

How to Write A Resolution

What Are They?
Where Do They Come From?
What Is The Process?

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What is a Resolution



Resolution = a **statement on an issue, concern, or problem that**

- **Establishes an official PTA **position****
- **Formalizes our **research-based** position**
- **Proposes **action** in the form of an original main motion**
- **Comes before convention **delegates** for their consideration and adoption**
- **Upon adoption, becomes part of NYS PTA's "Where We Stand"**

What is a Resolution



A Resolution must:

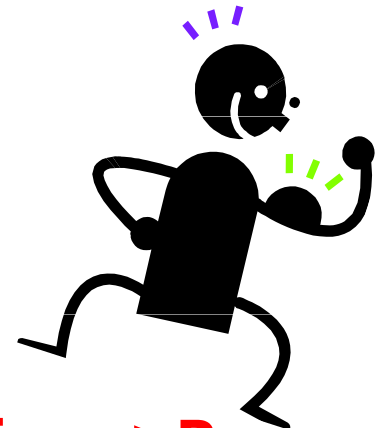
- **Relate to the education, health, safety or welfare of children and youth, or parental education and involvement of parents.**
- **Be in harmony with the purposes and the basic policies of New York State and National PTA.**
- **Concern a matter that is statewide in scope.**
- **State a position not previously adopted by NYS PTA.**
- **Provide three (3) verifiable background references from three (3) different sources for each "Whereas."**

How Do Resolutions Fit Into PTA Advocacy?

THEY:

- **Unify and EMPOWER** members
- **Tell others what PTA stands for: concrete positions on specific issues**
- **Provide the basis to promote and influence**

EDUCATION
LEGISLATION
POLICY
PROGRAM

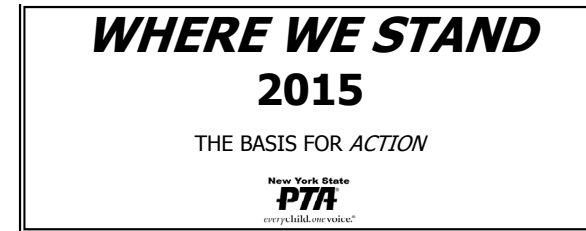


Resolutions + Action => Power

Where Do We Find Resolutions?

Upon adoption, Resolutions become part of the official NYS PTA Advocacy Document “Where We Stand”

- Explanation-Key
- Table of Contents
- 14 Categories
- Position Papers
- Index-Keyword



Where We Stand is the official *position* document of the New York State PTA. It is comprised of resolution *statements* adopted by convention delegates. These statements are intended to guide members as to what *action* to take on specific issues that affect the education, health and welfare of children and youth.

Resolutions that appear in this document are reconsidered within seven years of their original adoption or reaffirmation. At seven year increments, they are reintroduced to convention delegates. By majority vote, delegates determine whether to adopt positions that have been recommended for *retention* (reaffirmation) or *update*, or to be *rescinded*. A resolution may be rescinded from this document when the action(s) in the resolved clauses has been taken. Rescinded resolutions are entered into an ongoing record of retired resolutions. Action may be taken through legislation, regulation or program. Delegates may also be asked to adopt a position(s) in the form of a *new* resolution, one that has not been previously presented to the delegate body. Resolutions are arranged from the most recently adopted retention(s), update(s) and new resolution(s) to the oldest within one of 14 issue categories.

The PTA is effective only through the support and action of its members. Once positions are adopted, the NYS PTA relies on local units, councils and regions to educate members and the public on the issues and to encourage grassroots advocacy.

KEY:

(R-) Retention – convention delegates voted to retain a position after seven years, and wording remains as originally submitted.

(U-) Update – convention delegates voted to retain after seven years, but wording has been changed or removed from the original position.

SED State Education Department

NYS New York State

HOW TO READ DATES:

Most recent year of adoption, followed by (“R-” or “U-” plus the year(s) submitted).

Examples – Retention: 2013 (R-’06); Update: 2013 (U-’06); New: 2013

The statements for *Action* that appear in this document are the “resolved” clauses of resolutions, numbered and written as adopted by convention delegates. Since NYS PTA is a branch of the National PTA, it is important to refer to National PTA’s **Legislative Program** as an additional action guide.

Need to Write a New Resolution?

Step #1: IDENTIFY YOUR ISSUE

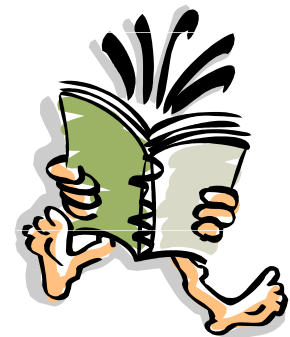
- **Something that bothers or energizes you**
- **Something that needs to be done**
- **Need to create new or change existing law, regulation or policy**
- **Check: *What you want done agrees with PTA mission and policies***
- ***Position is not already in "Where We Stand"***
- ***Proposed action has statewide application or broader relevance***

***YOU HAVE DECIDED A RESOLUTION IS NECESSARY
AND YOU ARE READY***

Writing a Resolution

Step # 2: RESEARCH THE ISSUE

- Set up schedule: allow enough time
 - Check existing laws and regulations
 - Use a variety of resources
 - Research thoroughly
 - Keep a record of research and sources
 - Review/check information collected
- ...and if you still think action is necessary,



***YOU ARE READY TO WRITE YOUR
RESOLUTION!***

Writing a Resolution (cont'd)

Step #3: DRAFT YOUR TEXT

- Clearly set forth what you want done and by whom
- Decide what specific actions PTA should take to address issue
- Each ***ACTION statement becomes*** a ***RESOLVED CLAUSE***
- Use a logical sequence of statements to explain rationale (reasons) for your resolved clauses
- List reasons from general to specific
- Each reason needs three (3) pieces of evidence to support from three (3) different sources that must be current (less than six years old)
- RATIONALE = ***WHY = WHEREAS CLAUSES***

Writing a Resolution (cont'd)

Format Criteria

- ***Whereas Statements:***

The preamble portion of the resolution consisting of a statement(s) providing information explaining the reasons for the resolution, and why it should be adopted.

