

Resolutions

PROCEDURE BOOK



California State
PTA
everychild. onevoice.

Approved April 2023
California State PTA Board of Managers

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Deadlines:

1st Deadline: November 1, 5:00pm
2nd Deadline: January 5, 5:00pm



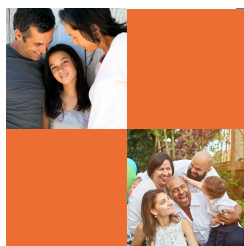
California State PTA Resolutions Chairperson
(916) 440-1985, ext. 324 or email at resolutions@capta.org

RESOLUTION OVERVIEW

PTA Resolutions call attention to a problem and a need for action on a particular issue. They are a major source of authority to take positions on issues for the California State PTA and its units, councils and districts. If a problem or situation has statewide implications affecting children, youth and families, a resolution is one way to authorize PTA action. PTA authorities include state and national PTA resolutions, position statements, and legislation platforms.

Resolutions are PTA authorities created and adopted by the membership at an Annual Meeting (Convention). Position Statements are PTA authorities created and adopted by the Board of Managers. Resolutions must meet the following criteria:

- Be in accordance with PTA purposes and policies
- Be prepared according to criteria specified in this document, California State PTA Resolutions Procedure Book.
- Follow National PTA guidelines, if a resolution is to be forwarded to the National PTA



TIP:

This guide will help you in preparing a resolution for potential review, vote and adoption by delegates

A resolution may be initiated by an individual PTA member, but must be submitted by a PTA unit, council, or district in good standing, an inter-district committee or the California State PTA Board of Managers.

A PTA member or group of members of a unit, council, or district identifies an issue of concern and determines the need for a PTA Resolution. This person is often referred to as the “maker” of the resolution. To ensure clear communication, there can only be one maker, but formation of a resolution committee to share the workload is encouraged.

Resolutions prepared by a BOM commission or committee must meet the prescribed criteria in this document (Resolutions Procedure Book), including mentoring, before final submission to the Resolutions Committee on or before January 5. The BOM must take action on a resolution submitted by a commission or committee no later than the February BOM meeting.

If upon reviewing an existing Resolution, a commission or committee on the BOM finds that the intent of the resolution remains relevant, but its terminology, definitions, laws, data, and/or references to statute need to be updated, the commission or committee has the options of:

- converting the resolution to a position statement; or
- proposing non-substantive edits to the existing resolution (more details can be found in the Standing Rules). The review process for substantive edits would be parallel to that required for other resolutions, as defined in the Resolutions Procedure Book, and must be adopted by delegates at the annual meeting.

A PTA Resolution is an original main motion written as one continuous sentence, plus a background summary, and must be submitted in writing. There are three parts to a resolution.

- Preamble. The preamble is statements of fact containing background information and reason(s) for the resolution. Each statement begins with the word Whereas.
- Request for Action. The request for action is a recommendation to the delegates to the annual meeting on how to proceed with the issue set forth in the Whereas statement(s). Each request for action begins with the word Resolved. There may be more than one Resolved statement.
- Background. The Background Summary is a narrative highlighting the most important facts from the resource material. The resource material is discussed later in this document.

Four types of PTA Resolutions may be presented to the delegates for consideration at the annual meeting:

- **A new resolution on a new topic.**
- **A new resolution that builds on the topic of an existing resolution.** When a new resolution builds on the topic of an existing resolution but is not in conflict with that resolution, the previous resolution would remain in effect.

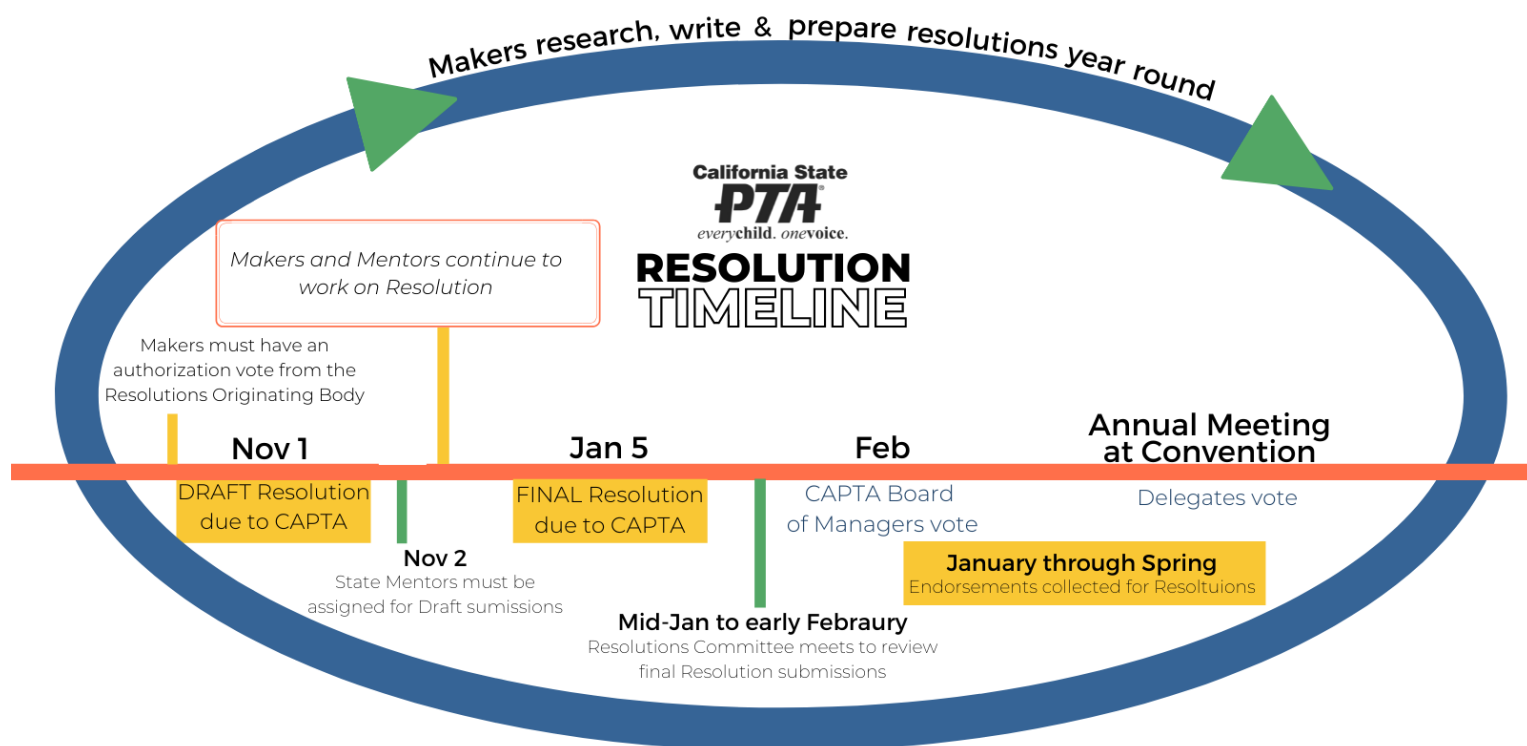
When a new resolution replaces an existing resolution on the same subject, the delegates shall be informed that the new resolution would replace an existing resolution on the same subject. If the delegates vote to adopt the new resolution, the previous resolution is thereby deemed part of the historical record and the Resolution Committee chair places it in the historical file .

