

PROCEDURE FOR PREPARING A PTA CONVENTION RESOLUTION

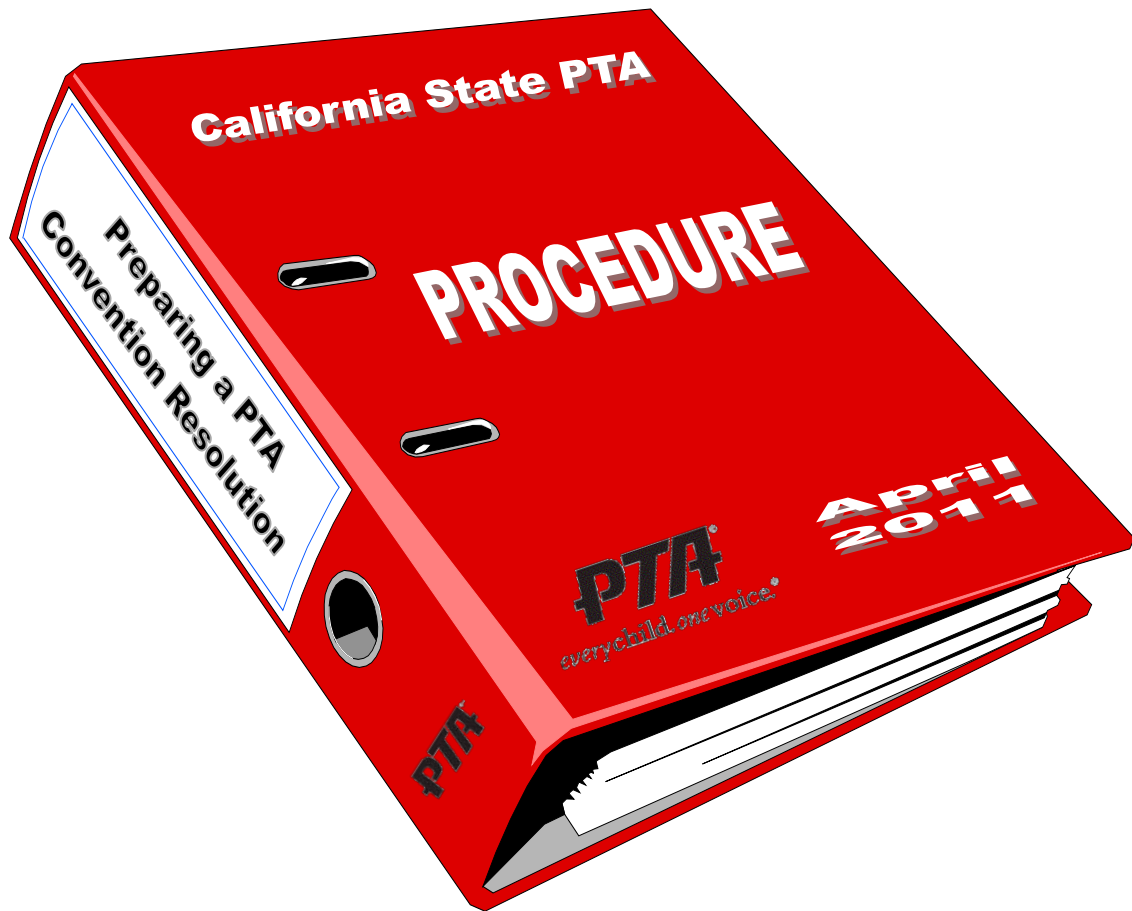


TABLE OF CONTENTS

Purpose	1
Overview	1
First Steps	1
Procedure	2
Timeline	4
Documents and Definitions	5
Forms	7
Attachment 1 – Organizing the Resolution Binder	7
Attachment 2 – Resolution Timeline	9
Attachment 3 – Action Cover Sheet	10
Attachment 4 – Resolution Maker Checklist	12
Resolutions Process Chart	13

California State
PTA[®]
everychild.onevoice.[®]

1) PURPOSE

- a) This guide will help you in preparing a resolution for potential review, vote and adoption by delegates to the California State PTA Annual Convention.
- b) Resolutions call attention to a problem and a need for action on a particular issue. They are a major source of policy for the California State PTA and its units, councils and districts. If a problem or situation has statewide implications affecting children and youth and warrants PTA action, a convention resolution is one way to authorize action.
- c) Resolutions must meet the following criteria:
 - i) Be in accordance with PTA purposes and policies
 - ii) Be prepared according to criteria specified in the *California State PTA Toolkit 2.9.1*.
 - iii) Follow National PTA guidelines, if resolution is to be forwarded to the National PTA.
 - iv) When PTA takes a stand, the position must be well-researched using credible and current information from multiple independent sources.

