Procedure for Preparing a
PTA Resolution
# Table of Contents

Resolution Overview ............................................................... 2  
Resolution Timeline .............................................................. 2  
How to Write a Resolution  
  Step 1: What is a Resolution? .............................................. 3  
  Step 2: Local Authorization to Begin ................................. 3  
  Step 3: Selection of a Topic .............................................. 4  
  Step 4: Research and Writing ......................................... 4-7  
    • Figure 1: Sample Resolution  
    • Figure 2: Definition of Terms  
    • Figure 3: Sample Bibliography  
    • Figure 4: Sample Index  
    • Figure 5: Sample Resource Page  
  Step 5: Draft Resolution Submission ............................... 8  
  Step 6: Mentorship and Completion ................................... 8  
  Step 7: Approval from Originating Body ............................ 8  
  Step 8: Assembly of the Resolution Binder ..................... 8-9  
  Step 9: Final Submission ............................................... 9  
  Step 10: California State PTA Action and Convention .... 10  
Appendices  
  • Attachment 1: Resolution Action Cover Sheet .......... 11-12  
  • Attachment 2: Resolution Maker Checklist ............... 13  

**DEADLINES**  
1\(^{st}\) Deadline NOVEMBER 1  
2\(^{nd}\) Deadline JANUARY 5
Resolution Overview

Resolutions call attention to a problem and a need for action on a particular issue. They are a major source of policy for the California State PTA and its units, councils and districts. If a problem or situation has statewide implications affecting children and youth and warrants PTA action, a convention resolution is one way to authorize action.

Resolutions must meet the following criteria:

- Be in accordance with PTA purposes and policies
- Be prepared according to criteria specified described in the California State PTA Toolkit
- Follow National PTA guidelines, if resolution is to be forwarded to the National PTA

The position must be well-researched using credible and current information from multiple independent sources.

Resolution Timeline

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

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: What is a Resolution?

- A convention 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. The same criteria apply to everyone.
- A PTA member or group of members of a unit, council, or district identifies an issue of concern and determines the need for a resolution. This person is often referred to as the “maker” of the resolution.
- The resolution is an original main motion written as one continuous sentence and must be submitted in writing. (See Fig. 1, page 6, in this document for correct format.)
- 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 convention delegates 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.

**TIPS:**

We recommend taking a quick peek at the submission checklist before you start so you understand the scope of the work needed [attachment 3, page 14 in appendix of this document].

Plan the work to meet all due dates. Work may begin at any time.

Step Two: Local Authorization to Begin

A vote to support the preparation of the resolution must be obtained from the PTA board or membership of the originating PTA and a work committee may be formed. Resolutions submitted by California State PTA commissions or committees must have the approval of the appropriate vice president or chairman. 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.
Step Three: Selection of a Topic

Identify the issue and determine whether a resolution is appropriate. The background information must demonstrate that the issue affects children 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.capta.org.
- If you are unsure whether your topic is already covered by existing resolutions, please contact the California State PTA Resolutions Chairman at (916) 440-1985, ext. 324 or email at resolutions@capta.org.

Step Four: Research and Writing

Research the topic and gather background material.

- Every Whereas must have at least one primary research source included in the final submittal. Primary sources are original materials that have not been filtered through interpretation or evaluation by a second party.
  - Examples of credible sources of information, research or data are: Official agencies of state or federal government, such as the California Division of Juvenile Justice or the Centers for Disease Control and Prevention, peer reviewed research, and highly respected private agencies such as WestEd or the National Academy of Sciences.
  - Examples of non-verifiable documents include: personal letters, logs of phone calls or e-mail printouts.
- Background material must be factual and verifiable. At least three (3) credible, independent sources must be included to document each Whereas statement. Careful documentation is key to the acceptance of a resolution.
  - Be sure to include the author, title, publisher and date for each source on each page.
  - Online sources must include a URL. When including articles, submit them in their entirety.
  - Statements of opinion alluding to sources but not describing the work are not acceptable.
  - Background material must not be circular. Each source must be independent of the others.
  - Current laws may stand as a single source.
  - The PTA source (e.g., Toolkit) must be cited when a PTA policy, position or belief is used.
- Research/sources must be current.
Step Four: Research and Writing (...cont’d)