- **Rescission of an existing resolution with a New Resolution.** A new resolution that is in conflict with an existing resolution shall not be presented to the delegates at the annual meeting without a motion to rescind the existing resolution also being placed on the agenda.

In order for the proposed new resolution to be presented, the delegates must first rescind the existing resolution by a two-thirds vote. If the motion to rescind fails, the new resolution may not be presented. If the motion to rescind is adopted but the new resolution is defeated, the annual meeting delegates shall be given the opportunity to readopt the previously rescinded resolution by majority vote.

- **Update to an existing resolution.** An update from a Board of Managers Commission or Committee to an existing resolution presents the proposed amendments to delegates for consideration at the annual meeting. The motion shall include a clear explanation of the proposed changes, be supported by a minimum of three sources where at least one is a primary source, and meet other criteria specified in Step 3: Research and Writing of this document.

RESOLUTION TIMELINE



TIP: All submittals (draft and final) must be received by the California State PTA office before 5 p.m. on the date indicated - postmarks are not accepted.

Resolution makers may submit resolution documents any time prior to the due date.



HOW TO WRITE A RESOLUTION

STEP-BY-STEP

Step One: Selection of a Topic



Identify the issue, problem, or situation and determine whether a PTA resolution is appropriate. The background information (resources) must demonstrate that the issue affects children, youth, or families and is statewide in scope. It must be consistent and in harmony with PTA purposes, policies, and current or previous positions. It must not duplicate existing PTA resolutions.

Review existing California State PTA and National PTA resolutions and relevant position statements.

- California State PTA position statements and a list of resolution titles are in the Toolkit and on the California State PTA website, www.capta.org, in the Advocacy section.
- National PTA position statements and resolutions are posted at www.pta.org.
- If you are unsure whether your topic is already covered by existing resolutions, please contact the California State PTA Resolutions Chairperson at
- (916) 440-1985, ext. 324 or email at resolutions@capta.org.

Step Two: Local Authorization to Begin



A draft resolution should be submitted only by association vote of a PTA unit, council, or district in good standing; by a PTA inter-district committee with the approval of the majority of districts concerned; or by the California State PTA Board of Managers. After an authorization vote, a work committee may be formed. Once a vote of support occurs the resolution maker notifies their PTA council or PTA district and the State Board of Managers Resolution Committee (by email: resolutions@capta.org) of their intent to submit a resolution plan and timeline. If the work begins during one term and continues into the next, a vote from the new board or association must be obtained to continue developing the resolution.

Resolutions submitted by California State PTA commissions or committees must have the approval of the appropriate Board of Managers vice president or chairperson.

Step Three: Research and Writing



Researching the Resolution

Gather resources with substantiating facts and reason(s) for the resolution. These will help you create your Preamble, also known as Whereas statements.

- Every Whereas must have at least one primary research source included in the final submittal and a minimum of two secondary sources.
 - Primary sources are original materials that have not been filtered through interpretation or evaluation by a second party.
1. Examples of credible primary sources of information, research, or data are:
 - a. Official agencies of state or federal government, such as the California Division of Juvenile Justice or the Centers for Disease Control and Prevention that include the study/research data.
 - b. Peer-reviewed research, and highly respected private agencies such as WestEd or the National Academy of Sciences that include the study/research data.
 - c. Current laws may stand as a single primary source.
 - d. California State PTA or National PTA Resolutions.
 2. Examples of non-verifiable documents include:
 - a. Personal letters, logs of phone calls, or e-mail printouts.
 - b. Editorial or statements of opinion alluding to sources but not describing the work.
 - c. Secondary sources should not be circular to the primary source. Each source must be independent of the others.
 - d. Position statements can be used as secondary sources.
 3. All resources must be current. Current means the resource is the most recent available. We recommend no more than five sources. Please identify the primary source and list the primary source first.

TIP: On both the California State PTA and National PTA websites, conduct a keyword search to locate position statements and resolutions which may address your issue.



If the resolution will be forwarded to National PTA, sources can be no more than five (5) years old.



Step Three: Research and Writing (cont'd)

Writing the Resolution:



Whereas statements: declarations of fact supported by a minimum of three sources where at least one is a primary source.

- Each Whereas statement should contain one idea.
- All Whereas statements, except the last, begin with the word “whereas” and end with a semicolon and the word “and.”
 - For example; Whereas, A resolution seeks to address concerns that affect children and youth; and
- The last Whereas statement begins with the word “whereas” and ends with a semicolon followed by the phrase, “now therefore be it.”
 - For example; “Whereas, A resolution provides sufficient evidence to give a person with no knowledge of the subject enough information to make an intelligent decision; now therefore be it”
- Existing California State and National PTA authorities should not be re-stated in Whereas statements.
- Whereas statements should support at least one Resolved statement. There is no need for Whereas statements that do not support a Resolved statement.
- Number each Whereas statement.