2) OVERVIEW

- a) A convention resolution may be initiated by a PTA unit, council, or district in good standing, an interdistrict committee or the California State PTA Board of Managers. The same criteria apply to everyone.
- b) The resolution is an original main motion and must be submitted in writing.
- c) There are three parts to a resolution.
 - i) **Preamble.** The preamble is a statement of fact containing background information and reason(s) for the resolution. Each statement begins with the word *Whereas*. There may be more than one *Whereas* statement.
 - ii) **Request for Action.** The request for action is a recommendation to the convention delegates on how to proceed with the issue set forth in the *Whereas* statement(s). Each request for action begins with the word *Resolved*. There may be more than one *Resolved* statement. Action requests are listed in separate *Resolved* statements.
 - iii) **Background.** The background summary is a narrative highlighting the most important facts from the resource material. The resource material is discussed later in this document.

3) FIRST STEPS

- a) Identify the issue and determine whether a resolution is appropriate. The background information must demonstrate the issue affects children and is statewide in scope. It must be consistent and in harmony with PTA purposes, policies, and current or previous positions. It should not duplicate existing PTA resolutions.
- b) The PTA (unit, council, or district) should vote to support the preparation of a resolution and form a committee to undertake the research and preparation required.

4) PROCEDURE

a) Responsibilities

- i) A PTA member of a unit, council, or district identifies an issue of concern and determines the need for a resolution. This person is often referred to as the “maker” of the resolution.
 - Does the issue meet the requirements listed in 3a above? Ensure the resolution is based on thorough study and research.
 - Plan the work to meet **all** due dates. Work may begin at any time.
 - If the resolution is forwarded to convention delegates, the submitting organization must have a speaker and an alternate speaker who will attend all resolution hearings and general meetings and be prepared to speak to the resolution. Speakers/makers must be voting delegates and plan to attend the entire convention.
- ii) The California State PTA Resolutions Committee provides mentors and reviews proposed resolutions.
 - At least one mentor will be assigned for each resolution submitted. The mentor(s) will be responsible for guiding the resolution maker through the resolution process.
 - The committee will review all submitted resolutions and make recommendations regarding their disposition to the Board of Managers. A recommendation will fall into one of three categories:
 - Forward to convention delegates.
 - Send to commission or committee for review and further evaluation.
 - Return to originating body.

b) Authorization and Approval

- i) A vote to support the preparation of the resolution should be obtained from the PTA board or membership and a work committee should be formed. Resolutions submitted by California State PTA commissions or committees must have the approval of the appropriate vice president or chairman. If the work begins during one term and continues into the next, a vote from the new board or association must be obtained to continue developing the resolution. Submit the final resolution through channels (unit to council [if in council] to district PTA to the California State PTA) for additional action with the *Convention Resolution Action Cover Sheet* and all materials.
- ii) Each unit, council and district PTA must take action to approve, disapprove, or make no recommendation, and sign the *Action Cover Sheet*. With the exception of the originating unit, council, or district, each association must submit a cover letter indicating the action taken.
 - When timing to meet submittal due dates is a challenge, the resolution may be forwarded to the California State PTA office with notification that action by other PTA associations will follow.
 - No PTA association may prevent another PTA from forwarding a resolution to the California State PTA. Originators may send the resolution on to the California State PTA, regardless of action taken by other PTA bodies. A letter with an explanation for refusal to endorse from each dissenting PTA must accompany the submission.
- iii) The Resolutions Committee shall forward the resolution to the California State Board of Managers with a recommendation that the resolution be forwarded to convention delegates, referred to commission/committee, or returned to the originating body.
- iv) The California State Board of Managers shall review the recommendation of the Resolutions Committee and shall vote on the disposition of the resolution.

c) Research and Background Material

- i) Determine whether the issue has already been addressed. Review existing California State PTA and National PTA resolutions and relevant position statements.
 - California State PTA position statements and a list of resolution titles are in the *Toolkit* and on the California State PTA website, www.capta.org.
 - The Resolutions Book with all adopted resolutions is available through district PTAs and on the California State PTA website.
 - National PTA position statements and resolutions are posted at www.pta.org. Conduct a keyword search to locate position statements and resolutions which may address your issue.
 - If you are unsure whether your topic is already covered by existing resolutions, please contact the California State PTA Resolutions Chairman at (916) 440-1985, ext. 324.
- ii) Research the topic and gather background material. Background material must be factual and verifiable. At least three (3) credible, independent sources must be included to document each *Whereas* statement. Careful documentation is key to the acceptance of a resolution.
 - Be sure to include the author, title, publisher and date for each source on each page. Online sources should include a URL. When including articles, submit them in their entirety.
 - Statements of opinion alluding to sources but not describing the work are not acceptable.
 - Background material must not be circular. Each source must be independent of the others.
 - Cited enacted laws may stand as a single source.
 - The PTA source (e.g., *Toolkit*) must be cited when a PTA policy, position or belief is used.
 - Research/sources must be current; no more than five years old.
- iii) Primary and/or original sources of material must be included in the final submittal. This includes, but is not limited to:
 - Information, articles or updates about education, safety and welfare; documented research; pertinent laws; government publications and regulations; and articles from professional publications.
- iv) Examples of credible sources of information, research or data are:
 - Official agencies of state or federal government, such as the California Youth Authority or the Centers for Disease Control and Prevention;
 - Highly respected private agencies, such as EdSource, WestEd or the National Academy of Sciences; and
 - Articles published in professional journals or similar publications (brochures, articles in popular magazines or newspapers, or statements by experts in the field may be included, but by themselves are not strong enough documentation).
 - Examples of *non-verifiable* documents include: personal letters, logs of phone calls or e-mail printouts.
 - Examples of *non-primary* materials include: newspaper articles, abstracts, editorials and materials from other organizations intended for lobbying and advocacy purposes.