**TIPS:** 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.

Writing the Resolution:

• **Whereas statements:** declarations of fact supported by current, valid documentation.
  - Each *Whereas* statement should contain one idea. (See page 6, Figure 1, of this document for sample).
  - 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*”

• **Resolved statements:** The action called for as the expressed opinion and will of the PTA organization. (See page 6, Figure 1, of this document for sample).
  - 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.

• **Background Summary:** A brief 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 and is a required element of the proposed resolution. (See page 6, Figure 1, of this document for sample).

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

National PTA requires a rationale of 150 words or less for any resolution that is forwarded to them.
Step Four: Research and Writing (...cont'd)

Figure 1 - Sample Resolution

TELEVISION/SCREEN TIME AWARENESS
Adopted by Convention Delegates May 12, 2006

1 WHEREAS, Research shows that television viewing and screen time have contributed to the dramatic increases in overweight and obesity rates of children during the last two decades; and

2 WHEREAS, National and international organizations such as the Centers for Disease Control and Prevention, the Institute of Medicine of the National Academies, the American Academy of Pediatrics, and the World Health Organization have identified the reduction of television viewing as a key area of intervention for prevention of obesity; and

6 WHEREAS, The American Academy of Pediatrics recommends that children under the age of two watch no television and children over the age of two limit television viewing to no more than two hours per day; now therefore be it

1 RESOLVED, That the California State PTA, and its units, councils and districts, work with public health authorities, school health professionals and other organizations to educate parents, youth and community members about the correlation between excessive television viewing and screen time to increased obesity and to poor academic performance of children and youth; and be it further

2 RESOLVED, That the California State PTA, and its units, councils and districts collaborate with and encourage public health authorities, school health professionals and other organizations to develop and promote research-based goals for television screen time reduction for children and youth; and be it further

3 RESOLVED, That the California State PTA, and its units, councils and districts encourage parents, guardians, and all others responsible for the welfare of children and youth to develop family and community goals for television and screen time viewing in the home, and healthy alternative activities.

###

BACKGROUND SUMMARY

Television (TV) and screen time viewing have been implicated as contributors to childhood obesity. According to the U.S. Department of Health and Human Services, “Television, computer and video games contribute to children’s inactive lifestyles.” TV viewing is associated with pediatric overweight and every additional hour of screen time increases childhood obesity.

During the last two decades the prevalence of overweight in children and adolescents has nearly doubled. Long term consequences of obesity include heart disease, Type 2 diabetes, high blood pressure, arthritis, sleep and breathing problems, stroke, depression and some forms of cancer.

According to the American Academy of Pediatrics, “Too much television can negatively affect early brain development. This is especially true at younger ages, when learning to talk and play with others is so important.”

The U.S. Department of Health and Human Services, Centers for Disease Control and Prevention reports, “Children watch less TV if they have parents who watch less television themselves, monitor TV closely, are more consistent in TV viewing rules, and know more about the media and media effects.”

With the rapid advances in technology, parents need to continue to monitor the research on the relationship between time spent on visual electronic media and the health and academic development of their children.

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Figure 2 - Definitions

WHEREAS statements provide background facts and declarations (examples below):

#1 declares the basis for PTA concern about the issue.
#2-#5 state facts from reliable source documents.

RESOLVED statements call for PTA action:

#1&2 calls on PTA constituent bodies to work with others to promote awareness and
#3 calls upon PTA constituent bodies to encourage the development of community guidelines for television viewing.

Sometimes when there is no applicable law or the current law is inadequate to address the problem as identified, a convention resolution might include a resolved calling on PTA to support or encourage legislation to address the issue.