Resolved statements: The action called for as the expressed opinion and will of the PTA organization.

- All Resolved statements except the last begin with the words “Resolved, that” and end with a semicolon followed by the phrase “and be it further.”
- For example; “Resolved, That the originating PTA organization submit by the draft due date the draft resolution, background summary, initial list of resources and preliminary Convention Resolution Action Cover Sheet; and be it further”
- The last Resolved statement begins with the words “Resolved, that” and ends with proper punctuation.
 - Resolved statements must be supported by at least one Whereas statement.
 - If you wish this resolution to be forwarded to the National PTA after adoption by the delegates at the California State PTA Annual Meeting (convention), please include a resolved stating such.

Background Summary: A brief, persuasive synopsis (maximum 500 words) of the pertinent facts found in the materials used to document the resolution. It substantiates each of the Whereas and Resolved statements, without repeating them, and is a required element of the proposed resolution.



TIP: The resolution and background summary are the only text convention delegates receive.

National PTA requires a rationale of 250 words or less for any resolution that is forwarded to them.

Step Four: Draft Resolution Submission



- Draft Resolutions coming from **members in units, councils, or districts** are due in draft form to the Resolutions Committee no later than **5:00 pm, November 1**.
- Draft Resolutions coming from the **Board of Managers Commission or Committees** must be submitted and voted on at the **November BOM**, at the latest, and must be mentored before final submission to the Resolutions Committee on or before January 5.
- E-mail draft to info@capta.org and resolutions@capta.org or, mail a hard copy to the California State PTA office: 2327 L Street, Sacramento, CA 95816.
 - Note: hard copies must be received, not postmarked, by 5pm on November 1.

- Documents required when a DRAFT resolution is submitted:
 - Completed Convention Resolution Action Cover Sheet
 - Draft of the Resolution (includes: drafted Whereas and Resolved statements, and a draft of a Background Summary)
 - Partial List of Resources (suggest at least one per Whereas)

Step Five: Mentorship and Completion



Once an authorization vote has been made and the maker has notified the California State PTA Resolutions Chair (at resolutions@capta.org), a mentor from the California State PTA Resolutions Committee will be assigned (no later than November 2 for units, councils and districts).

The mentor will provide assistance throughout the resolution process outlined in this document, the California State PTA Resolutions Procedure Book.

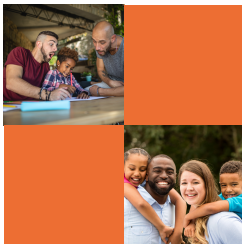
See Attachment 3: The Role of the Mentor, pages 19-20 in this document for more information.

Step Six: Approval from the Originating Body



A unit, council or district PTAs' executive board shall review a FINAL resolution submitted by the original PTA body and shall upon review promptly take action to approve, disapprove, or choose no recommendations. This action shall be recorded on the resolution's action cover sheet. The Action Cover Sheet must be signed by the president and secretary.

A Board of Managers Commission or Committee FINAL resolution submission needs to be submitted to the California State PTA Board of Directors for prompt review and action to approve, disapprove or choose no recommendations. This action shall be recorded on the resolution's action cover sheet. The Action Cover Sheet must be signed by the president and secretary.



TIP:

It is recommended that a courtesy notification email be sent to Council and District Presidents when a resolution is being submitted by a unit or council. Similar for a Council submission (courtesy email to District President).

Step Seven: Assembly of the Resolution Binder



Documents required for final submittal must be in a binder with all pages sequentially numbered. It must include all of the following:

- Completed Convention Resolution Action Cover Sheet (2 pages - signed) - See Attachment 1, page 16-17
- Table of Contents - See Figure 5, page 26
- Resolution (Whereas and Resolved statements and background summary) - See Figure 1, page 21
- Bibliography - See Figure 3, page 22
- Index - See Figure 4, page 23
- Resources - See Figure 5, page 24-25

Step Seven: Assembly of the Resolution Binder (... cont'd)

Additional details for your binder submission:

Resolution – See page 21, Figure 1 in this document, for a sample of a PTA Resolution layout.

Bibliography – See page 22, Figure 2 in this document, for the proper style of writing for bibliographic material using the APA style. List each resource used in alphabetical order.

- Include the author, title, journal or publisher, volume number, date, and page number(s) for each resource (including websites).
- For online/digital-only resources, also include the URL to the about page of the organization from which the resource material is obtained.
- If a URL is available for hard copy resources, please provide an actionable link in your digital submission.
- Include the URL to the about page of the organization from which the resource material is obtained.
- Number Resources.

Index – A cross-reference of Whereas statements that point to the location of the source material (bibliography). The index shows the Resolutions Committee which of your resources support the facts stated in each Whereas statement.

- Each Whereas statements should be listed on a separate page with relevant resources listed beneath.
- List primary resources first; additional resources follow the primary. Include resource number from the bibliography.
- Include the page number where the source material is located in the final submitted resolution binder.
- Please make the page numbers BOLD. Please also provide the page numbers of the resource where the cited material is located. See page 23, Figure 3 in this document for a sample index.

Resources – The actual documents and information sources supporting the claims in the Whereas statements.

- Original copy: Submitted resources must be the original copy, print-out, or a scan. Do not re-type data.
- Copying: If sending photocopies, make sure they are clean and will reproduce clearly. The entire resource document does not need to be copied and included, however, enough information should be provided to give context when the resource is being reviewed. This can be achieved by including additional copied pages or by providing a link to the full resource (with page numbers).
- Marking: Marking allows for partial resource copying (vs. copying whole articles or books) and clearly defines the maker's intended passage of authority to the Board of Managers Resolutions Committee when reviewing the resolution.
 - Include the title or first page of each resource document, even if no passages are marked to support a Whereas statement.
 - Mark the sections in the resource material that support each Whereas Statement, using brackets and/or underlining relevant passages in ink, and noting in the margin to which Whereas statement number the marked passage applies.
 - Do not use a highlighter or sticky notes
 - On the first page of every resource, add the Resource Number in the Resource Bibliography listing.
 - See page 24-25, Figure 4, in this document for a sample of resources.



