



Resolutions Handbook

A Guide to Understanding and Writing Missouri
PTA Resolutions

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About PTA

PTA® comprises families, students, teachers, administrators, and business and community leaders devoted to the educational success of children and the promotion of parent involvement in schools. PTA is a registered 501(c)(3) nonprofit association that prides itself on being a powerful voice for all children, a relevant resource for families and communities, and a strong advocate for public education. Membership in PTA is open to anyone who wants to be involved and make a difference for the education, health, and welfare of children and youth.

MISSOURI PTA RESOLUTIONS PROCESS

PTA Mission Statement

PTA is:

- A powerful voice for all children*
- A relevant resource for all families and communities*
- A strong advocate for the education and well-being of every child*

Our mission is at the heart of what PTA advocates have been doing for over 100 years. They give us a clear direction and guideline for why we have a Resolutions Program.

What role do resolutions play in developing the Missouri PTA advocacy efforts? Resolutions and positions provide our organization with our voice. They create our official stance on issues. Resolutions form the foundation for all Missouri PTA positions and legislative priorities. Our legislative platform is based on the adopted resolutions from convention and programs are designed to address the issues stated by those adopted resolutions. The resolution process gives us direction to make our world a safer, brighter one for all Missouri children and youth.

The development of resolutions is a project that all PTA members, units, and councils should take seriously and become actively involved in. If there is an issue that you, your unit, or your council are concerned about and needs to be addressed by a resolution on behalf of all Missouri's children, it is incumbent upon you to take action. This handbook is intended to provide you with the assistance and guidance you need to start and complete that process.

Please, take time to discuss with your board, your unit or council, teachers and principals the issues that may need to be addressed. If you need help getting started, contact the Legislation & Advocacy Department.

RESOLUTION REQUEST FOR ACTION

A resolution is a main motion introducing a new subject and, therefore, may be debated and amended. It is written in a certain form because of its length or its importance. A resolution is a proposal that something is done, or that something is the wish, opinion or sense of the assembly.

Convention resolutions call for action by the Missouri PTA or its constituent bodies (councils or local units). Resolutions seek to address problems, situations or concerns which affect children and youth statewide and which require statewide action to be resolved. It must not propose action contrary to the laws of a city, county or state where enacted.

Local units, councils, districts or the State Resolutions Committee may submit resolutions for consideration by the Missouri PTA convention body. The voting body of the submitting group must have adopted the resolution. At convention, after the motion is on the floor, a member of the submitting group must be present to speak in support of the motion.

It is imperative the Resolutions Committee take advantage of all existing resources. Additional information on resolutions on National PTA website. Another source of information and assistance is the Chairman of the Missouri PTA Resolutions Committee. Please feel free to contact this chairman any time. It would be to your advantage to consider sending an early first draft of your work as revisions may be proposed. Consider sending the final draft and all required materials by certified mail or email.

CONSIDER THE FOLLOWING

- Has the subject matter been addressed previously?
- Can the subject matter be addressed appropriately in resolution form?
- Is the subject matter pertinent? Will it receive broad-based support?
- Can the subject matter be documented?
- Can the resolution be implemented?
- Does the proposed resolution comply with each of the procedures as set forth in this material?

REQUIRED CRITERIA FOR SUBMITTALS

To qualify for consideration by the Missouri State Resolutions Committee, all resolutions MUST meet all of the following criteria:

- Concern a field of interest of the Missouri Congress of Parents and Teachers
 - Be in harmony with the purposes and basic policies of the National Congress of Parents and Teachers
- but does not cite these purposes and basic policies in the whereas clauses
- Concern a matter that is statewide in scope and requires statewide action for solution
- State a position not previously adopted by the MOPTA or the NPTA
- Include possible methods of implementation for the action called for
 - Be written in language appropriate for consideration by MOPTA convention delegates, i.e., “Be it resolved that the Missouri Congress of Parents and Teachers (Missouri PTA) shall...”
- Completed Convention Action Cover sheet must be signed accordingly
- Contains a summary, no more than 150 words, that captures the intent and scope of the resolution
 - Includes three (3) current background references for each whereas with the appropriate information enclosed in brackets and labeled as to the appropriate whereas
- Background references are factual, verifiable and statewide in scope, published no more than six years ago – PTA sources cannot be used for background references
- Have each “whereas” and “resolve” sectioned individually with the background and implementation material
- Include a table of contents and reference sheet

