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Resolutions Package

Resolutions are an integral part of our State and National PTA. Arizona PTA has taken an official position on many aspects of child welfare, health, education and family issues through the resolutions process.

A resolution is a call to action on a particular issue or concern. The entire convention body votes on every resolution submitted for consideration provided it is within the scope of the PTA Purposes. Once a resolution is passed, it becomes the official position of Arizona PTA. Action is taken to make our position clear and to help educate and facilitate change. Your input is needed. The Resolutions Committee needs to hear from PTAs with concerns.

What is a Resolution?

A resolution is an original main motion, which because of its importance, length, or complexity is submitted in writing. At convention, new business is introduced through resolutions. A resolution is a call to action. It is a statement, which may give direction for action, memorialize, commemorate or express appreciation.

Who can submit a Resolution?

Any local unit, council in good standing, or organized district can submit a state or national resolution. The Board of Directors, Executive Committee, Board of Managers or Committees and Commission of the Board of Managers at both the state and national levels can submit Resolutions. The resolution criteria are the same for ALL PTA bodies.

The State Resolution Chair presents resolutions at the State Convention. However, it is important that the submitting group be present at convention to provide background, supporting materials and rationale for their resolution. This is the responsibility of the submitting unit, not the Resolution Chair or Committee.

Why submit a Resolution to the State and/or National PTA Convention?

Convention resolutions are mandates for action by the state and/or national governing bodies and their constituents (units, councils, district, state). In order for the state and national governing bodies or their representative to officially lobby for or against legislative action, the PTA must have a documented position on file that specifically speaks to that issue or a closely related concern.

What form does a Resolution take?

A Resolution usually consists of two main parts:

1. A preamble consisting of the “whereas” clause(s). These clauses contain the background information and the reasons for the resolution.
2. A request for action consisting of the “resolved” clause(s). These clauses contain the requests for action. Each action requested should have its own “resolved” clause. (*Note: Refer to “Procedures for Writing a Resolution”.*)

What criteria must each Resolution meet?

1. Must concern a matter that is statewide in scope and/or national in scope and requires state and/or national action for resolution.
2. Be in harmony with the Purposes and basic policies of the State and National PTA.
3. Be written in language appropriate for state and/or national consideration (i.e., “Be it resolved the National PTA shall . . .”).
4. State a position not previously adopted by the State and/or National PTA.
5. Be accompanied by background material and a brief narrative summary of that material. The background material should be sufficient to give a person without any previous knowledge of the subject enough information to make an intelligent decision.
6. Be within the ability of the State and/or National PTA to implement or accomplish.
7. Must meet National PTA criteria if it is intended to be submitted for National PTA consideration. (*See “Call for Convention Action” enclosed*).

How is a Resolution submitted and processed?

Resolutions to the Arizona PTA are submitted in writing to the Resolutions Committee, care of the State Office, postmarked by December 15. The Resolutions Committee will review all resolutions submitted, for compliance with PTA Purposes and guidelines. Each body submitting a resolution shall be advised by the Resolutions Committee if their resolution has been accepted, rejected or if procedural errors have been made. In the case of rejection, reasons will be specified and the submitting body will be given the opportunity to work with the Resolutions Committee to correct those errors within a time frame established by the Resolutions Committee, if the submitting body wishes.

The Board of Managers will receive copies of all committee-approved resolutions at their Winter meeting. The Board of Managers may, if they so desire, simply make a recommendation of “do pass”, “do not pass”, or “no recommendation”. If the Board of Managers wishes to take such action, the Resolutions Chairman will provide this information to the Convention body when presenting the resolution. All approved resolutions will be reprinted and mailed to all units at least 60 days before the Arizona PTA Convention.

Procedures for Writing a Resolution

The Preamble Section:

- Each clause is written as a separate paragraph, beginning with the word “WHEREAS’ followed by a comma. The next word should begin with a capital.
- The Preamble may be several paragraphs, and no matter how many paragraphs – should never contain a period. Each paragraph, except the last, should close with a semicolon followed by the word “and”. The last paragraph of the Preamble should close with a semicolon after which “therefore” or “therefore, be it” should be added.
- When one of these phrases is used, no punctuation should follow it and the phrase should always be placed at the end of the Preamble paragraph, never at the beginning of the Resolving paragraph.
- The Preamble should be only a brief statement of the background for the action suggested and should provide only that information necessary to understand the reasons for the resolution.
- Please keep in mind that a resolution is not required to have a preamble; however, it is not advisable to include reasons for a motion’s adoption within the motion (*the Resolve Section*) itself.

The Resolve Section:

- The Resolve section makes a specific statement of what change is required or requested. Each action requested should have its own resolve clause.
- Each Resolved statement, except the last, should end with a semicolon, followed by the words “and be it further”. The last Resolved statement will end with a period. This is the only time that a period should be used in a resolution.

Example

Prevention of Drop-Out and Truancy

WHEREAS, Recent statistics show an alarming increase in student drop-out and truancy; and

WHEREAS, The Arizona PTA supports mandatory K-12 education; and

WHEREAS, A reasonable standard of living and viable employment can be expected from the receipt of a high school diploma, its equivalent or better; therefore, be it

Resolved, That the Arizona PTA work cooperatively with local, state, and national efforts to find a viable solution that addresses the student drop-out and truancy issues; and be it further

Resolved, That these efforts be ongoing and that each PTA member individually commits himself or herself to the prevention and solution of this tremendous loss of education opportunities for our youth.

Please be advised that once the convention body adopts a resolution, only the Resolve Section is retained. The Adopted Resolution does not contain the Preamble Section.

Arizona PTA Bylaws Relative to Resolutions

Article XVI: Resolutions

Section 1: A local PTA unit, council, committee, commission, or the Board of Managers may propose a resolution providing it is within the scope of the PTA Purposes. Resolutions may suggest consideration of a new issue or change one already in effect. Resolutions to be considered by the convention body shall be submitted in written form to the Resolutions Subcommittee in care of the state office postmarked or delivered by December 15.

Section 2: A resolution or an emergency resolution proposed by a local unit shall be signed by their current president and secretary and must carry the date of its passage by the voting members of the submitting local unit. The resolution should be signed by the local PTA unit president and secretary in office at the time of its passage by the unit if different than the current local unit administration.

Section 3: The Resolutions Subcommittee shall publish the resolutions in an Arizona PTA publication and send copies of the resolutions to each local PTA unit president, council president, and members of the Board of Managers at least sixty (60) days prior to the opening of the convention. Should similar resolutions be submitted, the Resolutions Subcommittee may, with the written approval of each submitting unit, edit, and combine such resolutions.

Section 4: Once published, resolutions may not be withdrawn from consideration by the convention body except at the written request of the submitting group's full delegation at the convention and providing two-thirds of the delegates present and voting at the convention concur with the withdrawal action.

Section 5: Resolutions shall be presented to the convention body with the name of the submitting group.

Section 6: An approved emergency resolution may be presented from the floor of the convention provided copies are available for all delegates' consideration and a copy of the resolution has been filed with the state secretary by the maker of the resolution. The copy filed with the secretary must be signed by the maker of the resolution and by one (1) delegate from each region represented at convention. Such resolutions shall be reviewed for approval by the Resolutions Subcommittee at the convention to determine the appropriateness of the emergency.

Section 7: Resolutions passed by the convention body become the official position of the Arizona PTA. Five (5) years after adoption, resolutions shall be reviewed by the Resolutions Subcommittee and Legislative Issues Chair. The Resolutions Subcommittee and Legislative Issues Chair may recommend that the resolution be renewed by the convention body. All resolutions not recommended for renewal shall be retired.