TIP: The National PTA has different submission requirements than the California State PTA. Please keep the following in mind if you are submitting a Resolved to send to the National PTA:

- sources can be no more than five (5) years old.

Please check pta.org for the most current requirements

Step Eight: Final Submission



Due date is January 5 by 5pm.

- NOTE: If the January 5 due date falls on a weekend or holiday, the final submission is due by 5pm the next business day.
- There are two submission options for your final resolution documents:
 1. **Digital-only submission to resolutions@capta.org**
 - A digital submission must contain a table of contents and all parts of the resolution as specified in Step Seven.
 - The entire resolution book must be sent in **both** PDF and an editable word **or** google doc (with editor access) files.
 - faxes are not accepted for the final submittal
 - submission must be in one contiguous PDF, not a series of folders or sections (so that output can be assembled correctly) and must include pages indicating where tabs will go.
 - E-mail document or full access link to info@capta.org and resolutions@capta.org,
 2. **Hardcopy and flash drive submission (both must be included)**
 - The final documents must be submitted in electronic form (CD or flash drive), as well as a hard copy in a binder with a table of contents and tabbed dividers and all parts of the resolution as specified in Step Seven.
 - The flash drive electronic form must contain the resolution, background summary, and all other documents, all parts of the resolution as specified in Step Seven in editable, unlocked documents (like Word or Pages) files including all cited resources.
 - labeled digital folders are allowed (instead of a contiguous file).
 - Send the final resolution package (binder and flash drive) to: California State PTA, Attn: Resolutions, 2327 L Street, Sacramento, CA 95816. E-mails and faxes are not accepted for the final submittal.
 - Submitting a resolution is a valid PTA expense and should be reimbursed, with the receipt, by the originating body. If this expense is a hardship for the originating body, a Council or District may be asked to reimburse the expense.

For further explanation: The Resolutions Committee in its work looks at each Whereas statement to identify the specific research that supports it. In addition, the committee needs to ensure that every Resolved statement is supported by a Whereas statement.

Tip: Recommend using the Table of Contents function in Word.

Tip: The closer you follow the guidelines and suggestions, the more likely the process will go smoothly.



TIP: The National PTA has different submission requirements than the California State PTA. Please keep the following in mind if you are submitting a Resolved to send to the National PTA:

- sources can be no more than five (5) years old.

Please check pta.org for the most current requirements

Step Nine: California State PTA Board of Managers Action



Resolutions Committee Action:

It shall be the responsibility of the resolutions committee to determine whether the resolutions submitted meet the criteria for placement. The Resolution Committee will review resolutions submitted, and may:

- combine two or more related resolutions;
- edit or adapt resolutions if necessary to make them appropriate for annual meeting action;
- recommend referral to a BOM commission/committee for information or study; or
- determine if a referral to the National PTA is indicated.

If the committee finds that a resolution meets all other criteria but would be in conflict with an existing resolution, the originating body shall be notified. The notification shall include:

- a copy of the existing resolution;
- instruction that the originating body must present a motion at the annual meeting to rescind the existing resolution before the new resolution could be presented; and
- a due date for a response (prior to the February Board of Managers Meeting).

If the originating body decides to pursue the process, and the Board of Managers votes to present the new resolution at the Annual Meeting, both the existing resolution, as well as the proposed new resolution, shall be printed in the Convention Chronicle and included in the annual meeting program book.

The resolutions Chairperson shall prepare a report on and include a recommendation for each resolution submitted. A resolution may be recommended for:

- presentation to the delegates at the annual meeting (convention);
- referral to a BOM committee or commission for information or study;
- referral to the National PTA; or
- return to the originating body with an explanation of the reason(s) for non-consideration.

Step Nine: California State PTA Board of Managers Action (... cont'd)

State Board Action:

The Resolutions Committee Chair submits a report with the recommendations of the Resolutions Committee to The Board of Directors, at or before its February/winter meeting.

The Board of Directors may send notes regarding a proposed resolution back to the committee. The committee will review the Board of Directors' notes, conferring with the resolution maker and/or originating body as necessary. The committee recommendations are presented to the Board of Managers regardless of the Board of Directors' vote.

The Board of Managers, at its February meeting, shall review the recommendations of the Resolutions Committee and for each resolution, take one of the following actions:

1. presentation to the delegates at the annual meeting (convention);
2. referral to a Board of Managers committee or commission for information or study;
3. referral to the National PTA; or
4. return to the originating body with an explanation of the reason(s) for non-consideration.

Placement on the annual meeting agenda does not constitute an endorsement by California State PTA. The Board of Managers may endorse a resolution by following appropriate motion protocols.

Step Ten: Annual Meeting (Convention) of the California State PTA



If the resolution is forwarded to delegates for consideration, the submitting organization should consider the following:

Representation at the Annual Meeting

- Have a speaker, typically the maker, and an alternate speaker who will attend and be prepared to speak to the resolution:
 - at all resolution hearings
 - at all general meetings
- The speaker/maker must be voting delegates. In order to speak to the motion on your resolution, your Association must vote to make you a voting delegate on the behalf of the unit/council/district. NOTE: If there is more than one person who potentially may speak at the annual meeting the same applies, they must be a voting delegate.
- Attending the annual meeting is a legitimate PTA expense and should be covered by your unit, council or district.
- The speaker/maker must prepare a statement, different from the Background Summary, to be read on the convention floor at the time the resolution is presented to delegates on the Annual Meeting Agenda.

Step Ten: Annual Meeting (Convention) of the California State PTA (... cont'd)

Resolution Presentations

- Makers are encouraged to do outreach and education to units, councils, and districts.

Deadlines:

1st Deadline: November 1, 5:00pm
2nd Deadline: January 5, 5:00pm



California State PTA Resolutions Chairperson
(916) 440-1985, ext. 324 or email at resolutions@capta.org

Appendices

ATTACHMENT 1 - Annual Meeting/Convention Resolution ACTION COVER SHEET – 2 pages

This cover sheet is required for any resolution proposed for action at the California State PTA convention. Complete BOTH sides.

Phase 1: By November 1, this Action Cover Sheet and the DRAFT resolution, as detailed in Step 4 of the Resolution Procedure Book must be received in the California State PTA office before 5 p.m. (E-mail to info@capta.org and resolutions@capta.org.)

