

Resolution Guide

WHAT IS A RESOLUTION?

A resolution is a formal expression of the opinion or will of a group adopted by a vote. Resolutions call for action by the National PTA, Montana PTA, councils or local units of the PTA. It is an original main motion which because of its importance, length, or complexity is submitted in writing. A resolution usually consists of two main parts:

PREAMBLE: The “*Whereas*” clause(s) contains the background information and the reason for the resolution.

REQUEST FOR ACTION: The “*Resolved*” clause(s) contains the request for action. Each requested action should have its own “*Be It Resolved*” clause.

WHY SUBMIT A RESOLUTION?

A resolution submitted to the Montana PTA calls for action by the organization and/or its members, local units or councils. Resolutions are your opportunity to address problems, situations or concerns which affect the organization, public education or the welfare of children and youth in our state or country.

SUBMITTING A RESOLUTION

CRITERIA:

1. A resolution must:
 - address an area of concern for the Montana PTA
 - be in harmony with the basic objects and policies of NPTA
 - concern a matter which requires attention or action
 - be written in language appropriate for statewide consideration
 - be accompanied by substantiated rationale
2. Any follow-up action to be taken should be physically and financially feasible for the association.
3. A resolution cannot be a previously adopted position.

STEPS IN PREPARING A RESOLUTION

1. Identify the concern:
 - Be sure the concern is a matter of statewide or national scope.
2. Research and gather supporting background materials which are sufficient to allow a person with no prior knowledge of the subject to make an informed, intelligent decision.
3. Write the resolution in the proposed format taking care to insure that:
 - each “*Whereas*” is accompanied by sufficient background material
 - one of the “*Be it Resolved*” directs the Montana PTA to take action
4. All resolutions shall be typewritten and a copy submitted to the Advocacy Chair and the State Office postmarked no later than **April 1st**. The resolution must be accompanied by a **signed Resolution Submission Form and the supporting rationale**.
5. A member of the submitting group **must** be present at the convention to provide rationale in support of the resolution.

HOW TO WRITE A RESOLUTION

A RESOLUTION IS A FORMAL WAY OF STATING INTENDED ACTION BY A GROUP. THE SECTIONS OF A RESOLUTION ARE WRITTEN IN THE FOLLOWING FORMAT:

1. A **TITLE** which identifies the **problem or issue** or its **proposed solution**.
2. The **PREAMBLE** which is used when the information is necessary to explain the “**RESOLVED**” section. Each **PREAMBLE** clause should be written as a separate paragraph, beginning with the word “**Whereas**”. The first word should begin with a capital letter. The **PREAMBLE**, regardless of its length and number of paragraphs, should never contain a period. Each paragraph should close with a semi-colon. The next to the last paragraph should close with a semi-colon, after which a connecting phrase such as “**Therefore**” or “**Therefore Be It**” or “**Now Therefore, Be It**” is added.
3. The **RESOLVED** section indicates what action is proposed. There may be more than one “**Resolved**” clauses, each stated separately. The word “**RESOLVED**” is underlined and printed in capital letters, followed by a comma and the word “**THAT**”. Each resolved clause must be a separate paragraph and may be ended with a period or a semi-colon and in the case of the next to the last clause, be followed by the word “**AND,**”.