- ***Resolved Statements:***

The main motion. The Resolved statements state what action should be taken and expresses the opinion or will of the group.

Writing the Final Draft

Now put the steps together...

But first, *reverse the order!*



the ***Why (Whereas)*** goes first

the ***Action (Resolved)*** follows

**** You are now ready to present your resolution to your unit, council, region FOR APPROVAL***

Submit Your Resolution

- **Must be adopted by sponsor PTA**
- **Must be received (not postmarked) in NYS PTA office no later than APRIL 15**
- **Must be accompanied by:**
 - **Cover sheet – can be downloaded from NYS PTA website**
 - **Narrative Summary – no more than 150 words**
 - Statement about the issue/situation that the resolution will address
 - Statement that cites the cause of the problem
 - Statement that describes the severity of the issue: need to solve
 - Statement that explains how the proposed resolution will help solve the issue

Submit Your Resolution

- **Table of contents**
- **References**
 - substantiates each “Whereas” statement by referencing the page or pages that provide(s) documentation in the submitted background material
- **Pertinent background information**
 - must be factual and verifiable
- *Signatures!*

Resolution Checklist

- Print/Download Checklist to fill out**
- Cover sheet filled out correctly**
- Proper signatures**
- Table of contents included**
- All pages, with exception of the required submission cover page, numbered consecutively**
- Reference sheet included that substantiates each “Whereas” statement by referencing the page or pages that provides documentation in the submitted background material**
- Included on each page the author, title, publisher and date for each source. Online sources should include the URL**
- Correct grammar and spelling throughout**
- Resolution not previously adopted by NYS PTA**

Resolution Checklist

- Background material - not more than 25 double sided or 50 single sided pages.**
- Font size no smaller than 10 with 1 inch margin**
- Used a variety of sources (must be three sources per whereas) that are factual and verifiable**
- When articles were included, submitted in their entirety**
- Used references that are bracketed and numbered in the background material, indicating which “Whereas” statement they support**
- Included date appropriate references (published no more than six years ago)**
- Used clear and concise information in all “Whereas” statements**
- Included narrative summary that was no more than 150 words (that explains the intent and scope of the resolution)**

What's next?

- **Once submitted, new resolutions are assigned to two members of the NYS PTA Resolutions Committee to research and verify the facts.**
- **The NYS PTA Resolutions Committee meets in early June to discuss and consider all retentions, updates, rescissions and new resolutions.**
- **Resolutions that have been recommended for consideration by the NYS PTA Resolutions Committee and Executive Committee move forward to convention.**

RESOLUTIONS At Convention

- **The maker of the resolution has the opportunity to present the issue and answer any questions by delegates at the Friday night caucus, following the opening session of convention.**
- **During the general session, the maker of the resolution has 3 minutes to bring the resolution to the convention floor and speak to it before the discussion begins.**

RESOLUTIONS At Convention

■ A retention is a resolution that:

- Is previously adopted
- Is reviewed every **SEVEN** years
- Can be retained or rejected
- Can **NOT** be amended



■ An update is a resolution that:

- Is previously adopted
- Has been changed in its wording
- **Revises** an original resolve
- **Deletes** an original resolve
- **Can** be adopted, rejected, amended
(only revised clause may be amended)

RESOLUTIONS At Convention

■ A rescission occurs:



1. When action has taken place to carry out resolution resolves

- State/federal/local legislation enacted
- Policy/program implementation
- Federal/state regulations adopted:
 - ~ NYSED/Commissioner's
 - ~ Regulations

2. When the issue has become obsolete

RESOLUTIONS At Convention

- **A new resolution is a resolution that:**

- Was never presented to convention delegates
- Has been recommended for consideration by the NYS PTA Resolutions Committee & the Executive Committee
- Can be **amended, adopted, or rejected**



Occasionally there is need for an

Emergency Resolution

Regents Examination Schedules - 2008

Resolved: that the NYS Congress of Parents and Teachers, Inc. strongly urges the NYS Education Department to maintain the current practice of administering Regents Examinations only during designated Regents Exam periods.

So now you know the process...

- **The goal of a resolution is to inform, educate and inspire membership to take action.**
- **Local units/councils, regions, the New York State Resolutions Committee or Board of Directors may submit convention resolutions. Resolution criteria are the same for all PTA bodies.**

Simply put...

To propose a resolution for consideration you:

- **State the Issue**
- **Do your Research**
- **Write your resolution**
- **Submit your resolution (within the prescribed guidelines)**

**The NYS PTA
Resolutions Committee
thanks you for taking time to attend
this workshop and wishes you an
excellent Conference weekend.**

**By learning and working together,
We *will* make a difference!**