The PTA body which developed the resolution might also include a resolved to forward it to National PTA.

The BACKGROUND SUMMARY explains why the originating body believed a convention resolution was needed. This brief narrative summarizes key facts and makes the case for PTA involvement. It offers an explanation of why the PTA action called for would be appropriate and effective.
Step Four: Research and Writing (...cont'd)

Figure 3 - Sample Bibliography

LIST OF RESOURCES

3. The Surgeon General’s Call To Action To Prevent and Decrease Overweight and Obesity. Overweight in Children and Adolescents.

PAGE 10

Figure 4 - Sample Index

INDEX

1. WHEREAS, Research shows that television viewing and screen time have contributed to the dramatic increases in overweight and obesity rates of children during the last two decades, and

PAGE 17

Figure 5 - Resource Page

RESOURCE MATERIAL


Television ScreenTime Awareness

Contributors to the Problem
Overweight and obesity are caused by many factors. For each individual, body weight is determined by a combination of genetic, metabolic, behavioral, environmental, cultural, and socioeconomic factors. For the majority of individuals, overweight and obesity result from excess calorie consumption and/or inadequate physical activity. Thus, diet and physical activity are essential in prevention and treatment.

Consequences of the Problem
Overweight and obesity translate into troubling mortality and morbidity factors:
Mortality. Mortality begins to increase among people with a Body Mass Index (BMI) greater than 25. (See BMI: Do You Know Yours?) This increase is modest until a BMI of 30, at which point the increase in mortality is significantly higher. The estimated number of annual deaths attributable to obesity among U.S. adults is between 280,000 and 325,000.
Comorbidities. Many diseases are associated with overweight and obesity. As weight increases, so does the prevalence of health risks. The prevalence of diabetes begins to increase well below a BMI of 25. About 60 percent of overweight 5- to 10-year-old children already have one associated biochemical or clinical cardiovascular risk factor, such as hyperlipidemia, elevated blood pressure, or increased insulin levels, and 25 percent have two or more. The risk factors observed in children likely will contribute to chronic diseases in their adult lives.

1 Whereas

3 Whereas

Figure 1: Sample Resolution

Figure 2: Definition of Whereas Statements, Resolved Statements and Background Summary terms.

Figure 3: Sample Bibliography where all resource material used is properly cited and listed.

Figure 4: Index is separate page for each Whereas statement and identifies each resource used to support the statement made. The page number where the fact is specifically located in the resolution binder must be noted.

Figure 5: Resource Page must be marked to identify the passages used to support each Whereas statement. Use underlines and/or sidebars to indicate the specific passages and note in the margin which Whereas statement it supports.
Step Five: Draft Resolution Submission

- **Due date is November 1.**
- E-mail draft to info@capta.org and resolutions@capta.org, FAX to 1-916-440-1986, or, mail a hard copy to 2327 L Street, Sacramento, CA 95816.
- Documents required when DRAFT resolution is submitted:
  - Convention Resolution Action Cover Sheet (see pages 12-13 in this document)
  - Draft of the Resolution
  - partial List of Resources (suggest at least one per resolved)

Step Six: Mentorship and Completion

A mentor from the California State PTA Resolutions Committee will be assigned to you to provide assistance throughout the process.

Step Seven: Approval from the Originating Body

Once completed the originating PTA Unit, Council, District, CAPTA Commission or CAPTA Committee must vote to approve the resolution and the **Action Cover Sheet** must be signed by the president.

TIP: It is recommended that a courtesy notification be given to your Councils and/or District that a resolution is being submitted.