The What, Where and by When

- Five hard copies or an electronic copy of each of the resolution, rationale, support data, Convention Action Cover Sheet and method of implementation must be submitted for use by the committee to the state office and postmarked no later than October 1.
- A representative of the submitting body must be present at the State Convention during resolutions briefing and when the assembly debates the resolutions.
- Any printed material brought to Convention by the submitting body to be passed out to delegates must be approved by the president of Missouri PTA. Copies must be sent to the State Resolution Chairman by March 31.

Strongly recommended

- *Submit a first draft of the resolution to the State Resolutions committee chair.*
- *Send the final draft and all materials by certified mail or when emailing to the state office cc the State Resolutions committee chair.*

AFTER THE RESOLUTION IS SUBMITTED

Step One

The resolutions committee strictly adheres to the above criteria. The committee may edit or adapt resolutions if necessary; substantive changes can only be made with the consent of the submitting group. The committee meets in the spring to consider for approval proposed resolutions. The Resolutions committee chairman will acknowledge that each resolution has been received, and will notify all who submitted resolutions of the action taken on their submission within one week of the meeting of the resolutions committee. Resolutions approved by the Resolutions Committee are presented to the State Executive Committee, and if approved, are presented to the Board of Managers for approval. Again, the State Resolutions committee chairman will notify those that submitted resolutions on the decision of the Board of Managers within one week of the decision.

Step Two

The approved resolutions are then presented to the State Convention Delegates for consideration of approval during the General Sessions at State convention. If a resolution is approved by the state board a representative of the submitting body must be present at the State Convention during the resolutions briefing and when the assembly debates the resolutions.

Any printed material brought to Convention by the submitting body to be handed out to delegates must be approved by the president of Missouri PTA. Copies must be sent to the State Resolution committee chairman postmarked by March 31.

Step Three

Adopted resolutions become an official stance of the Missouri PTA. Adopted resolutions are placed in the State PTA Resolutions Handbook and the Missouri PTA website (www.mopta.org). All resolutions are reviewed every five years to determine if they are still relevant and useable.

EMERGENCY RESOLUTIONS

A resolution is an emergency only if the urgency of the subject matter has arisen after the October 1st deadline & requires immediate attention. The resolution must be received by the State Resolution committee chairman at least one week prior to the opening of Convention and must meet the criteria for submitting resolutions.

If the resolution is determined to be of emergency status by the MOPTA Board of Managers, it will then be brought to the convention floor where accredited voting delegates, by a 2/3 vote, will make the final determination concerning the resolution's emergency status. The submitting body must furnish 300 copies of the resolution for convention delegates.

A Resolution consists of two main parts. A *PREAMBLE* (or the Whereas clauses) and a *REQUEST FOR ACTION* (or the Resolved clauses). The “whereas” portion contains the background information and the reason for the resolution. The “resolved” portion contains the request for action and each action requested should have its own resolve clause.

- ✓ All resolutions should be titled.
- ✓ The first “Whereas” should precisely outline the scope of the concern.
- ✓ Each “Whereas” should be a single idea, with “building” of the resolution in logical sequence.
- ✓ Each “Whereas” should support the first and add strength as to why this is important and deserves the support of Missouri PTA.
- ✓ Each “Resolve” portion should logically follow the “Whereas” portions.
- ✓ Each “Resolve” should call for only one action.
- ✓ “Resolves” should progress in the same order as the “Whereas” section.