5) TIMELINE

a) **All submittals (draft and final) must be received in the California State PTA Office before 5 p.m. on the date indicated – postmarks are not accepted.** Resolution makers may submit resolution documents any time prior to the due date.

b) Phase I – DRAFT

- i) Due date is **October 1.**
- ii) E-mail draft to info@capta.org and resolutions@capta.org, or, FAX to 1-916-440-1986, or, mail a hard copy to 2327 L Street, Sacramento, CA 95816

iii) Documents required

- *Convention Resolution Action Cover Sheet*
- Resolution
- Background Summary
- Initial List of Resources

c) Phase II - FINAL

- i) Due date is **December 15.**

ii) The final documents must be submitted in electronic form (CD or flash drive), as well as a hard copy in a binder with tabbed dividers. The electronic form must contain the resolution, background summary and all other documents, ***including all cited resources.*** Send the final resolution package to 2327 L Street, Sacramento, CA 95816. ***E-mails and faxes are not accepted for the final submittal.***

iii) Documents required for final submittal must be in a binder and include all of the following:

- Completed *Convention Resolution Action Cover Sheet*
- Table of Contents
- Resolution (*Whereas* and *Resolved statements*)
 - *Whereas statements must be original statements. Do not restate PTA policy or position.*
 - *Resolved statements must relate back to at least one Whereas.*
- Background Summary
- Resource List (Bibliography)
- Index
- Resources
- All pages sequentially numbered

iv) Incomplete submissions will not be considered and will be returned to the originating body.

6) DOCUMENTS AND DEFINITIONS

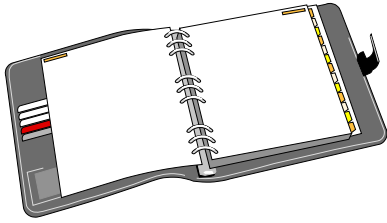
- a) **Action Cover Sheet** – Proposed resolutions must be accompanied by an *Action Cover Sheet*. It provides the title of the resolution, where it originated, contact information and signature authority.
- b) **Background Summary** – A brief synopsis of the pertinent facts found in the materials used to document the resolution. It substantiates each of the *Whereas* and *Resolved* statements and is a required element of the proposed resolution.

-
- i) Summarize the research material in 150 words or less to support the *Whereas* statements and the reason the resolution is needed.
 - ii) The resolution and background summary are the only text convention delegates receive.
 - c) **Circular** – Multiple resource materials that use the same basis document or same author for research.
 - d) **Credible** – The source material is from a recognized subject-matter authority.
 - e) **Index** – A cross-reference of *Whereas* statements that point to the location of the source material (bibliography).
 - i) Reprint the *Whereas* statements.
 - ii) List each resource beneath each *Whereas* statement, including the page number where the source material is located in the submitted resolution binder.
 - f) **Resolved** – The action called for as the expressed opinion and will of the PTA organization.
 - i) All *Resolved* statements except the last begin with the words “Resolved, that” and end with a semicolon followed by the phrase “and be it further.” For example; *Resolved, That the originating PTA organization submit by the draft due date the draft resolution, background summary, initial list of resources and preliminary Convention Resolution Action Cover Sheet; and be it further*
 - ii) The last resolved statement begins with the words “Resolved, that” and ends with proper punctuation.
 - g) **Resource List** – This is the bibliography of the resource material. *See Attachment 1, Figure 2, for the proper style of writing for bibliographic material using the APA style.*
 - i) Include the author, title, journal or publisher, volume number, date and page number(s) for each resource.
 - ii) Include the URL if an Internet source is from a university, library, or government body.
 - iii) If the Internet source is not from a university, library, or government body, include the URL and information about the organization from which the resource material is obtained.
 - h) **Resources** – The actual documents and information sources supporting the claims in the *Whereas* statements. Resources must be current – no more than five years old. Submit complete articles of the resource material. Total number of resource document pages should not exceed 50 double-sided pages. Consult with resolutions mentor or resolutions chairman for instructions when materials exceed 50 double-sided pages.
 - i) Original copy: Submitted data must be original copy. Do not re-type data.
 - ii) Copying: If sending photocopies, make sure they are clean and will reproduce clearly. Include complete articles or chapters of a book, the title page and publisher’s page with the date.
 - iii) Footnotes: Footnotes/endnotes used as resource material must be included with final resource documents.
 - iv) Marking: Mark the sections in the resource material that support each *Whereas*, using brackets and/or underlining relevant passages in ink, and noting in the margin to which *Whereas* statement the marked passage applies. Do not use highlighter or sticky notes.
 - v) Organizing: Include one copy of each resource article, chapter, book, booklet, etc., marked as noted above with the appropriate reference to each *Whereas*. Organize the single copy of the *Resource Materials* in alphabetical order. Prepare the *List of Resources* (bibliography) in the same sequence. In the *Index*, beneath each *Whereas*, note each resource and corresponding page number of the resource applying to that *Whereas*. Where there is a large volume of material in a binder, use dividers for each resource. *See Attachment 1, Organizing the Resolutions Binder.*