In order for a resolution to be considered by the California State PTA Resolutions Committee, the following questions must be answered in full. Makers are encouraged to use the *Resolution Maker Checklist*.

Title of Resolution: _____

Subject of Resolution: _____

Originating Body:

☐ Unit ☐ Council ☐ District ☐ Inter-district Committee ☐ State Board of Managers

Originating Body: _____

PTA District: _____ PTA Council: _____

Date of authorizing vote by Originating Body: _____

Resolution Maker Contact:

Phone: (____) _____

Address: _____

City: _____ Zip Code: _____

Email: _____

Submitting PTA President (of Originating Body) Signature: _____

Submitting PTA President (print): _____ Phone: (____) _____

Phase 2: By January 5 this Action Cover Sheet and the FINAL resolution, as detailed in Step Eight of the Resolution Procedure Book, must be delivered to the California State PTA office before 5 p.m.

NOTE: all levels of signatures are not needed. The PTA association officers submitting this resolution (originating body) are required to sign below in the appropriate box and to verifying the PTA vote:

UNIT	<input type="checkbox"/> APPROVE	<input type="checkbox"/> DISAPPROVE	<input type="checkbox"/> NO RECOMMENDATION	
	Unit President Signature	Unit Secretary Signature		____/____/____ Date
COUNCIL	<input type="checkbox"/> APPROVE	<input type="checkbox"/> DISAPPROVE	<input type="checkbox"/> NO RECOMMENDATION	
	Council President Signature	Council Secretary Signature		____/____/____ Date
DISTRICT	<input type="checkbox"/> APPROVE	<input type="checkbox"/> DISAPPROVE	<input type="checkbox"/> NO RECOMMENDATION	
	-District President Signature	-District Secretary Signature		____/____/____ Date
STATE	<input type="checkbox"/> APPROVE	<input type="checkbox"/> DISAPPROVE	<input type="checkbox"/> NO RECOMMENDATION	
	State President Signature	-State Secretary Signature		____/____/____ Date

ACTION COVER SHEET, Page 2

CHECKLIST

Is the resolution (check all that apply):	Yes	No
In accordance with the policies and purposes of the PTA?	<input type="checkbox"/>	<input type="checkbox"/>
Related to education, health, safety or welfare of children, youth and families?	<input type="checkbox"/>	<input type="checkbox"/>
Concerned with an issue that is statewide and/or national in scope?	<input type="checkbox"/>	<input type="checkbox"/>
As detailed in Step Seven:		
Accompanied by substantiating resources?	<input type="checkbox"/>	<input type="checkbox"/>
Accompanied by a brief (500 words or less) narrative summary?	<input type="checkbox"/>	<input type="checkbox"/>
Accompanied by a table of contents and an index of resources	<input type="checkbox"/>	<input type="checkbox"/>
Related to any California State PTA Board of Managers Position Statement?	<input type="checkbox"/>	<input type="checkbox"/>
Give the title(s)*		
Related to any previously adopted California State PTA resolution?	<input type="checkbox"/>	<input type="checkbox"/>
Give the title(s)*		
Related to any previously adopted National PTA resolution?	<input type="checkbox"/>	<input type="checkbox"/>
Give the title(s)*		
Related to any National PTA Board Position Statement?	<input type="checkbox"/>	<input type="checkbox"/>
Give the title(s)*		

How does the resolution relate to any of the above-checked Resolutions or Position Statements?*

*Attach additional sheet(s) if necessary.

DO NOT WRITE IN THIS SPACE – FOR CALIFORNIA STATE PTA COMMITTEE USE ONLY
CALIFORNIA STATE PTA ACTION

Date DRAFT Received: _____ **Date FINAL Received:** _____

Committee and Board of Managers Action:

- ☐ Referred to Annual Meeting
- ☐ Referred to legislation committee
- ☐ Referred for study to: _____
- ☐ Returned to originating body

Annual Meeting Action:

- ☐ Adopted ☐ Defeated ☐ Amended (copy attached)
- ☐ Referred to _____
- ☐ Sent to National PTA

ATTACHMENT 2 RESOLUTION MAKER CHECKLIST

DRAFT SUBMISSION

- ☐ Submittal package includes all of the following, as detailed in Step Four of this document;
 - ☐ Resolution: {*Whereas* and *Resolved* statements}, background summary
 - ☐ Initial list of resources
 - ☐ Action Cover sheet - Phase 1
- ☐ Unit/Council/District Draft resolution sent to the California State PTA Office by 5pm November 1.
 - ☐ Delivered ☐ E-mailed ☐ Receipt confirmed
- ☐ BOM Draft resolution sent to the California State PTA Office after November BOM.
 - ☐ Delivered ☐ E-mailed ☐ Receipt confirmed
- ☐ Mentor Contact(s) assigned by November 2 by the State Resolutions Chair:

Mentor #1:	Mentor #2:
E-mail:	E-mail:
Phone: (_____)	Phone: (_____)

FINAL RESOLUTION SUBMISSION

- ☐ Final resolution and supporting resources, bibliography, and indexes, as detailed in Step Seven of this document completed.
- ☐ Each *Resolved* statement has been supported by at least one *Whereas* statement.
- ☐ PTA positions listed as *Whereas* statements have been avoided.
- ☐ At least three Resources included for each *Whereas* statement, where at least one of the three is a primary source, as referenced in Step Three of this document.
- ☐ Two page Action Cover Sheet, Phase 1 and 2, has been completed.
- ☐ Resolution binder or Digital Submission is prepared, as referenced in Step Seven of this document to include:
 - ☐ Table of contents
 - ☐ Resolution (Whereas and Resolved statements, Background summary)
 - ☐ Background summary
 - ☐ Bibliography} – APA format
 - ☐ Index of resources for each *Whereas* statement
 - ☐ All resource material (Pocket inserts are acceptable for non-standard size material.)
- ☐ Resources have been marked to identify the statement(s), paragraph(s), pages etc., related to each *Whereas* statement as referenced in Step Seven of this document.
- ☐ All pages have been sequentially numbered, including each page of the resources and listed in the Table of Contents.
- ☐ Draft resolution submitted by 5 p.m. on January 5 following the guidelines referenced in Step Eight of this document.
 - ☐ Delivered ☐ E-mailed ☐ shared digitally (i.e., GoogleDrive, DropBox)
 - ☐ Receipt confirmed no later than 5 p.m. on January 5

ATTACHMENT 3

ROLE OF RESOLUTION MENTOR

California State PTA Resolutions Committee mentors are advisors. Their role is to provide guidance based on the Resolutions Procedure Book in the development, assembly, and presentation of convention resolutions as well as facilitate networking and access to helpful information. When possible, mentors will be assigned to work in teams of two or more.

