

## Resolutions FAQs

### (Frequently asked Questions)

New York State PTA's process for adopting, updating and rescinding positions of the organization is governed by the current edition of Robert's Rules of Order, Newly Revised (RONR) in all cases in which they are applicable and in which they are not in conflict with NYS PTA's Mission and Purposes.

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#### **What is a PTA resolution?**

A resolution is like any other original main motion. Resolutions formalize PTA positions on various important and relevant issues. Resolutions are considered each year by voting delegates of the annual convention. Once a position has been adopted, the organization cannot act in conflict with the position except by first rescinding or amending the position. Resolutions guide the leaders in their actions and protect the members from having leaders espouse as official positions anything contrary to the organization's views as expressed in the resolutions.

#### **What is a Position Paper?**

Position Papers are similar to resolutions in that they serve to formalize the positions of the organization on various important and relevant issues. Position papers represent the research of the NYS PTA Board of Directors and provide guidelines on an issue. Unlike resolutions, position papers are adopted by the Board of Directors rather than the entire organization, yet they hold the same force as a resolution.

#### **How is a resolution adopted by NYS PTA?**

NYS PTA considers resolutions at its annual convention. A resolution is brought forward at convention because of its importance, length or complexity and must be submitted in writing and meet certain criteria.

#### **Who votes on a convention resolution?**

Voting delegates at the NYS PTA Annual Convention debate and vote on resolutions.

#### **Who can submit a convention resolution?**

Local units/councils, regions, the New York State Resolutions Committee or Board of Directors may submit convention resolutions. Resolution criteria are the same for all PTA bodies.

#### **Why submit a convention resolution?**

NYS PTA resolutions seek to address problems, situations or concerns that affect children and youth statewide and, therefore, require statewide action for solution. As

such, resolutions are *calls for action* by NYS PTA or its constituent bodies (local units/councils/regions).

### **What criteria must each convention resolution meet?**

- Each resolution submitted to NYS PTA is subject to consideration by the NYS PTA Resolution Committee.
- A convention resolution must be approved by the NYS PTA Executive Committee for presentation to convention delegates.
- All resolutions must be received in the NYS PTA office by April 15<sup>th</sup>. In the event that the 15<sup>th</sup> 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.
- Early submission is encouraged. In the event that parts of the resolution or background information are missing, you can be notified; or should fine-tuning be needed, a committee member can work with you so that your submission can be made before the deadline date.
- The NYS PTA Resolutions Committee generally meets in early June. Submitters must be available to work with the resolutions committee to make necessary changes to meet these criteria.
- The resolution must conform to all parts of the substantive criteria.

### **When can an emergency resolution be submitted?**

Emergency resolutions may be submitted only if the urgency of the subject matter has arisen after the April 15<sup>th</sup> deadline. They require the approval of the NYS PTA Executive Committee and must conform to all established criteria and be received in the state office no later than 10 business days prior to the convention.

An exception to the 10-day deadline will be made if the need for the resolution could not have been known before the deadline. In this case the resolution should be submitted to the Resolutions Specialist prior to the opening of convention.

Convention rules require a majority vote of the delegate body to bring an emergency resolution to the floor.

### **May printed materials to support a resolution be distributed?**

Any voting delegate who wishes to have printed material distributed, either for or against any proposed resolution, updated resolution or retention must submit three (3) copies of the material to the **New York State PTA, One Wembley Court, Albany, NY 12205-3830**, Attn: Convention Coordinator, no later than ten (10) business days prior to opening of State Convention.

A copy of any printed material which is supportive of any proposed resolution or updated resolution should also be sent to the contact person listed with that resolution, for his/her information, ten (10) business days prior to the opening of convention.

A copy of any printed material which is supportive of positions to be retained should be sent to the Resolutions Specialist, for his/her information, ten (10) business days prior to the opening of convention.

Once permission is granted to a delegate to distribute material at convention, it is the obligation of the delegate to supply the copies in a manner stipulated at the time permission is granted.

Every paper distributed must state the name, address, and unit/council it represents.

### **When is a resolution or position statement no longer the position of New York State PTA?**

Robert's Rules of Order, Newly Revised is NYS PTA's bylaws parliamentary authority. It states that a resolution is considered the position of the organization until such time as it has been rescinded. Rescinding requires a vote of the body that originally adopted the measure: in NYS PTA's case, the delegates to the state convention. Simply "retiring" a resolution or calling it "historical" does not formally nor legally change a resolution's status.

It should be noted that rescinding does not mean that the position is considered never to have been a position of NYS PTA. When a resolution is rescinded, it remains in the historical record. Rescinding terminates only the official force behind the action.

### **How Should a Resolution Look?**

The goal of a resolution is to inform, educate and inspire membership to take action. A resolution should be simple and concise and provide a clear understanding for a member with no prior knowledge of the issue or problem. A resolution should follow the sample format below:

<b>Clear, Concise Resolution Title</b>
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- |                 |   |
|-----------------|---|
| <b>Whereas</b>  | this is the part of the resolution that <i>explains</i> the issue or problem; and   |
| <b>Whereas</b>  | each resolution should address only <i>one issue or problem</i> that is a <i>statewide</i> concern; and   |
| <b>Whereas</b>  | each of three "Whereas" statements should address only <i>one fact, idea or supporting argument</i> related to the issue or problem; therefore be it  |
| <b>Resolved</b> | that this part of the resolution <i>proposes a solution</i> to the issue or problem identified in the "Whereas" statements; and be it further   |
| <b>Resolved</b> | that each "Resolved" statement should address a <i>separate action</i> to be taken or solution proposed to resolve the issue or problem; and be it further  |
| <b>Resolved</b> | that the "Resolved" statement should <i>stand alone</i> and the action proposed therein should be <i>clearly understood</i> by the reader without having to refer back to the "Whereas" statements. |