-
- i) **Toolkit** – See 2.9 Convention Resolution Process and Forms for additional information.
 - j) **Whereas** – A declaration of fact supported by current, valid documentation. Each *Whereas* statement should contain one idea.
 - i) All *Whereas* statements except the last begin with the word “whereas” and end with a semicolon and the word “and.” For example; *Whereas, A resolution seeks to address concerns that affect children and youth; and*
 - ii) The last *Whereas* statement begins with the word “whereas” and ends with a semicolon followed by the phrase, “now therefore be it.” For example; *Whereas, A resolution provides sufficient evidence to give a person with no knowledge of the subject enough information to make an intelligent decision; now therefore be it*

7) FORMS

- a) Attachment 1 – Organizing the Resolutions Binder
- b) Attachment 2 – Resolution Timeline
- c) Attachment 3 – Action Cover Sheet
- d) Attachment 4 – Resolution Maker Checklist



Attachment 1 Organizing the Resolution Binder

Use letter tabs to separate each section of the resolution.
Use number tabs to separate each resource.
Include the page number.

<u>TAB</u>	<u>Content</u>	
A	Introduction	1*
	1. <i>Action Cover Sheet, see Attachment 3</i>	2
	2. <i>Table of Contents</i>	4
B	Resolution, see Figure 1	5
	1. <i>Whereas Statements</i>	6
	2. <i>Resolved Statements</i>	7
	3. <i>Background Summary</i>	8
C	Resource List, see Figure 2	9
	1. <i>Bibliography (APA format)</i>	10
D	Index, see Figure 3	15
E	Resources, see Figure 4	16
	<i>Each resource is within its own numbered tab.</i>	17
	<i>Tab 1 First Resource</i>	25
	<i>Tab 2 Second Resource</i>	32
	<i>Tab 3 Third Resource, etc.</i>	40

*Sample page number

Figure 1 – Sample Resolution

WHEREAS statements provide background facts and declarations:

- #1 declares the basis for PTA concern about the issue;
- #2 states facts and statistics from reliable source documents;
- #3 and #4 cite current California law;

*** Citation of California law demonstrates the issue is statewide. Often there is no applicable law, and some other documentation must be included to show the issue is statewide in scope.*

RESOLVED statements call for PTA action:

- #1 calls on PTA constituent bodies to work with others;
- #2 calls upon PTA constituent bodies to promote awareness;
- #3 calls for the resolution to be forwarded to National PTA;

The PTA body that developed the resolution and submitted it for convention action is identified, and the vote of its board is noted. (If action is taken on the resolution by any other PTA bodies, that action is listed here also).

*The **BACKGROUND SUMMARY** explains why the originating body believed a convention resolution was needed. This brief narrative summarizes key facts and makes the case for PTA involvement. It offers an explanation of why the PTA action called for would be appropriate and effective.*

Approved

Sometimes, when there is no applicable law or the current law is inadequate to address the problem as identified, a convention resolution might include a Resolved calling on PTA to support or encourage legislation that addresses the issue.