Glossary of Terms

ACTIVE RESOLUTION	A formal PTA position on important and relevant issues. A PTA must have a resolution in order to speak on behalf of an issue.
IMPLEMENTATION	A written action plan based upon information and/or instructions contained in the RESOLVE portion of a resolution. This plan is required when submitting a resolution.
POSITION STATEMENT	An opinion on an issue that is either developed by or submitted to the Missouri PTA board of managers. Position statements are concise and to the point, not requiring the WHEREAS and RESOLVED paragraphs as in resolutions.
PREAMBLE	The WHEREAS clause(s).
PRESENTERS	Those persons designated by submitters to be present at convention and share information with delegates at the resolutions briefing and during debate.
RESOLUTION BRIEFING	A convention activity where presenters share with delegates information concerning proposed resolutions.
RESOLVE	That portion of a resolution that follow the WHEREAS portion and requests action.
RETIRED RESOLUTION	A resolution that is retained but not of current focus. A RETIRED RESOLUTION may be reactivated if the topic becomes relevant again.
REQUEST FOR ACTION	The RESOLVED clause(s).
SUBMITTERS	Units and/or councils that submit resolutions to the State Committee for consideration by delegates to convention.
SUPPORT DATA	A written document that substantiates the WHEREAS and RESOLVE portions of a resolution. This material will indicate that the subject matter has been well researched and is required when submitting a resolution.
WHEREAS:	That portion of a resolution that contains the background information and the reason for the resolution.

Sample Resolution

The following is a sample resolution, showing the correct structure, punctuation, and form to help get you started. For additional information and help, refer to the current edition of Robert's Rules of Order, Newly Revised.

Whereas,	The Missouri Congress of Parents and Teachers (Missouri PTA) will meet at its annual convention in October 2012 in Kansas City, MO; and
Whereas,	The portion of a resolution comprising the phrases starting with the word "Whereas" is known as the preamble of the resolution; and
Whereas,	The preamble includes statements of fact or background relating to the reasons for the action proposed in the "Resolved" clauses or information that is not common knowledge or that may be overlooked if not stated; and
Whereas,	The action taken on a resolution is action only on the motion contained in the "Resolved" clauses; now therefore be it
Resolved,	That any resolutions that are proposed for consideration by convention delegates be received in the Missouri PTA state office no later than May 1; and be it further
Resolved,	That it be directed that resolutions submitted to Missouri PTA for consideration shall follow this sample resolution in structure, punctuation, and form; and be it further
Resolved,	That such resolutions meeting all established criteria be presented to convention delegates for consideration at said convention.

Adapted from National PTA Annual Resources

On the following pages are worksheets to assist with the Resolution process. Downloadable customizable word document forms can be found on the Advocacy Resource page of the MOPTA website.

- [Issue Worksheet](#)
- [Whereas Worksheet](#)
- [Resolved Worksheet](#)
- [Resolution format](#)
- [Resolution Convention Action Cover Sheet](#)



RESOURCES



SENDING A
RESOLUTION
TO
NATIONAL
PTA

Any member of the Resolutions Committee may recommend to said committee that a proposed state resolution be considered for submission to the National PTA. If the committee approves submission, the chairman will take their recommendation to the Board of Managers at the post-convention meeting for their approval. *This decision is contingent upon refinement of the resolution by convention delegates.* If the Board of Managers approves the recommendation, the Resolutions Chairman will coordinate the submission process with the original submitting body.

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)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)
- 11)
- 12)
- 13)
- 14)
- 15)

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

Whereas 1	
<u>Reason</u>	<u>Resource</u>

Whereas 2	
<u>Reason</u>	<u>Resource</u>

Whereas 3	
<u>Reason</u>	<u>Resource</u>

Whereas 4	
<u>Reason</u>	<u>Resource</u>

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

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)

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 _____ Number of _____
 General _____ members _____
 Meeting date _____ present _____ Affirmative Vote _____ Quorum stated in _____
 Contact Person _____ Position _____
 Address _____
 City _____ Zip _____ Phone _____

CHECKLIST	YES	NO
In accordance with PTA Purposes & Policies	<input type="checkbox"/>	<input type="checkbox"/>
Related to the education, health, or welfare of children and youth?	<input type="checkbox"/>	<input type="checkbox"/>
Accompanied by rationale, background data, table of contents, and reference sheet	<input type="checkbox"/>	<input type="checkbox"/>
Related to state and/or local status	<input type="checkbox"/>	<input type="checkbox"/>
Signed by originating group's president and secretary and all requested information on Convention Cover Sheet furnished and legible	<input type="checkbox"/>	<input type="checkbox"/>

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