

For Information Only:

**GUIDE TO THE
WNA REFERENCE
REPORT PROCESS**

WNA Board of Directors Working Draft 070816

Introduction

The Guide to the Reference Process details the policies and procedures by which the WNA members at the WNA Annual Meeting considers key issues of state and strategic importance as identified through WNA's strategic plan, programmatic pillars, and/or WNA leadership and staff environmental assessment.

WNA's Reference Committee, a standing committee of the WNA Board of Directors, facilitates the reference process by receiving, reviewing, and reporting on proposals submitted and facilitating in-depth discussions on selected topics prior to the WNA Annual Meeting. This committee is comprised of three to seven WNA members appointed by the WNA Board of Directors.

This Guide is divided into four sections:

Section 1: Reference Process

Section 2: Review of Proposals

Section 3: Consideration of Emergent Proposals

Section 4: Onsite Dialogue Forums

Section 5: Report of the Reference Committee

Appendices

Appendix A: WNA's 2014-2016 Strategic Themes, Programmatic Pillars, and WNA leadership and staff recommended topics

Appendix B: Proposal Form

Appendix C: Timelines

Section 1: Reference Process

As part of the Reference Process, the Reference Committee:

- Receives and reviews proposals to develop or revise Association policy and/or positions;
- Receives and reviews proposed Dialogue Forum topics;
- Provides an opportunity for the WNA membership to consider proposals, via a Dialogue Forum process that request the development or revision of Association policies and/or positions; and
- Facilitates Dialogue Forums that will be part of the WNA Membership Assembly so as to engage the WNA membership in substantive discussion and consideration of relevant and timely nursing practice and policy issues.
- Presents the summary of the Dialogue Forum discussion and recommendations to the members attending the WNA Annual Meeting for passage.

On behalf of the Reference Committee, WNA staff disseminates a targeted Call for Proposals, which may be submitted to the Reference Committee by and individual member, WNA Board of Directors, structural unit, task force or mutual interest group.

Required Criteria: Proposal to Develop or Revise Association Policy and/or Position

A proposal to develop or revise Association policy and/or position must meet the following criteria:

1. Relate to the organization's strategic goals or programmatic pillars;
2. Have state relevance;
3. Address a critical gap in Association policy or position;
4. Not duplicate existing Association policy or position(s) or WNA's bylaws;
5. Include citations for facts and figures; and
6. Be submitted by the established deadline.

Required Criteria: Proposal for a Dialogue Forum Topic

A proposed Dialogue Forum topic must meet the following criteria:

1. Relate to the organization's strategic goals or programmatic pillars;
2. Have state relevance;
3. Identify the underlying issue(s) related to the topic to be addressed during the Dialogue Forum;
4. Include citations for facts and figures; and
5. Be submitted by the established deadline.

Section 2: Review of Proposals

Step 1: Prior to consideration by the Reference Committee, WNA staff reviews proposals to ensure compliance with the required criteria. (See Section 1)

Step 2: Following review by WNA staff, the Reference Committee reviews proposals and may take any of the following actions:

- Proposal to Develop or Revise Association Policy and/or Position:
 1. Accept the proposal for consideration by the WNA members;
 2. Refer the proposal to the submitter with recommended revisions based on criteria and re-submission;
 3. Reject the proposal.

- Proposal for Dialogue Forum Topic:
 1. Accept for consideration by the WNA Board of Directors as a Dialogue Forum for the Annual Meeting or other venue; e.g., virtual networking activity using the Rapid Response process with subsequent WNA Board of Director action and/or Board of Director action absent of member input
 2. Reject the proposed topic.

Accepted proposals become the property of the Reference Committee, which has the authority to make modifications that it deems appropriate.

Step 3: The Reference Committee:

- Informs the WNA Board of Directors as to proposals to develop or revise Association policies and/or positions that the Committee accepted for consideration by the WNA membership during the Annual Meeting or Rapid Response event.
- Recommends a set of Dialogue Forum topics for consideration by WNA's Board of Directors.

