

How to Write and Submit a PTA Resolution

Each resolution submitted to NYS PTA is subject to consideration by the NYS PTA Resolutions Committee. All resolutions must be **received** in the NYS PTA office by **April 15th**. (In the event that the 15th falls on the weekend, the resolution will be accepted on the next business day). Resolutions received after the deadline will not be presented at that year's annual convention). Facsimile (faxes) or electronic mail (email) will not be accepted.

The Issue

A resolution must:

- Relate to the education, health, safety or welfare of children and youth, or parental education and involvement of parents.
- Be in harmony with the purposes and the basic policies of New York State and National PTA.
- Concern a matter that is statewide in scope.
- State a position not previously adopted by NYS PTA. (Copies of adopted positions are available for reference in "*Where We Stand*" on the NYS PTA web site: www.nyspta.org under "Advocacy.")
- Contain "Whereas" statements and "Resolved" statements that are written in language appropriate for statewide consideration.
- Include "Whereas" statements that do not cite the Purposes or Position Statements of New York State or National PTA. (These are already established and assumed, though Purposes or Position Statements can be included in the rationale.)
- Provide three (3) verifiable background references from three (3) different sources for each "Whereas."
- Cite a variety of independent sources, which are required as proof.
- Use references that are bracketed and numbered in the background material, indicating which "Whereas" statement they support.
- Site materials that are current (published no more than six years ago).
- Not use PTA materials as documentation.

Research: Background Material

A submitted convention resolution must:

- Contain background materials that are factual and verifiable. It can include, but is not limited to: copies of information such as education, safety and welfare articles or updates; documented research; pertinent laws; government publications and regulations; and articles from professional publications (examples of non-verifiable documents include: personal letters, logs of phone calls, or email printouts, which are not good documentation because they cannot be verified).

- Include only primary source materials (examples of non-primary materials include: newspaper articles, abstracts, editorials and materials from other organizations intended for lobbying and advocacy purposes).
- Published **no more than six** years ago.
- Include on each page the author, title, publisher and date for each source. Online sources should include the URL.
- When including articles, submit them in their entirety.
- **Not more than 25** double sided **or 50** single sided pages, font size no smaller than 10 with 1 inch margin.

Write: Format Criteria

A resolution usually consists of two main parts:

- **Whereas:** The preamble portion of the resolution consisting of a statement(s) providing information explaining the **reasons** for the resolution, and **why** it should be adopted.
- **Resolved:** The main motion. The Resolved statements state **what action** should be taken and expresses the opinion or will of the group.

Submit

A submitted convention resolution must:

- Be adopted by a majority vote of the executive board or general membership of a unit, council or region.
- Be accompanied by the appropriate and properly completed cover sheet.
- Have the cover sheet signed by the president of the submitting group. Contain a Narrative Summary of the resolution, no more than 150 words, that captures the intent and scope of the full convention resolution.
- Include a table of contents.
- Include a reference sheet that substantiates each “Whereas” statement by referencing the page or pages that provides documentation in the submitted background material.
- Include no more than 25 double-sided or 50 single-sided pages for background materials.
- Font size may not be smaller than 10 with 1 inch margin.
- All pages, with exception of the required submission cover page, must be numbered consecutively.

Simply put, to propose a resolution for consideration you:

- **State the *Issue*,**
 - **Do your *Research*,**
 - **Write your resolution**
 - **Submit your resolution**
- (Within the prescribed guidelines)**