*** In this case, the current laws were considered adequate. The identified need was for action to implement the laws, and also to promote greater community awareness of the problem and its solution.*

PLAYGROUND EQUIPMENT SAFETY STANDARDS

- 1 WHEREAS,** Since its inception PTA has been concerned about the safety of children and youth and continues to advocate for safe, healthy environmental conditions in the schools and communities; and
- 2 WHEREAS,** According to *Playing it Safe: A Second Nationwide Safety Survey of Public Playgrounds*, U.S. Public Interest Research Group and the Consumer Federation of America, May 1994, "nearly 170,000 [children] were injured seriously enough to require emergency room treatment in 1992," and according to the same reference, "tragically, an average of 17 children die each year playing on playgrounds"; and
- 3 WHEREAS,** According to excerpts from the California Health and Safety Code ******(Chapter 1163, Section 2 of the Statutes of 1990) the proper design, installation, inspection, maintenance (including flooring and fall zones) and supervision of playgrounds would prevent many costly injuries and deaths in California; and
- 4 WHEREAS,** The California Health and Safety Code****** (Chapter 4.5, Playground Safety) states that "those regulations...shall, at a minimum, impose guidelines and criteria which shall be at least as protective as the guidelines in the Handbook for Public Playground Safety produced by the United States Consumer Products Safety Commission;" now therefore be it
- 1 RESOLVED,** That the California State PTA urge its units, councils and districts and their PTA safety committees to work in cooperation with their respective local school and school district safety committees to develop, maintain and monitor playground equipment safety standards (including flooring and fall zones) as required by the California Health and Safety Code and as recommended by the Handbook for Public Safety by the United States Consumer Product Safety Commission; and be it further
- 2 RESOLVED,** That the California State PTA urge its units, councils and districts to conduct playground safety awareness campaigns (e.g., speakers, programs, playground safety tips, etc.) for parents, school staff, students and communities using information from federal, state and local resources; and be it further
- 3 RESOLVED,** That the California State PTA submits this resolution to the National PTA for consideration at its convention.

#####

Action by PTA Organizations
Tenth District PTA

Position
Approved

BACKGROUND SUMMARY

By 1992 California had fallen behind other states and the federal government in providing guidelines and other support for safe playgrounds which develop skill and confidence in children without posing undue risks.

PTA, as advocates for the health and safety of children and youth, is in an ideal position to conduct a playground equipment safety awareness campaign. According to the California Health and Safety Code, encouraging playground safety by requiring the proper design, installation, inspection, maintenance and supervision of playgrounds would prevent many injuries and deaths. PTAs, working in cooperation with their school districts to see that the State Health and Safety Code requirements for playground equipment safety are observed, exemplify teamwork at its best.

Figure 2 – Sample List of Resources

LIST OF RESOURCES -	
Continued from page 1	
2.	Chapter 4.5 Playground Safety. (n.d.). <i>Health and safety code</i> . California State Department of Health Services.
3.	Home Playground Safety Tips. (n.d.). Washington, D.C.: U.S. Consumer Product Safety Commission.
4.	<i>Product summary report, injury estimates for calendar year 1994</i> . Washington, DC: Nation Injury Information Clearinghouse, U.S. Consumer Product Safety Commission.
5.	<i>Handbook for public playground safety</i> . Washington, D.C.: U.S. Consumer Product Safety Commission.
6.	<i>Tips for public playground safety</i> . Washington, D.C.: U.S. Consumer Product Safety Commission.
PAGE 2	

Figure 3 – Sample Index

INDEX	
3 WHEREAS,	According to excerpt from the California Health and Safety Code (Legislature’s Declaration 1992), the proper design, installation, inspection, maintenance (including flooring and fall zones) and supervision of playground would prevent many costly injuries and deaths in California, and
2.	Chapter 4.5 Playground Safety. (n.d.). <i>Health and safety code</i> . California State Department of Health Services. Page 3.
5.	<i>Handbook for public playground safety</i> . Washington, D.C.: U.S. Consumer Product Safety Commission. Page 11.
6.	<i>Tips for public playground safety</i> . Washington, D.C.: U.S. Consumer Product Safety Commission. Page 20.
PAGE 2	

Figure 4 – Sample Resource

RESOURCE MATERIAL	RESOURCE #2
	<p>2. California State Department of Health Services, Health and Safety Code Chapter 4.5 Playground Safety [Added Stats 1990 ch 1163 § 2.]</p> <p>Section 24450. Regulations 24451. Upgrade of public playgrounds 24452 “Entity operating playground open to public”; “Playground”; “Supervision” 24453. Special provisions for developmentally disabled</p> <p><u>On or before January 1, 1992, the state department, in consultation with the office of the State Architect, the California Parks and Recreation Society, the League of California Cities, the Department of Parks and Recreation, the State Department of Education, and the California Council of the American Society of Landscape Architects, shall adopt regulations for the design, installation, inspection, maintenance, and supervision where appropriate and training of personnel involved in the design, installation and maintenance, of all playgrounds either operated by public agencies, including a state agency, city, county, city and county, school district, and any other district, or operated by any entity where the playground is open to the public. Those regulations shall meet the standard of care imposed by courts of law on playground operators, and shall, at a minimum, impose guidelines and criteria which shall be at least as protective as the guidelines in the Handbook for Public Playground Safety produced by the United States Consumer Products Safety Commission, shall give due consideration to any successor to the Handbook for Public Playground Safety which may be published, and shall include more protective requirements where the state department finds those guidelines will provide inadequate protection. The regulations shall include special provisions in day care settings, which shall be developed in consultation with the State Department of Social Services and the California Children’s Lobby, and which shall be appropriate for children within the range of ages in day care settings. The state department shall not be responsible for enforcement of any regulations pursuant to this section.</u></p>
2 Resolved	
3 Whereas	SECTION 1. The Legislature finds and declares all of the following: [(a) Nationwide, at least 15 children were killed and 192,000 injured in 1988 in playground accidents, including three children aged three and four killed in Los Angeles and Orange Counties.]
3 Whereas	[(b) The proper design, installation, inspection, maintenance, and supervision of playgrounds would prevent many costly injuries and deaths in California.] (c) California has fallen behind other states and the federal government in providing guidelines and other support for safe playgrounds, which develop skill and confidence in children without imposing undue risks.
PAGE 36	