To ensure sufficient time for the Membership Assembly to broadly discuss the issues brought before them, and to allow time should an emergent issue arise, the Reference Committee will recommend that the WNA Board of Directors approve a limited number of (e.g., three or four) topics for discussion by the Membership Assembly.

Step 4: The WNA Board of Directors considers whether to approve the Reference Committee's recommended Dialogue Forum topics and process for member discussion.

Step 5: WNA staff:

- Prepares background documents for each board-approved Dialogue Forum topic and provides to the Reference Committee for review and

- Plans for the onsite Dialogue Forums, including selection of presenters and initiating the CE process.

Step 6: WNA staff disseminates to the submitters as well as the membership:

- Proposals to develop or revise Association policies and/or positions and
- Background documents for each board-approved Dialogue Forum background documents.

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Section 3: Consideration of Emergent Proposals

The timely submission of proposals to develop or revise Association policies and/or positions and proposed Dialogue Forum Topics

- a. Gives the Reference Committee sufficient time to thoughtfully consider the proposal and make an informed recommendation on whether the proposal should be considered by the membership either at the Membership Assembly or using the Rapid Response venue.
- b. Allows the WNA membership sufficient time to research Association policies and positions, review the Dialogue Forum background document, and consult with colleagues.

As such, to the extent possible, the submission of an emergent proposal should be avoided. An emergent issue:

- a. is of great strategic importance to Wisconsin's nursing profession and WNA;
- b. is of state relevance;
- c. could not have been known prior to the submission deadline; and
- d. cannot wait until next year's WNA's the Call for References.

That being said, it is necessary to have a mechanism to submit emergent proposals that have a legitimate reason for being late, while at the same time ensuring informed discussion of such issues.

The following procedure must be followed to introduce an emergent proposal:

1. Emergent proposals must be submitted by noon Eastern Time three (3) days prior to the Opening Session of the Membership Assembly in order to be considered by the Reference Committee.
2. In addition to submitting a completed Proposal Form, an emergent issue requires the following elements:
 - a. Justification of the following:
 - i. the strategic importance of the issue to the nursing profession and WNA;
 - ii. the national relevance of the emergent issue;
 - iii. why the issue could not have been known prior to the submission deadline; and
 - iv. why the issue cannot wait until the next Reference Committee Call for References.
 - b. Background document on the emergent issue, including citations for facts and figures.
3. If the Reference Committee deems a proposal to be of an emergent nature, they will determine the means by which it will be considered in relation to the business that needs to be conducted.

If the Reference Committee determines that the emergent proposal should be considered by the membership at the Membership Assembly and Annual Meeting, the committee will work with the submitter to ensure timely dissemination of materials.

Section 4: Dialogue Forums

A. Membership Assembly Dialogue Forums:

At the Membership Assembly, Dialogue Forums allow for substantive discussion on the board- approved Dialogue Forum topics. The Reference Committee will work with WNA staff to establish the process and procedures for the Dialogue Forums.

At the onsite Dialogue Forum, time will be allocated for:

- a. Short overview of the issue;
- b. Briefing on activities related to the issue in which WNA Board, structural units, task forces or mutual interest groups are currently engaged; and
- c. Facilitated discussion on the issues and recommended actions.

B. Virtual Dialogue Forums using Rapid Response Process

The Rapid Response method will be used as a means of soliciting member's engagement on a Dialogue Forum proposal that was not to be presented to the membership during the Membership Assembly or the Annual Meeting. The Reference Committee will conduct the virtual Dialogue Forum working with the WNA staff on the procedures and process.

The Rapid Response sponsored Dialogue Forum, time will be allocated for:

- a. Short overview of the issue;
- b. Briefing on activities related to the issue in which WNA Board, structural units, task forces or mutual interest groups are currently engaged; and
- c. Facilitated discussion on the issues and recommended actions.

Section 5: Report of the Reference Committee

The report of the Reference Committee will include a summary along with the Committee's recommendations for both a) proposals to create or revise Association policies or positions and b) dialogue Forum Topics.

