

RESOLUTIONS

Why Resolutions?

To support and speak on behalf of children and youth in schools, in the community, and before governmental bodies and other organizations that make decisions affecting children and youth.

That has been PTA's charge for over 100 years. And so it is, today/

But, what do we support?? What stand do we take as we speak? The resolutions process is a democratic process by which we as an organization of child advocates decide what we support or oppose. Through resolutions, we develop out legislative platform and the programs that we will implement to affect the issue addressed by the resolution. The resolutions process gives us direction to make our world a safer, brighter one for our children.

Please, take time to discuss with your board, your unit or council, teachers and principals, the issues that may need to be addressed via a resolution to bring attention and action to the issue through legislation or programs. Please, feel free to contact the State Resolutions Chair by telephone as listed in Contact or e-mail via the MO PTA website, for assistance through the process. Your unit or council can be the one to make a difference for our children.

Criteria for Submitting a Resolution to the Missouri State PTA

1. Concern a field of interest of the Missouri Congress of Parents and Teachers (MCPT);
2. Be in harmony with the purposes and basic policies of the National Congress of Parents and Teachers (NCPT);
3. Concern a matter that is statewide in scope and requires statewide action for solution;
4. State a position not previously adopted by the MCPT or NCPT;
5. Include possible methods of implementation for the action called for;
6. Be written in language appropriate for consideration by MCPT convention delegates, i.e., "Be it resolved that the Missouri Congress of Parents and Teachers shall..."
7. Completed Convention Action Cover sheet must be signed by the submitting unit or council president;
8. Contains a summary, no more than 150 words, that captures the intent and scope of the resolution;
9. Includes three (3) background current references for each whereas with the appropriate information enclosed in brackets and labeled as to the appropriate whereas;
10. Background references are factual and verifiable, published no more than six years ago – PTA sources may not be used for background references;
11. Have each whereas and resolve sectioned individually with the background and implementation material;
12. Include a table of contents and reference sheet

Eight copies each of the resolution, rationale, support data, Convention Action Cover sheet and method of implementation must be submitted for use by the committee to the state office and postmarked no later than May 1.

After the Resolution has been submitted to the State PTA

The resolutions committee strictly adheres to the above criteria. The committee may edit or adapt resolutions if necessary; substantive changes can only be made with the consent of the submitting group. The committee meets in May to consider for approval proposed resolutions, notify all who submitted resolutions of the action taken on their submission within one week of the meeting of the resolutions committee. Resolutions approved by the Resolutions Committee are presented to the State Executive Committee, and if approved, are presented to the Board of Managers for approval. Again, the State Resolutions Chairman will notify those that submitted resolutions on the decision of the Board of Managers within one week of the decision.

The approved resolutions are then presented to the State Convention Delegates for consideration of approval during the General Sessions at State convention. If a resolution is approved by the state board, a representative of the submitting body must be present at the State Convention during the resolutions briefing and when the assembly debates the resolutions.

Any printed material brought to Convention by the submitting body to be handed out to delegates must be approved by the president of Missouri PTA. Copies must be sent to the State Chairman by September 15.

Adopted resolutions become an official stance of the Missouri PTA. Adopted resolutions are placed in the State PTA Resolutions Notebook and the Missouri PTA website (www.mopta.org). All resolutions are reviewed every five years to determine if they are still relevant and useable.

It is strongly recommended that the submitting body:

- **Submit a first draft of the resolution to the State Resolutions Chairman**
- **Send the final draft and all required materials by certified mail to the State Resolutions Chairman**

SUGGESTED TIMELINE

July – Appoint a resolutions chair. Discuss plans and procedures

August-September – Appoint two to four people to Resolutions Committee

October-November – Present subject to Executive Committee, Board or Unit/Council for approval and permission to proceed

December-January – Present first draft of resolution with support data and implementation plan to Unit/Council for input, refinement and approval to proceed. Upon approval mail a first draft copy to the State Resolutions Chairman

February – Have a second draft for approval, if needed

March – Finalize all printed material; prepare final document; make copies for distribution to all committee members and members present at Unit/Council meeting for approval

April – Present the final document for approval of governing body; complete the Convention Action Cover Sheet, reference sheet and table of contents per the procedures for submitting resolutions. **Mail the resolution to Missouri PTA State Office**, including all information as required. It is suggested that mailing be by Certified Mail. **Postmark Deadline for submission for the state Convention is May 1**

May-October – Wait for notice from State Resolutions Committee. If approved, prepare for Convention. Furnish name(s) of presenter(s) to State Resolutions Chairman, prepare for briefing and debate, and communicate concerns or questions to State Resolutions Chairman

RESOLUTIONS

Convention Action Cover Sheet

This cover sheet must accompany any resolution or any request for substitution of a present resolution that is proposed for action by delegates to the Missouri PTA annual convention.

Subject Matter:

- Resolution not previously addressed by MCPT
 Request for substitution of present MCPT resolution

ORIGINATING GROUP

Originating group is: Local Unit Council
 Unit/Council Name _____
 President's Name _____
 President's Address _____
 City _____ Zip _____ Phone _____
 President's Email _____

Approved at General Meeting held on _____
 Number of members present _____ Affirmative Vote _____
 Quorum stated in by-laws _____

Contact Person Name _____ Position _____
 Contact's Address _____
 City _____ Zip _____ Phone _____
 Contact's Email _____

| CHECKLIST (Proposed Action) | YES | NO |
|--|-------|-------|
| • In accordance with PTA Purposes and Policies? | _____ | _____ |
| • Related to the education, health or welfare of children and youth? | _____ | _____ |
| • Accompanied by rationale, background data, table of contents, and reference sheet? | _____ | _____ |
| • Related to state and/or local status? | _____ | _____ |
| • Signed by originating group's president and secretary, and is all requested information on Convention Cover Sheet furnished and legible? | _____ | _____ |

Signature of President _____ Date _____

Signature of Secretary _____ Date _____