LIST OF RESOURCES is a bibliography of all resource material used.

INDEX is a separate page for each *Whereas* statement and identifies each resource used to support the statement made. The page number where the fact is specifically referenced should be noted.

RESOURCE pages must be marked to identify the passages used to support each *Whereas* and *Resolved* statement. Use underlines and/or sidebars to indicate the specific passages and note in the margin which *Whereas* or *Resolved* statement it supports.

Attachment 2 Resolution Timeline

Summer/Fall	Toolkit or updates with resolution information mailed to PTA units, councils, districts
October 1*	Phase 1: DRAFT resolution, background summary and initial list of resources with <i>Convention Resolution Action Cover Sheet</i> due via mail, delivery, fax or e-mail to the California State PTA office before 5 p.m. (E-mail to info@capta.org and resolutions@capta.org .)
October - December	Continue to work and follow up with members of the California State PTA Resolutions Committee.
December 15**	Phase 2: Print copy of FINAL resolution, background summary, list of resources and support materials placed in a binder with tabs and a CD or flash drive containing the resolution, background summary, and all other documents, including all cited resources. Include the <i>Convention Resolution Action Cover Sheet</i> and deliver to the California State PTA office before 5 p.m.
January/February	Resolutions Committee meets to review resolutions; may suggest edits/changes to originator; may combine similar resolutions.
February	If needed, Resolutions Committee or a subcommittee may meet again to review resolutions and recommend action to California State PTA Board of Managers.
February/March	Board of Managers votes on committee's recommendations regarding disposition of resolutions.
March	Originators are notified of Board of Managers' action.
March/April	<i>Convention Chronicle</i> containing text of resolutions is mailed to every PTA unit, council and district.
May	Convention action

AFTER CONVENTION

- Adopted resolutions are edited.
- Implementation of resolutions by California State PTA begins.
- Resolutions are prepared and sent to National PTA if so indicated.
- Implementation of resolutions by units, councils, districts begins.
- Report to delegates is made at the next convention.

Attachment 3 - Convention Resolution ACTION COVER SHEET

This cover sheet is required for any resolution proposed for action at the California State PTA convention. Please refer to the California State PTA *Toolkit*, section on PTA Management, 2.9 Convention Resolution Process.

Complete BOTH sides. Resolutions to be considered except emergency resolutions must meet both due dates.

Phase 1: By October 1, this Action Cover Sheet and a print copy, fax or e-mail transmittal of the DRAFT resolution, background summary and initial list of resources must be received in the California State PTA office before 5 p.m. (E-mail to info@capta.org and resolutions@capta.org.)

Phase 2: By December 15, this Action Cover Sheet and the FINAL resolution, printed and organized in a binder with tabs with electronic transmittal, CD or flash drive, must be delivered to the California State PTA Office before 5 p.m. (E-mail to info@capta.org and resolutions@capta.org.)

In order for a resolution to be considered by the California State PTA Resolutions Committee, the following questions must be answered in full. Makers are encouraged to use the *Resolution Maker Checklist*.

Title or Subject of Resolution:

Originating Body:

Unit Council District Interdistrict Committee State Board of Managers

Originating Body (Complete for DRAFT submittal, due October 1): _____

PTA District: _____ Council: _____

PTA President: _____ Phone: (____) _____

Address: _____

City: _____ Zip Code: _____

Resolution Contact: _____ Phone: (____) _____

Email: _____

Required for December 15 FINAL submittal (Phase 2): As the resolution passes through channels, each PTA association is required to sign below. *Each association, except the originator of the resolution, must write a separate cover letter indicating action taken.*

UNIT	<input type="checkbox"/> APPROVE	<input type="checkbox"/> DISAPPROVE	<input type="checkbox"/> NO RECOMMENDATION
_____	_____	_____	____/____/____
Unit President Signature	Unit Secretary Signature		Date

