


OHIO PTA

RESOLUTIONS HANDBOOK

Call for Resolutions for the 2017 Ohio PTA Convention

Guidelines for Writing a Resolution

Identify the concern
How to write a resolution
What to include
When to send it in



DEADLINE – November 30, 2016

OHIO PTA
40 Northwoods Blvd., Suite A
COLUMBUS, OH 43235-4718
(614) 781-6344
(614) 781-6349 FAX
E-mail: office@ohiopta.org
www.ohiopta.org

OHIO PTA

RESOLUTIONS ARE YOUR OPPORTUNITY FOR INPUT TAKE ADVANTAGE OF THIS OPPORTUNITY

Frequently, a local PTA unit or council identifies a problem or an area of concern, such as traffic safety or substance abuse, which it feels should be of equal concern to PTA members everywhere. How can this PTA bring this issue to the attention of other PTAs? How can it effect a change and alleviate or improve this problem? The answer is both simple and effective - write a resolution for consideration at the annual Ohio PTA Convention. This is the process used to develop positions of the Ohio PTA.

WHAT IS A RESOLUTION?

Resolutions give direction for PTA work. A resolution is an original main motion, which because of its importance, length or complexity is submitted in writing. Very simply, it is a written proposal accompanied by background information.

WHY SUBMIT A RESOLUTION?

A resolution is submitted to the Ohio PTA in order to address problems, situations or concerns which affect children and youth statewide and which requires statewide action for solutions.

WHO CAN SUBMIT A RESOLUTION?

Any local PTA/PTSA unit or council in good standing, districts, the Ohio PTA Board of Directors, or any Ohio PTA Committee can submit a resolution.

RESOLUTION CRITERIA MUST:

1. Be in harmony with the Basic Policies and Purposes of the PTA;
2. Be within the reasonable ability of the Ohio PTA and/or its units and councils to implement or accomplish;
3. Concern a matter that is statewide in scope;
4. Be adopted by a local unit, council, district, the Ohio PTA Board of Directors, or Ohio PTA Committee; and
5. Be received by the Ohio PTA office **NO LATER THAN NOVEMBER 30, 2016**. Resolutions received after **NOVEMBER 30** will be returned. *Resolutions may be mailed, faxed or e-mailed. You will be notified via e-mail that it has been received.*

RESOLUTION CHECKLIST:

- Completed** Convention Action Cover Sheet
- Signature of president and secretary and date of adoption
- Table of Contents
- Resolution including whereas and resolves
- A one-page summary of the substantiated rationale to be published in the Convention Preliminary Program
- Rationale
- Background information following the guidelines
- Material to meet National PTA resolution criteria when resolutions call for referral to the National PTA (National PTA website www.pta.org)

The Ohio PTA Resolutions Committee is available to assist any submitting group draft the resolution. Contact Venezuela Robinson, Resolutions Committee Chairperson, communications@ohiopta.org.

HOW A RESOLUTION IS CONSTRUCTED

A UNIT OR COUNCIL SHOULD USE THE FOLLOWING STEPS WHEN WRITING A RESOLUTION:

1. Identify the concern making sure it is statewide in scope and meets all criteria.
2. Form a resolutions committee to research background material and write the resolution.
3. Be sure each “**Whereas**” is accompanied by sufficient background material.
4. Be sure that one of the “**Resolves**” directs the Ohio PTA to take some form of action, for example RESOLVED, that Ohio PTA, through its units and councils...
5. Present the resolution to the unit or council for adoption.
6. Once adopted by the unit or council, have it dated and signed by the president and secretary of the unit or council.
7. Send the resolution to the Ohio PTA office no later than **November 30**, 2016.

A RESOLUTION CONSISTS OF TWO MAIN PARTS:

- “**Whereas**” clause(s) which contain the background information and the reasons for the resolution. Each time the word “**Whereas**” appears, it can be mentally replaced by the word “because.” Background information should support these clauses
- “**Resolved**” clause(s), which request the action to be taken. Each time you write the words “therefore be it resolved,” they can mentally be replaced by the word “so.” Each action you want to occur must have its own “**Resolved**” clause. More resolves do not make a better resolution – develop 2 or 3 that a PTA can accomplish effectively.

WHAT IS THE RATIONALE FOR A RESOLUTION?

The rationale for a resolution is an explanation of the position being presented in the resolution. It is meant to provide a person with no previous knowledge of the subject enough information to discuss it and make an intelligent decision about its concerns. In other words, the rationale is an informative convincing argument telling why your PTA is bringing this concern before the convention delegates and what you want them to do to resolve this concern. A one-page summary of your rationale must be submitted with your resolution. This summary will be included in the Convention Preliminary Program, which is sent to all unit/council presidents.