Step Eight: Assembly of the Resolution Binder

The binder should include the following parts:

- **Resolution**
- **Bibliography** – See page 7, Figure 3 in this document, for the proper style of writing for bibliographic material using the APA style. Key highlights:
  - Include the author, title, journal or publisher, volume number, date and page number(s) for each resource.
  - Indicate whether the material is from a book, journal, periodical, etc.
  - Include the URL if an Internet source is from a university, library, or government body.
  - If the Internet source is not from a university, library, or government body, include the URL and information about the organization from which the resource material is obtained.
- **Index** – A cross-reference of *Whereas* statements that point to the location of the source material (bibliography). Reprint the *Whereas* statements and list each resource beneath each Whereas statement, including the page number where the source material is located in the submitted resolution binder. See page 7, Figure 4 in this document for a sample index.
Step Eight: Assembly of the Resolution Binder (... cont’d)

- **Resources** – The actual documents and information sources supporting the claims in the Whereas statements. Submit complete research articles on a flash drive or CD. The validating resource pages must be submitted in hardcopy form.
  - **Original copy:** Submitted data must be original copy. Do not re-type data.
  - **Copying:** If sending photocopies, make sure they are clean and will reproduce clearly. Include complete articles or chapters of a book, the title page and publisher’s page with the date.
  - **Marking:** Mark the sections in the resource material that support each Whereas, using brackets and/or underlining relevant passages in ink, and noting in the margin to which Whereas statement the marked passage applies. Do not use highlighter or sticky notes.
  - See page 7, Figure 5, in this document for a sample of resources.

**TIPS:**

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

If the resolution will be forwarded to National PTA, the final binder may not exceed 50 doubled-sided pages.

Step Nine: Final Submission

- **Due date is January 5.**
- The final documents must be submitted in electronic form (CD or flash drive), as well as a hard copy in a binder with tabbed dividers. The electronic form must contain the resolution, background summary and all other documents, *including all cited resources*. Send the final resolution package to: 2327 L Street, Sacramento, CA 95816. **E-mails and faxes are not accepted for the final submittal.**
- 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)
  - Table of Contents
  - Resolution (*Whereas* and *Resolved* statements and background summary)
  - Bibliography
    - Index (a cross-reference of *Whereas* statements that point to the location of the source material (Bibliography).
    - Reprint the *Whereas* statements.
    - List each resource beneath each *Whereas* statement, including the page number where the source material is located in the submitted resolution binder.
  - Resources
Step Ten: California State PTA Action and Convention

- After review, the Resolutions Committee forwards the resolution to the California State PTA Board of Managers with a recommendation that the resolution be forwarded to convention delegates, referred to commission/committee, or returned to the originating body.
- The California State PTA Board of Managers reviews the recommendation of the Resolutions Committee and votes on the disposition of the resolution.
- If the resolution is forwarded to convention delegates, the submitting organization must have a speaker and an alternate speaker who will attend all resolution hearings and general meetings and be prepared to speak to the resolution. Speakers/makers must be voting delegates.
ATTACHMENT 1 - Convention Resolution
ACTION COVER SHEET – 2 pages

This cover sheet is required for any resolution proposed for action at the California State PTA convention. Please refer to the California State PTA Toolkit.

Complete BOTH sides. Resolutions to be considered except emergency resolutions must meet both due dates.

Phase 1: By November 1, this Action Cover Sheet and a print copy, fax or e-mail transmittal of the DRAFT resolution, and initial list of resources must be received in the California State PTA office before 5 p.m. (E-mail to info@capta.org and resolutions@capta.org.)

Phase 2: By January 5 this Action Cover Sheet and the FINAL resolution, printed and organized in a binder with tabs with electronic transmittal, CD or flash drive, must be delivered to the California State PTA office before 5 p.m. (Email 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 or Subject of Resolution:

Originating Body:

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

Originating Body (Complete for DRAFT submittal, due November 1):

PTA District: ____________________________ Council: ____________________________
PTA President: ____________________________ Phone: (____) ____________________________
Address: _____________________________________________________________________________________
City: ____________________________ Zip Code: ____________________________
Resolution Contact: ____________________________ Phone: (____) ____________________________
Email: _______________________________________________________________________________________

Required for January 5 FINAL submittal (Phase 2): The PTA association submitting this resolution is required to sign below in the appropriate box verifying the PTA voted to submit it.

