



RESOLUTIONS HANDBOOK

Call for Resolutions for the Tennessee PTA Convention

Guidelines for Writing a Resolution

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



DEADLINE – February 15

TENNESSEE PTA
1905 Acklen Avenue
Nashville, TN 37212
(615) 383-9740

E-mail: ptastateoffice@tnpta.org
Website: www.tnpta.org

TENNESSEE PTA

RESOLUTIONS ARE YOUR OPPORTUNITY FOR INPUT TAKE ADVANTAGE OF THIS OPPORTUNITY

Frequently, an individual PTA member, 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 member or PTA bring this issue to the attention of other PTAs? How can it affect a change and alleviate or improve this problem? The answer is both simple and effective - write a resolution for consideration at the annual Tennessee PTA Convention. This is the process used to develop positions of the Tennessee 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 Tennessee 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 PTA member, local PTA/PTSA unit or council in good standing, regions, the Tennessee PTA Board of Managers, or any Tennessee 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 Tennessee 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, regions, the Tennessee PTA Board of Managers, or Tennessee PTA Committee;
and
5. Be received by the Tennessee PTA office **NO LATER THAN FEBRUARY 15** of the year of convention in which the resolutions will be voted upon. Resolutions received after **FEBRUARY 15** will be returned. *Resolutions must be mailed-no fax or email copies will be accepted. You will be notified via e-mail that it has been received.*

RESOLUTION CHECKLIST:

- Completed** Resolutions Submittal Cover Sheet
- Signature of president or person submitting resolution
- Table of Contents for background references material
- Resolution including whereas and resolves
- A narrative summary of the substantiated rationale to be published in the Convention Program
- Rationale
- Background information following the guidelines

The Tennessee PTA Resolutions Committee is available to assist any submitting individual or group draft the resolution. Contact Charles Everett, Resolutions Chair, ceverett@tnpta.org.

HOW A RESOLUTION IS CONSTRUCTED

A MEMBER, 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. If applicable, form a resolution 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 Tennessee PTA to take some form of action, for example: RESOLVED, that Tennessee PTA, through its units and councils...
5. Present the resolution to the unit or council for adoption, if applicable.
6. Once adopted by the unit or council, have it dated and signed by the president or person submitting the resolution.
7. Send the resolution to the Tennessee PTA office no later than **February 15** of the year of convention in which the resolution will be voted upon.

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 posted on the Tennessee PTA website, and included in the Convention Program.

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 10 pt 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 Resolution Submittal Cover Sheet. It should include the title of the resolution and numeric reference to all other required background references material.

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

Before the 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 individual or group.

Soon after the Resolutions Committee has met, the chair will inform the submitting 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 Tennessee PTA Board of Managers. Acceptance simply means that the resolution meets the criteria required for presentation at the annual convention. Tennessee PTA Board of Managers reserves the right to reject a resolution for any reason deemed necessary in the best interest of the Tennessee PTA. The Resolutions Committee Chair will send a letter to the individual group, within 30 days following the Board of Managers 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 posted on the Tennessee PTA website, printed in the convention program and published in *The Bulletin*.

It is required that the submitting PTA send two representatives, who are voting delegates, to the Tennessee 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 individual or group will be sent additional details regarding the process of presenting the resolution to the convention delegates.

SAMPLE RESOLUTION TIMELINE – Remember you can start today!

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

November/December: Complete research and formulate the resolution.

January/February: Present the resolution to the membership of the unit/council/region for adoption.

February: Once adopted by the unit/council/region it must be signed and dated by the president or person submitting the resolution. **Remember the deadline is February 15** of the

year of convention in which the resolutions will be voted upon. The resolution must be **received** in the Tennessee PTA state office at 1905 Acklen Avenue, Nashville, Tennessee, 37212. **The deadline is not a postmark date.** 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 February 15 deadline. Emergency resolutions must be presented to the Tennessee PTA Resolutions Chairman and the Tennessee PTA President ten (10) days prior to the start of the first General Meeting at the convention. If you are contemplating an emergency resolution, please contact the Resolutions Chair as soon as possible.

All criteria having been met, the 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 Tennessee Congress of Parents and Teachers (Tennessee PTA) with direction and serve as the framework for its positions; and
- WHEREAS,* Resolutions are the means by which PTA members, local units and councils may communicate their concerns to the Tennessee 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 Tennessee PTA Resolutions Committee shall develop a handbook explaining resolutions, their purposes, preparation and presentation; and be it further
- RESOLVED,* That the Tennessee PTA distribute this resolutions handbook to the local units and councils.

GLOSSARY OF TERMS

Background References 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.

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 Tennessee PTA Resolutions Chair and Tennessee PTA President ten (10) days 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 Tennessee PTA or by the group(s) as defined in the resolution. A resolution may be reaffirmed by the Tennessee PTA Board of Managers. A resolution may then be retired and archived.

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 “**Resolves**”.

Resolutions Submittal Cover Sheet: The form that must be completed and submitted by the submitting individual or group with the resolution and accompanying materials to the Tennessee PTA. This form is distributed to presidents in the summer and can be found on the Tennessee PTA website (www.tnpta.org).

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

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

Submitting Individual or Group: This is the one submitting the resolution to the Tennessee PTA.

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

Table of Contents: A list of the contents, with page numbers, background references material, submitted with the resolution to the Tennessee PTA. The Resolutions Submittal Cover Sheet is not included in the table of contents.

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.

RESOLUTION SUBMITTAL COVER SHEET



This report is required to be in the State Office and/or postmarked on or before February 15.
Send to: Tennessee PTA, 1905 Acklen Avenue, Nashville, TN 37212
www.tnpta.org

ATTACH TO FRONT OF RESOLUTION

Please complete this form and attach to each resolution being submitted to the State Resolutions Chairman for consideration at the Tennessee PTA Convention. **Email the State Office (ptastateoffice@tnpta.org) to the attention of the Resolutions Chairman for any questions regarding your submission.**

Resolution criteria can be found on the Tennessee PTA website at www.tnpta.org/resolutions.html

Date _____

Resolution Title _____

Name of submitting PTA/PTSA _____

This resolution is from (check one): ___ PTA Member ___ Local PTA unit ___ PTA Council
___ PTA Region ___ Tennessee PTA Committee ___ Tennessee PTA Board of Managers

Name of President/Contact Person _____

Phone _____ Email _____

Address _____ City _____ Zip _____

Council _____ County _____ Region _____

Signed by _____ President or person submitting resolution

FOR TENNESSEE PTA USE ONLY

CHECKLIST:

Is the proposed action:

- _____ In harmony with the Basic Policies and Purposes of the PTA and statewide in scope?
- _____ Submitted with Resolutions Submittal Cover Sheet?
- _____ Submitted with a table of contents?
- _____ Typed with consecutively numbered pages?
- _____ Accompanied by a narrative summary of the rationale?
- _____ Submitted with background information?
- _____ Referenced for each statement with brackets in the background information?
- _____ Signed by the President or person submitting resolution?