WHAT IS BACKGROUND INFORMATION?

Background information consists of well-researched material which supports **each** “**Whereas**” and “**Resolved**” clause. It should be sufficient to give a person with no previous knowledge of the subject enough information to make an intelligent decision. This material can be found in:

1. Statements from qualified experts on the subject, who have documented research
2. Pertinent state and federal laws, including background statistics
3. Research done by other organizations involved in the same area of concern
4. Government publications and regulations
5. Copies of articles from professional publications

Please note:

- Newspaper and news articles **alone** are not adequate documentation because they may include statements of opinion.
- PTA materials are not acceptable documentation, since this is circular information.
- If the resolution calls for submission to National PTA, three references for every “**Whereas**” are required (see www.pta.org for more information)

Background information is limited to 25 double-sided pages, printed in type no smaller than 12-point Times Roman font. Appropriate bibliographic information should be given for sources (i.e. author, publisher, date, etc.). References for each “**Whereas**” and “**Resolved**” statement must be bracketed in the background information. Do not highlight. It does not photocopy.

WHAT IS THE TABLE OF CONTENTS?

The Table of Contents follows the Convention Action Cover Sheet. It should include the title of the resolution and numeric reference to all other required materials.

WHAT HAPPENS TO A RESOLUTION AFTER IT IS SUBMITTED TO THE CONVENTION RESOLUTIONS COMMITTEE?

Before the Convention Resolutions Committee meets, each member of the committee is sent a copy of the resolution and supporting documentation to review. Upon meeting as a committee, the committee reviews the resolution to verify it meets the criteria. The committee may edit or adapt your resolution, if necessary, to make it more appropriate for convention action. The intent of the resolution will not be changed. The committee may also request additional information, statistical data, resources, etc. from the submitting group.

Soon after the Convention Resolutions Committee has met, the chair will inform the submitting group's contact person of the committee's decisions made regarding the resolution including requests for more information and editing changes for approval. Resolutions accepted by the committee are then presented to the Ohio PTA Board of Directors. Acceptance simply states that the resolution meets the criteria required for presentation at the annual convention. Ohio PTA Board of Directors reserves the right to reject a resolution for any reason deemed necessary in the best interest of the Ohio PTA. The Convention Resolutions Committee Chair will send a letter to the submitting group, within 30 days following the Board of Directors meeting, notifying them of the status of the resolution.

WHAT HAPPENS WHEN THE RESOLUTION IS ACCEPTED?

When a PTA's resolution is accepted for presentation to the convention delegates, a copy of the final draft of the resolution will be printed in the pre-convention program and *The Ohio PTA Voice*. The contact person's phone number and e-mail will be printed in the pre-convention program and *The Ohio PTA Voice* to help units and councils with any questions they may have.

It is required that the submitting PTA send two representatives, who are voting delegates, to the Ohio PTA Convention. The representatives should be prepared to present the rationale and the affirmative for the resolution at microphones on the convention floor. The submitting group will be sent additional details regarding the process of presenting the resolution to the convention delegates.

SUGGESTED RESOLUTION TIMELINE – Remember you can start today!

August/September: Identify the area of concern, making certain it is statewide in scope, and appoint a resolution committee.

September/ October: The resolution committee meets, does its research and formulates the resolution.

October/November: The committee presents the resolution to the membership of the unit/council/district for adoption.

November: Once adopted by the unit/council/district it must be signed and dated by the president and secretary of the unit/council.

Remember the deadline is November 30, 2016. The resolution must be **received** in the Ohio PTA office at 40 Northwoods Blvd., Suite A, Columbus, Ohio, 43235-4718. **The deadline is not a postmark date.** It is a date to be in the Ohio PTA office. Resolutions received after this date will be returned to the sender.

EMERGENCY RESOLUTIONS

Emergency resolutions will only be considered if the conditions they address occurred after the November 30 deadline. Emergency resolutions must be presented to the Ohio PTA Resolutions Chairman and the Ohio PTA President prior to the start of the first General Meeting at the convention. If you are contemplating an emergency resolution, please contact the Convention Resolutions Chair as soon as possible. All criteria having been met, the Convention Resolutions Chair will introduce the emergency resolution for consideration.

The emergency resolution must have the consent of two-thirds (2/3) of the registered delegates present and voting to be considered. The submitting group must provide copies for the entire convention body.