COUNCIL	<input type="checkbox"/> APPROVE	<input type="checkbox"/> DISAPPROVE	<input type="checkbox"/> NO RECOMMENDATION
_____	_____	_____	____/____/____
Council President Signature	Council Secretary Signature		Date

DISTRICT	<input type="checkbox"/> APPROVE	<input type="checkbox"/> DISAPPROVE	<input type="checkbox"/> NO RECOMMENDATION
_____	_____	_____	____/____/____
District President Signature	District Secretary Signature		Date

STATE	<input type="checkbox"/> APPROVE	<input type="checkbox"/> DISAPPROVE	<input type="checkbox"/> NO RECOMMENDATION
_____	_____	_____	____/____/____
Vice President/Chairman Signature	Commission/Committee Secretary Signature		Date

If other PTAs support this resolution, please identify and include their letters of endorsement.

CHECKLIST

Please read the *Toolkit*, section 2.9, Convention Resolution Process.

Complete this checklist for both the October 1 DRAFT and the December 15 FINAL resolution submittals.

Is the resolution:	Yes	No
In accordance with the policies and purposes of the PTA?	<input type="checkbox"/>	<input type="checkbox"/>
Related to education, health and welfare of children and youth?	<input type="checkbox"/>	<input type="checkbox"/>
Concerned with an issue that is statewide and/or national in scope?	<input type="checkbox"/>	<input type="checkbox"/>
Accompanied by substantiating background material?	<input type="checkbox"/>	<input type="checkbox"/>
Accompanied by a brief narrative summary?	<input type="checkbox"/>	<input type="checkbox"/>
Accompanied by a table of contents and an index of background material?	<input type="checkbox"/>	<input type="checkbox"/>
Related to any California State PTA Board of Managers Position Statement?	<input type="checkbox"/>	<input type="checkbox"/>
Give the title _____		
Related to any previously adopted California State PTA resolution?	<input type="checkbox"/>	<input type="checkbox"/>
Give the title _____		
Related to any previously adopted National PTA convention resolution?	<input type="checkbox"/>	<input type="checkbox"/>
Give the title _____		
Related to any National PTA Board Position Statement?	<input type="checkbox"/>	<input type="checkbox"/>
Give the title _____		
How does the resolution relate to any of the above-checked items?*	_____	

*Attach additional sheet if necessary.

DO NOT WRITE IN THIS SPACE – FOR CALIFORNIA STATE PTA COMMITTEE USE ONLY

CALIFORNIA STATE PTA ACTION

Date DRAFT Received: _____	Date FINAL Received: _____
Committee and Board of Managers Action:	
<input type="checkbox"/> Referred to convention	Comments: _____ _____ _____
<input type="checkbox"/> Referred to legislation committee	
<input type="checkbox"/> Referred for study	
<input type="checkbox"/> Returned to originating body	
Convention Action:	
<input type="checkbox"/> Adopted	<input type="checkbox"/> Defeated
<input type="checkbox"/> Referred to _____	<input type="checkbox"/> Amended (copy attached)
<input type="checkbox"/> Sent to National PTA	