Expectations for Maker of Proposed Resolutions:

- Communicate with the assigned mentor(s) frequently and consistently regarding progress or concerns; respond to inquiries from mentor(s).
- Request assistance, input, and ideas as needed.
- Be open-minded. Mentors may provide you with responses that reveal inconsistencies in your work or provide you with information that will help you prepare for debate on the convention floor.
- Inform your District PTA leadership about your progress.
- If you need additional assistance please contact the resolutions Chairperson at resolutions@capta.org or 916.440.1985 ext. 324

Mentors - General:

- Mentors work as a team or as assigned.
- Mentors contact the maker of the Resolution assigned to them immediately upon notification by the Resolutions Committee Chairperson, or no later than November 2.
- Mentors forward communications received to each other and discuss on-line or via telephone.
- Mentors decide whether only one mentor will respond to the maker or if each mentor will respond and "copy" the other on electronic mail. Telephone conversations will require email notes and/or a second telephone call.
- Respect other mentors differing viewpoints on the proposed resolution. Mentors confirm the PTA process and format, but mentors are not required to be in mutual agreement with the other mentors on items of opinion, just know what response each will share with the maker. The mentor's role is advisory only. The mentor should not share the resolution with other people or organizations.

Mentors - in the Resolution Timeline:

November 1 - January 5

- The mentor's role is not to (re)write the materials or complete research for the makers. Provide suggestions to edit the resolution, the background summary, and develop new statements. The goal is to assist with additional information when asked and to provide viewpoints that help prepare for the debate on the convention floor.
- Respond to the maker's research questions by advising that information should be based on current federal or state law, credible research or sources, and/or PTA policy and positions.
- Consider the strength of background research. Forward resource material or suggest research sources for makers to consider. This material (print or electronic) may be supportive of or in opposition to the proposed resolution.
- Mentors may receive questions from makers about how an argument or statement personally affects them. Respectful expression will allow the maker to weigh the approach that might best be used to present and debate the resolution.

ATTACHMENT 3

ROLE OF RESOLUTION MENTOR (... Cont'd)

- Mentors review resolution materials as developed to suggest improvements for formatting, organization, or comprehension.
- Mentors should contact the maker frequently/as needed to inquire of status, stumbling blocks, or follow up on requests for assistance.
- Members of the board of managers, community, or education organizations may be consulted for their expertise. Mentors may facilitate contacts between the maker and experts or outside resources.
- Mentors should update the resolutions Chairperson (or forward a pertinent email) on progress or key issues that may have developed.
- Remind the maker of the deadline requirements to submit the final resolution following Steps Seven and Eight in the Resolutions Procedure book.

January 5 - California State PTA Annual Meeting (Convention)

- Mentors inform makers of the importance of building support across the state, and attempting to secure support from other PTA units, councils, or districts within California.
- Mentors assist Makers and their Committees with preparation for the hearings and debate at the Annual Meeting.

After California State PTA Annual Meeting (Convention)

- If a Maker wants to take a specific action on an adopted resolution but did not include a resolve to submit to the National PTA, the Resolutions Chair can facilitate introductions to members of the California State PTA Board of Managers and the National PTA Resolutions Committee at National PTA Convention.
- When a resolution submitted to the annual meeting delegates is adopted, with a Resolved to forward to National PTA, the California State PTA President or Resolutions Committee Chairperson will notify the originating body regarding the disposition of its resolution by the National PTA. If such a California State PTA resolution is accepted for presentation at the National PTA Convention, California State PTA will send an informed delegate to speak to the resolution at the National PTA convention. A complete report will be given to the BOM regarding the disposition of all resolutions forwarded to the National PTA.

Figure 1 - Sample Resolution

Resolution E: Chronic Disease and Injury Prevention Funding

- 1 WHEREAS,** The California State PTA supports improving the health and well-being of children and families by ensuring equitable access to the essentials of a healthy life such as healthy community and school environments; and
- 2 WHEREAS,** California has unacceptably high rates of preventable childhood obesity, prediabetes, and asthma attacks, causing increased rates of illness and future risk for chronic disease among children and a financial burden for families, schools and the State; and
- 3 WHEREAS,** Illness and injury disproportionately impact underserved communities. Race, income, historical injustices, and community conditions—including limited access to healthy food, physical activity, safe neighborhoods, and clean water—can determine the quality and length of one's life; and
- 4 WHEREAS,** California public health programs that address chronic disease and injury prevention have insufficient and unstable state and federal fundings; and
- 5 WHEREAS,** Oklahoma, Minnesota and Massachusetts have created statewide mechanisms to provide dedicated funding for the prevention of chronic disease, and have seen significant results in reducing chronic disease and key risk factors from their investments; now therefore be it
- 1 RESOLVED,** The California State PTA recognizes that high rates of preventable childhood illnesses and health inequities are harming California children and families and will work to educate school districts, parents, and residents of the State about the importance of sustained funding for chronic disease and injury prevention; and be it further
- 2 RESOLVED,** That the California State PTA and its units, councils and districts support legislation to provide a source of sustained, dedicated funding for chronic disease and injury prevention inspired by the state wellness trusts and funds in Oklahoma, Minnesota and Massachusetts; and be it further
- 3 RESOLVED,** That the California State PTA, and its units, councils and districts, partner with public health agencies, nonprofits and community organizations to advocate for creating a sustained source of chronic disease and injury prevention funding in the State of California.