UNIT

☐ APPROVE

________________________   __________________________   _____/____/_____  
Unit President Signature  Unit Secretary Signature  Date

COUNCIL

☐ APPROVE

________________________   __________________________   _____/____/_____  
Unit President Signature  Unit Secretary Signature  Date

DISTRICT

☐ APPROVE

________________________   __________________________   _____/____/_____  
Unit President Signature  Unit Secretary Signature  Date

STATE

☐ APPROVE

________________________   __________________________   _____/____/_____  
Unit President Signature  Unit Secretary Signature  Date

If additional PTAs support this resolution, please identify and include their letters of endorsement.

________________________________    ______________________________    __________________________

1 of 2
### CHECKLIST


<table>
<thead>
<tr>
<th>Is the resolution:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>In accordance with the policies and purposes of the PTA?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Related to education, health and welfare of children and youth?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concerned with an issue that is statewide and/or national in scope?</td>
<td></td>
<td></td>
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<tr>
<td>Accompanied by substantiating background material?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accompanied by a brief narrative summary?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accompanied by a table of contents and an index of background material?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Related to any California State PTA Board of Managers Position Statement?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Related to any previously adopted California State PTA resolution?</td>
<td></td>
<td></td>
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<tr>
<td>Related to any previously adopted National PTA convention resolution?</td>
<td></td>
<td></td>
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<tr>
<td>Related to any National PTA Board Position Statement?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Give the title ____________________________________________________________

Give the title ____________________________________________________________

Give the title ____________________________________________________________

Give the title ____________________________________________________________

How does the resolution relate to any of the above-checked items?*

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

*Attach additional sheet if necessary.
ATTACHMENT 2
RESOLUTION MAKER
CHECKLIST

Issue identified:


PTA Premise for the Resolution: _______________________________________________________

DRAFT
☐ Submittal package includes all of the following:
   ☐ Resolution (Whereas and Resolved statements)
   ☐ Initial list of resources
   ☐ Cover sheet
☐ Draft resolution sent to the California State PTA Office by November 1.
   ☐ Delivered ☐ Faxed ☐ E-mailed ☐ Receipt confirmed no later than 5 p.m. on November 1
☐ Mentor Contact(s):
   Mentor #1: ___________________________  Mentor #2: ___________________________
   E-mail: ___________________________  E-mail: ___________________________
   Phone: (______) ____________________  Phone: (______) ____________________

FINAL RESOLUTION SUBMISSION
☐ Final resolution and supporting material (documentation) completed.
☐ Each Resolved statement has been supported by at least one Whereas statement.
☐ PTA positions listed as Whereas statements have been avoided.
☐ References independently reviewed (compare and validate claims).
☐ Two page Action Cover Sheet has been completed.
☐ Resolution binder is prepared, with the following elements
   ☐ Table of contents
   ☐ Resolution
   ☐ Background summary
   ☐ Resource list (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 and/or booklets, etc., related to each Whereas statement. (Do not use highlighters)
☐ All pages have been sequentially numbered, including each page of the resources
☐ Draft resolution sent to the California State PTA office by 5 p.m. on January 5.
   ☐ Delivered ☐ Faxed ☐ E-mailed ☐ Receipt confirmed no later than 5 p.m. on January 5
California State PTA Resolutions Committee mentors are advisors. Their role is to provide guidance 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.

- Mentors review resolutions materials as developed to suggest improvements for formatting, organization, or comprehension.
- The mentor’s role is not to (re)write the materials or complete research for the makers. Mentors may provide suggestions to edit the resolution, the background summary, and to develop new statements.
- Mentors assist with preparation for the debate on the convention floor.
- Mentors confirm that information is based on current federal or state law, credible research or sources and/or PTA policy and positions.
- Mentors also consider the strength of background research and may forward resource material or suggest research sources for the makers to consider. This material (print or electronic) may be supportive of or in opposition to the proposed resolution.