Attachment 4 RESOLUTION MAKER CHECKLIST

Issue identified: _____

PTA Premise for the Resolution: _____

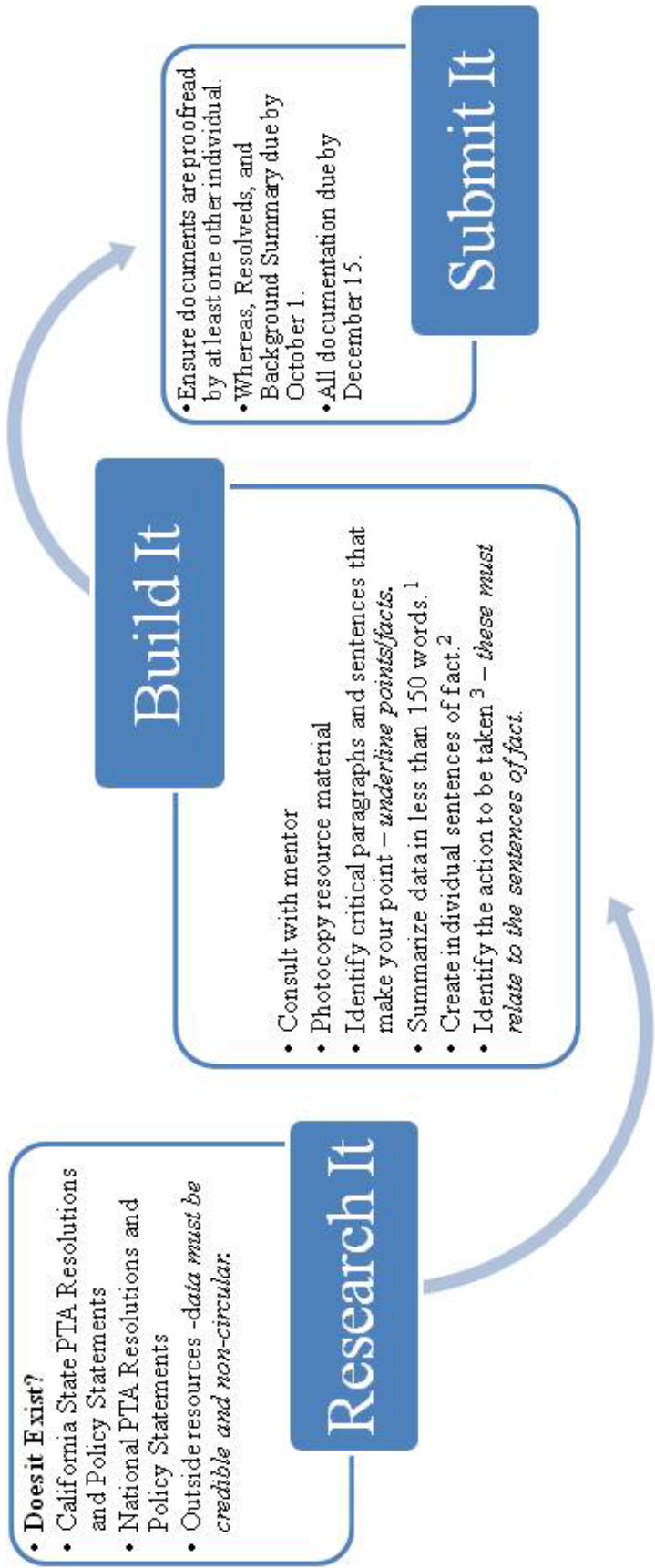
DRAFT

- Submittal package includes all of the following;
 - Resolution (*Whereas* and *Resolved* statements)
 - Background summary
 - Initial list of resources
 - Cover sheet
- Draft resolution sent to the California State PTA Office by **October 1**.
 - Delivered Faxed E-mailed Receipt confirmed no later than 5 p.m. on October 1
- Mentor Contact(s)
 - Mentor #1: _____ Mentor #2: _____
 - E-mail: _____ E-mail: _____
 - Phone: () _____ Phone: () _____

FULL RESOLUTION SUBMITTAL

- Final resolution and supporting material (documentation) completed.
- Resolved* statements have been matched to at least one *Whereas* statement.
- PTA positions listed as *Whereas* statements have been avoided.
- References independently reviewed (compare and validate claims).
- An Action Cover Sheet has been completed.
- Resolution binder is prepared, with the following elements
 - Table of contents
 - Resolution
 - Background summary
 - Resource list (bibliography) – APA format
 - Index of resources for each *Whereas* statement
 - All resource material (Pocket inserts are acceptable for non-standard size material.)
 - Resources have been marked to identify the statement(s), paragraph(s), pages and/or booklets, etc., related to each *Whereas* statement. (Do not use highlighters)
 - All pages have been sequentially numbered, including each page of the resources
- Draft resolution sent to the California State PTA Office by 5 p.m. on **December 15**.
 - Delivered Faxed E-mailed Receipt confirmed no later than 5 p.m. on December 15

Resolution Process



Does it Exist?

- California State PTA Resolutions and Policy Statements
- National PTA Resolutions and Policy Statements
- Outside resources - *data must be credible and non-circular.*

Research It

- Consult with mentor
- Photocopy resource material
- Identify critical paragraphs and sentences that make your point – *underline points/facts.*
- Summarize data in less than 150 words. ¹
- Create individual sentences of fact. ²
- Identify the action to be taken ³ – *these must relate to the sentences of fact.*

Build It

- Ensure documents are proofread by at least one other individual.
- Whereas, Resolveds, and Background Summary due by October 1.
- All documentation due by December 15.

Submit It

1. A summary contains statements which will be addressed, cites the cause of the problem, describes the severity/context of the issue, and explains how the proposed resolution will help solve it.
2. A properly formatted **whereas** statement is prefaced by its order number, the word **WHEREAS** (capitalized), large gap to the beginning of the sentence, and ends with a semicolon and the word “and.” The last *whereas* statement ends with the words, “now therefore be it.”
 - 1 **WHEREAS,**
This is the proper format for a *whereas* statement, and
 - 2 **WHEREAS,**
This is a middle statement, and
 - 3 **WHEREAS,**
This is the final *whereas* statement, now therefore be it
3. A properly formatted **resolved** statement is prefaced by its order number, the word **RESOLVED** (capitalized), large gap to the beginning of the sentence which starts with the word “That,” and ends with a semicolon and the words “and be it further.” The last resolved statement ends on a complete sentence.
 - 1 **RESOLVED,**
That this is the proper format for a resolved statement, and be it further
 - 2 **RESOLVED,**
That the last sentence ends normally.