Resolution E: Chronic Disease and Injury Prevention Funding

Page 1 of 2

BACKGROUND SUMMARY

While good quality health care is essential for all Californians, investing in building healthier communities can prevent illness and injury, and provide more equitable health access. Preventable diseases such as obesity, pre-diabetes and asthma are at epidemic levels with an estimated 39% of Californians suffering from at least one chronic condition, yet investment in prevention is inadequate.

As health care spending continues to increase in California, funding for chronic disease and injury prevention continues to be inadequate. Just 2% of the 2019-2020 California State Budget is allocated for public health. That compares to a national figure of 2.5% in 2017. The Center for Disease Control (CDC) ranked California 43rd in total federal funding per capita in 2018. Furthermore, the federal Prevention and Public Health Fund, created by the Affordable Care Act in 2010 with an intention to provide communities across the nation funding to combat chronic disease, has suffered from significant reductions, with California losing \$146 million between 2010 and 2016. As a result, many public health programs are supported by one-time grants, resulting in stop and go funding that leaves public health departments, nonprofits and community partners in the lurch after launching projects that have demonstrated success in battling risk factors for chronic disease.

Furthermore, the ability to live a healthy life is not fairly distributed. California African American, Latino and Native American children, and all children who grow up in poverty, are more likely to suffer from chronic diseases and to have increased risk for chronic diseases into adulthood. Research as early as 2001 shows the increased risk for coronary events (heart attack and death from cardiovascular disease) for those living in disadvantaged neighborhoods. These disparities continue today.

Communities across the state are mobilizing, building assets and developing leadership to change these unjust outcomes. Increased funding for chronic disease and injury prevention can help nurture that capacity and provide opportunity for a healthier future for children.

The California State PTA has long advocated for the health and well-being of California's children and has adopted many positions and resolutions stating their belief in "the importance of preventing and eliminating factors that may be detrimental to the health, safety and well-being of all children, families and youth". However, the very programs that promote children's health have grossly inadequate funding to meet the need. A source of sustained, dedicated funding for chronic disease and injury prevention can improve the health and well-being of all children in California.

Originating body was Bancroft PTA (San Leandro, CA)

Resolution E: Chronic Disease and Injury Prevention Funding

Page 2 of 2

When we use the term "Resolution" it most often refers to the Whereas Statements, the Resolved Statements and the Background Summary.

We encourage Makers to review recently adopted PTA Resolutions to help understand how the Whereas and Resolved Statements are framed and presented and how the Background Summary supports both. An alphabetical list of current Resolutions can be found on our website:

www.capta.org/focus-areas/advocacy/resolutions

More information on Whereas, Resolved and Background Summary can be found in Step Three: Researching and Writing a PTA Resolution, page 11 of this document. Key points:

- Whereas and Resolved Statements are numbered.
- Once the resolution has been put on the agenda by the BOM, only Resolved Statements can be amended by delegates at the Annual Meeting (Convention).

Figure 2 - Bibliography Sample

1. California Department of Public Health (2016). Obesity in California: the weight of the state, 200-2014. Page 1, 3, 4, 5. Retrieved from: https://www.cdph.ca.gov/Programs/CCDPHP/DCDIC/NEOPB/CDPH%20Document%20Library/RES_CAObesityReport_Website.pdf

2. Goldstein H and Babey S. (2016 March). Prediabetes: a generation in jeopardy. UCLA Center for Health Policy and Research. Retrieved from: https://phadvocates.org/wp-content/uploads/2016/02/Prediabetes_Press-Kit_Full.pdf. Page 1, 2, and 12.

3. California Parent Teacher Association (2004 May). Healthy lifestyles for all children [Resolution]. Retrieved from: <http://downloads.capta.org/res/HealthyLifestylesForAllChildren.pdf>

4. Diez Roux AV, Merkin SS, Arnett D, Chambless L, Massing M, Nieto FJ, Sorlie P, Szklo M, Tyroler HA, Watson RL. (2001 July 12). Page 99, 103. Neighborhood of residence and incidence of coronary heart disease. New England Journal of Medicine. 342(2):99-106. DOI: 10.1056/NEJM200107123450205.

Use Chicago Manual of Style for writing bibliographic material. The current standards can be found by searching online for "Chicago Manual of Style". Many schools and universities provide free online resources, there is no need to purchase the full guide!

A written list can be found in Step Seven: Assembly of the Resolution Binder, page 11 of this document. Key points:

- circle = number resources in the Bibliography
- include page numbers in the **original** resource
- if the resource can be linked, please provide or link directly to that URL.



When in doubt - ask!

California State PTA Resolutions Chairperson
(916) 440-1985, ext. 324 or email at resolutions@capta.org

Figure 3 - Index Sample

- 2 WHEREAS,** National PTA has identified the legacy of racial division as being embedded in the fabric of our nation, and experts assert that we can neither understand nor eliminate racial injustice in the present until we come to terms with the racial injustice in our past, beginning with slavery; and
20. Shuster, K. (2018). Teaching Hard History - American Slavery. Southern Poverty Law Center. **PAGE 85, 86, 100**
2. Ayers, E. (2020, June 11). The evils of racial injustice and other things kids don't learn in history class - but need to know right now. *The Washington Post*. **PAGE 18**
14. Loewen, J. W. (2018). *Lies My Teacher Told Me: Everything Your American History Textbook Got Wrong*. The New Press. Reprint Edition. **PAGE 65-70**
17. Melish, J. P. (2016). Northern Slavery and Its Legacies. In B. Jay & C. L. Lysterly (Eds.), *Understanding and Teaching American Slavery* (pp. 115-132). The University of Wisconsin Press. **PAGE 75-76, 77**
18. National PTA. (2020, July). Position Statement: Say Their Names: Addressing Institutional or Systemic Racism. **PAGE 78**

A written list can be found in Step Seven: Assembly of the Resolution Binder, page 11 of this document. Key points:

- The index shows the Resolutions Committee which of your resources support the facts stated in each Whereas statement.
- Copy the Whereas
- the numbers (circles) refer back to the Bibliography numbers
- the page numbers in the **BOLD** refer to where in the final submission the resource can be found. In this example, where they are in the resource is listed (in parenthesis).