The Reference Committee may take any of the following actions related to a proposal to develop or revise Association policy or position:

1. Recommend adoption of the proposal as submitted;
2. Recommend adoption of a revised proposal; or
3. Propose a motion without recommendation.

For each Dialogue Forum, the Reference Committee will summarize the outcomes and include recommendations. Action on the proposed reference will occur two ways.

1. During the WNA Annual Meeting that included discussion during the Membership Assembly process.
2. Following the Rapid Response event with recommendations going to the WNA Board of Directors.

The WNA Board of Directors determines actual implementation activities in keeping with its corporate and fiduciary authority and responsibility. As such, the Report of the Reference Committee will include broad recommendations related to each Dialogue Forum rather than specific prescriptive actions.

Appendix A. Strategic Plan (Goals and (Programmatic Pillars)

WNA Strategic Plan

Goal 1. Collectively and collaboratively advocate for access to comprehensive quality health care services for all people

- A. Nurse awareness of the Affordable Care Act (Advocacy & Education)
- B. A healthy Wisconsin population (Advocacy, Practice & Education)
- C. Patient access to quality health care through collaboration (Leadership)

Goal 2. Assure that the registered nurse is an essential provider in all practice settings through leadership education, research, workplace advocacy, legislation, and regulation.

- A. Full utilization of Advanced Practice Registered Nurses (Advocacy & Education)
- B. Expanded role of nurses (Practice & Leadership)
- C. Healthy Nurses (Education and Advocacy)

Goal 3. Create and implement a high growth membership organization that will continue to be strong and effective at the local, state, regional and national levels

- A. Effective membership recruitment and retention plan (Leadership)
- B. WNA advancing the nursing profession in Wisconsin (Advocacy, Education, Leadership)

Appendix B: Proposal Form – Sample

1. Topic: Statement of topic/issue
2. Strategic Goal: Identify the strategic goal to which the proposal most directly relates
3. Programmatic Pillar: Identify the programmatic pillar to which the proposal most directly relates
4. Is the topic of state relevance? Yes: No:
5. Introduced By: Individual, Board of Directors, structural units, task force or Mutual Interest Group
6. President/Chair (or Designee) Name: Provide the full name and credentials
[This individual needs to be available to respond to questions or requests from the Reference Committee or Membership Assembly Representatives if the proposal is approved]
7. President/Chair (or Designee) Contact
8. Information: Provide the preferred phone number and email address
9. Second Contact Person's Information: Provide the name, position/title, preferred phone number and email address
10. Description:
 - A. Provide the reason for submitting the proposal.
 - B. Explain how the proposal is of state relevance.
 - C. Discuss the impact of the proposal on the association, profession, and/or the public.

For a proposed Dialogue Forum topic, the submission also must include a brief background document on the issue and identify the underlying issues that need to be addressed during a Dialogue Forum
For an emergent proposal, the submission also must justify why the issue could not have been known prior to the submission deadline and why the issue cannot wait until the next meeting of the Membership Assembly as well include a brief background document on the issue.

Access to the fillable Proposal Form

Please click on the link to access the Proposal Form.

Completed Proposal Forms must be submitted by 5:00pm Eastern Time on XXXXXXXX.

When submitting an emergent proposal for consideration, see Section 3 for the additional elements that are required. Completed proposals for emergent issues must be submitted by 12:00pm Eastern Time three (3) days prior to the Opening Session of the Membership Assembly.

Appendix C: 201__ Reference Process Timelines (insert dates)

Call for Proposals OPENS

Call for Proposals CLOSES at 5:00pm Eastern Time

The WNA Board of Directors considers the Reference Committee's recommendations for proposed Dialogue Forum Topics

Decision of the WNA Board of Directors re: Proposed Dialogue Forum Topics is communicated to the submitter(s)

Decision of the Reference Committee re: proposals to develop or revise Association policies or positions communicated to the submitter(s)

Background documents on each board-approved Dialogue Forum and proposals to develop or revise Association policies and/or positions disseminated to submitter(s) and Membership Assembly participants

Completed proposals for emergent issues must be received by 12:00pm Eastern Time

Dialogue Forums

Membership Assembly

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