

RESOLUTION BASICS

A resolution is a formal statement of opinion adopted by an assembly. Resolutions adopted at the annual convention direct the action of the Montana PTA. It is through resolutions that you . . . a PTA/PTSA member . . . determine:

- ✓ What positions will be taken on issues
- ✓ What programs are top priorities
- ✓ What legislation to work for/support in Helena

A 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 state or national in scope, written with a state or national focus, and requiring statewide or nationwide action for solution,
- ✓ Demonstrate with background information that the problem is state-wide or national in scope,
- ✓ State a position not previously adopted by Montana PTA, (Copies of adopted positions are available for reference from the Montana PTA state office, or from the state PTA president.)
- ✓ Contain “Whereas” statements and “Resolved” statements that are written in language appropriate for state or national consideration,
- ✓ Include “Whereas” statements that do not cite the National PTA Purposes or the Montana PTA Statements, (These are already established and assumed, though Purposes or Position Statements can be included in the rationale.)
- ✓ Provide three (3) 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 current materials (no more than six (6) years old),
- ✓ Limit use of PTA material as supporting documentation. Use no more than one (1) PTA citation as support of a “Whereas.”

BACKGROUND MATERIAL

A submitted 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.

Submitters must be available to work with the Resolutions Committee to make necessary changes to meet these criteria.

Procedures for adopting resolutions:

1. The resolutions or ideas shall be received by the Resolutions Committee by the designated deadline.
2. The Resolutions Committee shall research, edit or adapt the resolution and inform the sponsor of the committee's decision.
3. The resolutions shall be distributed by the state president or the State PTA Office to the general membership of the Montana PTA.
4. Resolutions approved by the Resolutions Committee shall be presented to the Board at the pre-convention meeting for discussion. Any board amendments shall be presented to the convention body as board recommendations.
5. **Emergency Resolutions must be submitted to the Resolutions Chairman ten (10) days prior to the convention only if the urgency of the subject matter has arisen after the established deadline.** They must conform to all established criteria and be approved by the Resolutions Committee. During the Resolutions Committee Report to the convention delegates, the state president will ask for a two-thirds affirmative vote from the convention delegates to bring the Emergency Resolution to the convention floor. Once the affirmative vote is received, the submitting group must provide enough copies for the entire convention body.

RESOLUTIONS COMMITTEE RESPONSIBILITIES

The Resolutions Committee shall meet to consider the resolutions submitted and prepare them for convention distribution/approval. The Committee:

1. May combine two or more resolutions.
2. May edit or adapt resolutions, if necessary, to make them appropriate for convention action.
3. May make substantive changes with the consent of the submitting committee.
4. Shall reject all resolutions that do not meet all established criteria.
5. May refer resolutions to committees of the Montana PTA Board for additional information or recommendations for actions by the Resolutions Committee.
6. Shall distribute in advance and present to the convention body all resolutions that meet the criteria and qualifications established.

Resolutions for the Montana PTA

All resolutions adopted by the convention body have a ten(10) year active life. Unless resolutions are reaffirmed at the end of that time period, they will be retired and placed in the historical record.