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Figure 4 - Resource Samples



Home / Teaching & Learning / Curriculum and Instruction Resources
/ Curriculum Frameworks & Instructional Materials

1 Curriculum Frameworks Adoption Process - CalEdFacts

This content is part of California Department of Education's information and media guide about education in the State of California. For similar information on other topics, visit the full [CalEdFacts](#).

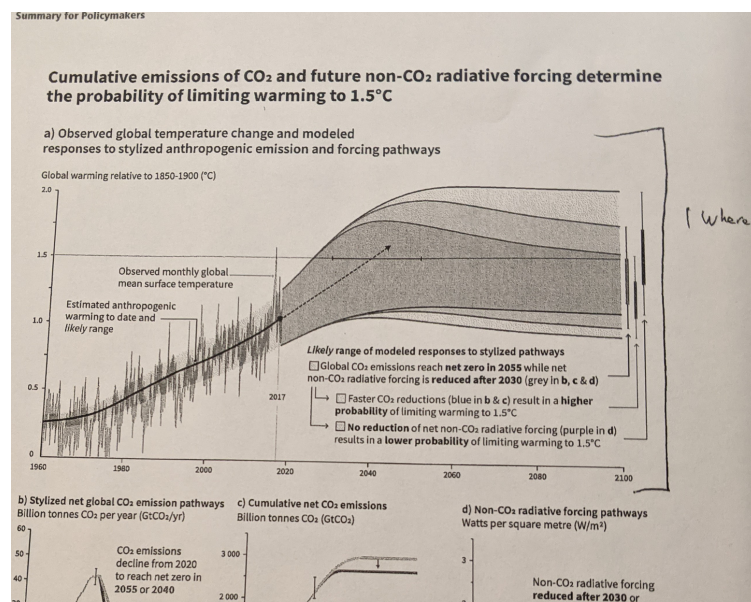
Curriculum Frameworks Adoption Process

The California State Board of Education (SBE) adopts curriculum frameworks for kindergarten through grade twelve (K-12) in accordance with California Education Code (EC) Section 51002, which calls for the development of "broad minimum standards and guidelines for educational programs." Curriculum frameworks in the core curriculum areas of English language arts/English language development, mathematics, history-social science, and science are aligned to the SBE-adopted academic content standards. In addition, the SBE has adopted content standards in visual and performing arts, physical education, health, and world language. The SBE adopts curriculum frameworks on an eight-year cycle. The SBE approved the current foreign language framework in 2001; the health framework in 2002; the science and visual and performing arts frameworks in 2004; history-social science framework in 2005; the physical education framework in 2008; the mathematics framework in 2013; and the English language arts/English language development framework in 2014.

7 WHEREAS

<https://www.cde.ca.gov/ci/tr/cf/cfadoptprocess.asp>

2



3

TABLE 2] (Continued)

Characteristic	No. Reported Past-Year Asthma Attacks (Weighted %)	aOR (95% CI)
Ever, noncurrent use	377 (20.6)	1.01 (0.81-1.25)
Current use	336 (22.6)	0.90 (0.71-1.15)
Undetermined	25 (17.9)	0.84 (0.42-1.69)
Exposed to secondhand smoke		
Yes	1,410 (23.7)	1.19 (1.05-1.35) ^a
No	1,163 (18.8)	1.00
Exposed to secondhand ENDS aerosols		
Yes	989 (24.2)	1.27 (1.11-1.47) ^a
No	1,560 (19.5)	1.00

aOR = adjusted odds ratio. See Table 1 legend for expansion of other abbreviation.

^ap < .05.

Where
4

Figure 4 - Resources Sample (... cont'd)

What does this mean in contemporary terms? In California, America's history is no longer taught primarily through experiences of white European citizens but through the experience of all Americans:

- those who came in 1619
- those whose land was taken from them in the 1700 and 1800's
- those who faced the Exclusion Act of 1882
- those who fled poverty and persecution in the early 1900s and beyond
- those who could not vote until 1920
- those who were interned in the 1940's
- those whose names we say today — George Floyd, Trayvon Martin, Tamir Rice, Michael Brown, Eric Garner, Philando Castile, Breonna Taylor and many others.

6 WHEREAS

Question Ideas. Inspect "Facts"

The California History and Social Science Frameworks are designed to help students explore the ideas of liberty and equality by learning how Americans have

Resources are the research/facts that support your Whereas Statements.

Figure 4 covers the three key areas Makers need to know about Resources as discussed in Step 3: Researching and Writing, pages 7&8, and Step Seven: Assembly of the Resolution Binder, page 11 of this document. There are four examples on page 22, here are key points for each:

Example 1:

- This example shows the title of the document, as well as headers and footer, cut and pasted over the section of the resource the maker is using to support 7 Whereas. This maker used a computer program to notate and underlined a phrase.
- Laws Code and Government Agency Policy are considered Primary Resources.

Example 2 & 3

- Note the marking of the top table and handwritten notation on the margin declaring that the data shown in the table supports 1 Whereas.
- As this is data from original research, it is a Primary Resource.

Example 4:

- This example is from an online resource and the URL and date pulled are at the top of the document. A computer program is used to notate and underlined a phrase.
- This is a secondary source, there is no research. A clue is when a resource is in "everyday language" and has links to other studies/research to support statements.



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Figure 5 - Table Of Contents Sample

Table of Contents	1
Resolution	2
Bibliography	4
Indexes	7
Resources	11

Action Cover Sheet		1-2
Table of Contents		3
Resolution	Whereas Statements	4
	Resolved Statements	5
	Background Summary	6
Bibliography		7-8
Index	1 Whereas	9
	2 Whereas	10
	3 Whereas	11
	4 Whereas	12
Resources	Resource 1	13-20
	Resource 2	20-21
	Resource 3	22-26
	Resource 4	27-32
	Resource 5	33-46
	Resource 6	47-51

We don't have formal requirements for a table of contents. Tables, dots, columns are all great. APA style does have rules if you want to be exact, but our request - volunteer to volunteer - is that you give us the ability to easily find things in your final submission. A well formatted table of contents can make all the difference in how easily we can find information during our committee review to ensure that the Resolution meets the criteria outlined in this document.



When in doubt - ask!

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