

National PTA Resolution Information

National PTA Resolutions are official documents outlining the opinion, will, or intent of the association to address national problems, situations, or concerns that affect children and youth and require national action to seek resolution on the issue.

National PTA has adopted hundreds of resolutions on a wide variety of national education, health, and safety issues since its first convention in 1897. Oftentimes, resolutions include legislative intent and have directed the association's work to support critical legislation—from Child Labor Laws to the Family Medical Leave Act. All current resolutions adopted by convention delegates and ratified by National PTA's Board of Directors are accessible on www.pta.org. A summary of all National PTA Resolutions and Position Statements, organized by topic, is available in "Where We Stand" in the "Legislative Activities" section of this guide.

Following are some frequently asked questions about resolutions.

What is a convention resolution?

A convention resolution is an original main motion that is brought forward at convention because of its importance, length, or complexity, and is submitted in writing.

Why submit a convention resolution?

National PTA convention resolutions seek to address problems, situations, or concerns that affect children and youth nationwide and, therefore, require nationwide action for solution. As such, convention resolutions are calls for action by National PTA or its constituent bodies (state, district, council, or local PTAs).

Who can submit a convention resolution?

Local, council, district/region, or state PTAs, the National PTA Board of Directors, or committees may submit convention resolutions. Convention resolution criteria are the same for all PTA bodies.

Who votes on a convention resolution?

Delegates at the Annual National PTA Convention debate and vote on resolutions submitted by local, council, organized district/region, or state PTAs, or by the National PTA Board of Directors.

How is a convention resolution written/formatted?

A convention resolution usually consists of two main parts:

- **Whereas:** The preamble portion of the convention resolution consisting of a statement(s) providing information on the convention resolution, reasons for the convention resolution, and why it should be adopted.
- **Resolved:** The main motion. The Resolved statements constitute the request for action and express the opinion or will of the group.

What criteria must each convention resolution meet?

Each convention resolution submitted to National PTA is subject to consideration by the Convention Resolution Special Committee.

- Substantive criteria

A convention resolution must:

- Relate to education, health, safety, or welfare of children and youth.
- Be in harmony with the purposes and the basic policies of National PTA, as stated in the bylaws of every constituent organization of National PTA.
- Concern a matter that is national in scope, written with a national focus, and requiring nationwide action for solution.
- Demonstrate with background information that the problem is national in scope.
- State a position not previously adopted by National PTA. (Copies of adopted positions are available for reference on the National PTA Members' website, state PTA headquarters, or from the state PTA president.)
- Contain "Whereas" statements and "Resolved" statements that are written in language appropriate for national consideration.
- Include "Whereas" statements that do not cite the Purposes or Position Statements of National PTA.

(These are already established and assumed, though Purposes or Position Statements can be included in the rationale.)

- Provide three background references from 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.
- Cite materials that are current (no more than six years old).
- Not use PTA materials as documentation.

- Background material

A submitted convention resolution must:

- Contain background materials that are factual. It can include, but is not limited to, information such as educational, safety, and welfare articles or updates; copies of documented research; copies of pertinent laws; government publications and regulations; and copies of articles from professional publications.
- Not include newspaper articles, abstracts, editorials, and materials from other organizations intended for lobbying and advocacy purposes.
- Not include personal letters, logs of phone calls, or e-mail printouts, which are not good documentation because they cannot be verified.

- Format criteria

A submitted convention resolution must:

- Be accompanied by the appropriate and properly completed cover sheet.
- Have the cover sheet signed by the president of the submitted constituent organization. If from a local unit, council, or organized region/district, the convention resolution must also be forwarded to the state PTA president for signature. (This does not necessarily indicate approval by the state PTA, but does assure that the submitting group is in good standing).
- Contain a summary statement of the convention 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 on each page the author, title, publisher, and date for each source. Online sources should include the URL.
- Include no more than 25 double-sided or 50 single-sided pages (numbered consecutively, printed in type no smaller than 10 point) for background data. Submitters must be available

to work with the Resolutions Special Committee to make necessary changes to meet these criteria.

What are the other requirements?

All convention resolutions must be received in the National PTA office by December 15. (In the event that the 15th falls on the weekend, the convention resolution will be accepted on the next business day. Convention resolutions received after the deadline will not be presented at that year's national convention). Facsimile (faxes) or electronic mail (e-mail) will not be accepted.

The Resolutions Special Committee encourages early submissions. This would allow time for the resolution and background material to be pre-screened for criteria before the final review process. During the pre-screening, if there are items that could be corrected prior to review, the submitter will be notified before the resolution is reviewed for acceptance.

A convention resolution may be rejected in accordance to the District of Columbia Code, Subsection 29-301.16, if it is deemed to be not in the best interest of the organization.

Cover Sheet for Submitting Convention Resolutions

This cover sheet must accompany any resolution proposed for action by delegates at the National PTA Convention. A resolution from a local PTA, council, or organized district becomes a state resolution if it has been adopted at the state convention. The state PTA should then be the group that submits it to National PTA.

All resolutions must be RECEIVED in the National PTA office BY DECEMBER 15, prior to the year of convention in which the resolutions will be voted upon, if accepted. NO FACSIMILE (FAX) WILL BE ACCEPTED.

Resolution title: _____

Purpose of resolution: _____

Required action from National PTA if accepted: _____

Synopsis of the purpose of the resolution (No more than 150 words. Use separate sheet.):

Name of submitting group: _____

Local Council District/Region State National

Please give name of person to contact if National PTA's Resolutions Committee wishes to get in touch with submitting group.

Name _____

Address _____

City _____ State _____ ZIP _____

Phone # (_____) _____

Signature of submitting group president

Date

If the submitting group is a local PTA, council, or region/district, this section must be completed by the state PTA.

Is the resolution being submitted by a PTA constituent body in good standing? Yes No

Signature of state president

Date

If the submitting group is a national committee or work group, signature of the chair is needed.

Signature of national committee chair

Date