# ISSUE WORKSHEET

\*Not all lines need to be used, you can add more lines if needed as well

Main Issue:

[ ]  This issue is within the scope of the mission and purposes of PTA.

[ ]  This issue is not already addressed by a MOPTA or NPTA resolution or position statement.

* Not sure, contact the MOPTA Resolution Committee Chair

[ ]  This is a state-wide issue.

Reasons this is an issue (these will become Whereas clauses)

1.
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15.

Resources (news articles, research data, reports supporting reasons)

* Resources should reflect the issue is a problem across the state

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| Reason # | Resource Title/Web Link | Specific page # in document or notes |
|       |       |       |
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Action to take (these will become Resolved clauses)

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6.

# WHEREAS WORKSHEET

\*Not all lines need to be used, you can add more lines if needed as well

* Your resolution can have as many Whereas clauses as you like, but each whereas clause MUST be backed up by at least three (3) resources
* Resources may be used for more than one Whereas clause
* Group similar reasons together to form a Whereas clause
* You may have to narrow down reasons to those with the greatest impact and strongest backup resources

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| **Whereas 1** |
| **Reason** | **Resource** |
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| **Whereas 2** |
| **Reason** | **Resource** |
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| **Whereas 3** |
| **Reason** | **Resource** |
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| **Whereas 4** |
| **Reason** | **Resource** |
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# RESOLVED WORKSHEET

\*Not all lines need to be used, you can add more lines if needed as well-

Step 1) Group Action

* Groups actions from Issue Worksheet that are similar in scope

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| Resolved 1 |       |
| Resolved 2 |       |
| Resolved 3 |       |
| Resolved 4 |       |

Step 2) Order Clauses

* Resolved clauses are ordered from big/statewide action (legislative action) to small/local action (unit action)

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| Resolved 1 |       |
| Resolved 2 |       |
| Resolved 3 |       |
| Resolved 4 |       |

# [RESOLUTION TITLE]

Whereas, [First whereas clause wording inserted here, this should be the largest impact reasoning for your issue, it will be all one sentence using only commas]; and

Whereas, [Second whereas clause wording inserted here, it will be all one sentence using only commas]; and

Whereas, [Third whereas clause wording inserted here, it will be all one sentence using only commas]; and

Whereas, [Fourth whereas clause wording inserted here, it will be all one sentence using only commas]; therefore be it

Resolved, That the Missouri Congress of Parents and Teachers (Missouri PTA), its units and councils, [encourage, urge] the Missouri State Legislature to [insert action of first resolved clause]; and be it further

Resolved, That the Missouri PTA, its units and councils, [encourage, urge, collaborate with insert action of second resolved clause]; and be it further

Resolved, That the Missouri PTA, its units and councils, [insert action of third resolved clause]; and be it further

Resolved; That the Missouri PTA, its units and councils, [insert action of fourth resolved clause].

# Resolution Convention Action Cover Sheet

This cover sheet MUST accompany any resolution or any request for substitution of a present resolution that is proposed for action by delegates to the Missouri PTA annual convention.

|  |  |  |
| --- | --- | --- |
| Subject matter: | [ ]  | Resolution not previously addressed by the Missouri PTA |
|  | [ ]  | Request for substitution of present Missouri PTA resolution |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Unit/Council Name |       | Local Unit | [ ]  | Council | [ ]  |
| President Name |       |
| President Address |       |
| City |       | Zip |       | Phone |       |
| Approved at General Meeting date |       | Number of members present |     | Affirmative Vote |     | Quorum stated in bylaws |     |
| Contact Person |       | Position |       |
| Address |       |
| City |       | Zip |       | Phone |       |

|  |  |  |
| --- | --- | --- |
| **CHECKLIST** | **YES** | **NO** |
| In accordance with PTA Purposes & Policies | [ ]  | [ ]  |
| Related to the education, health, or welfare of children and youth? | [ ]  | [ ]  |
| Accompanied by rationale, background data, table of contents, and reference sheet | [ ]  | [ ]  |
| Related to state and/or local status | [ ]  | [ ]  |
| Signed by originating group’s president and secretary and all requested information on Convention Cover Sheet furnished and legible | [ ]  | [ ]  |

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|  |
| Signature of President | Date |
|  |
| Signature of Secretary | Date |

Mail to: Missouri PTA, 2101 Burlington Street, Columbia, MO 65202-1945 postmarked by March 31

Email to: office1@mopta.org