SAMPLE RESOLUTION

WHEREAS, Resolutions provide the Ohio Congress of Parents and Teachers (Ohio PTA) with direction and serve as the framework for its positions; and

WHEREAS, Resolutions are the means by which local units and councils may communicate their concerns to the Ohio PTA for consideration by the convention body; and

WHEREAS, In order to prepare and present resolutions, local units and councils must understand the processes and procedures that are involved; therefore be it

RESOLVED, That the Ohio PTA Resolutions Committee shall develop a handbook explaining resolutions, their purposes, preparation and presentation; and be it further

RESOLVED, That the Ohio PTA distribute this resolutions handbook to the local units and councils.

GLOSSARY OF TERMS

Background Material: Material that documents each whereas and resolved clause of the resolution. This material indicates that the subject was well researched by the submitting group and gives the reader sufficient information to understand the intent of the resolution. The material may include copies of documented research, pertinent laws, survey or statistics (if applicable); and copies of relevant articles from publications.

Convention Action Cover Sheet: The form that must be completed and submitted by the submitting group with the resolution and accompanying materials to the Ohio PTA. This form is mailed to presidents in the summer and can be found on the Ohio PTA website (www.ohiopta.org).

Emergency Resolution: Provision is made for submitting a resolution if the urgency of the subject matter arises after the deadline for submitting resolutions. The resolution must be presented to the Ohio PTA Resolutions Chair and Ohio PTA President prior to the start of the first General Meeting at the convention. The emergency resolution must conform to the same criteria as other resolutions. A two-thirds affirmative vote of the delegate body is necessary before an emergency resolution shall be considered.

Life of a Resolution: A Resolution maintains its status as a current or active resolution until the resolved clause(s) has been accomplished by action of the Ohio PTA or by the group(s) as defined in the resolution. A resolution may then be retired and placed in the historical record.

Statewide in Scope: The resolution concerns a matter that is common throughout the state, not just to a specific community.

Resolution: A resolution is a main motion that because of its importance, length or complexity is submitted in writing and has been adopted by its members. A resolution usually consists of two main parts: the “**Whereas**” section and the “**Resolved**.”

Resolve: This is the main motion. The “**Resolved**” clauses constitute the request for action and express the opinion or will of the group.

Whereas: The preamble part of the resolution consisting of a statement providing information on the resolution, reasons for the resolution and why it should be adopted.

Submitting Group: This group is the one submitting the resolution to the Ohio PTA. Example: A local PTA unit may submit a resolution for consideration to the Ohio PTA. This PTA unit is then the submitting group.

Table of Contents: A list of the contents, with page numbers, background materials, submitted with the resolution to the Ohio PTA. The cover sheet is not included in the table of contents.

CONVENTION ACTION COVER SHEET

This cover sheet must accompany each resolution proposed for action by delegates to the Ohio PTA Convention and must be sent to:

OHIO PTA CONVENTION RESOLUTIONS COMMITTEE

OHIO PTA

40 NORTHWOODS BLVD., SUITE A

COLUMBUS OH 43235-4718

Name of resolution _____

Name of submitting group _____

This resolution is from (check one): ___ local PTA unit ___ PTA council ___ PTA district
___ Ohio PTA Board of Directors ___ Ohio PTA Committee

This resolution has been approved by: ___ General Membership ___ Other _____

Date of approval _____

Signed by _____ President/Ohio PTA Committee Chair

Signed by _____ Secretary

CHECKLIST:

Is the proposed action:

- _____ In harmony with the Basic Policies and Purposes of the PTA and statewide in scope?
- _____ Submitted with Ohio PTA Convention Cover Sheet?
- _____ Submitted with a table of contents?
- _____ Typed with consecutively numbered pages?
- _____ Accompanied by a one-page summary of the rationale?
- _____ Submitted with background information?
- _____ Referenced for each **"Whereas"** and **"Resolved"** statement with brackets in the background information?
- _____ Signed by the president, secretary, Ohio PTA Committee Chair and contain the date of adoption?

NAME OF CONTACT PERSON _____

Address _____ City/Zip _____

Daytime telephone (____) _____ E-mail _____

*This cover sheet, the resolution and all required documentation must be received by the Ohio PTA Resolutions Committee at the Ohio PTA office by **November 30, 2016***

Ohio PTA, 40 Northwoods Blvd., Suite A, Columbus, Ohio 43235-4718

(614) 781-6344 e-mail: office@ohiopta.org

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