bring issues of importance before the Membership Assembly.

- B. If issues which need attention/action arise between meetings of the Membership Assembly, the FNA Board of Directors can deliberate and take a position. Because of increased visibility of FNA in the political arena, many groups and public officials seek FNA's assistance on issues leading the Board to take action.
- C. During each Membership Assembly, the Membership moves an Association Platform from which position statements are derived and support/opposition to legislative initiatives are directed.
- D. The Board of Directors, with input from local leaders and members, annually develops the Association Workplan for the year. This plan, which is published in ***The Florida Nurse***, becomes the basis for positions taken in various arenas.