

Florida PTA Resolutions Procedure Guide



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CALL FOR ACTION

(A Resolution that Describes Resolutions!)

RATIONALE

Each year during general sessions at its state convention, the Florida PTA transacts the business of the organization, including the consideration of the expansion of the advocacy platform through resolutions. Resolutions provide an opportunity for the PTA membership to raise pertinent issues and call for action of the organization.

All resolutions must be prepared in advance according to specified PTA procedures and timelines. Resolutions must contain credible documentation and be structured in a standard format that consists of a title, “whereas” and “resolved” statements using correct sentence structure and punctuation, a background summary and resource material or “evidence.”

- WHEREAS,** A resolution seeks to address concerns that affect children and youth; and
- WHEREAS,** A resolution is based on a thorough study that supplies a sufficient amount of valid documentation from at least three (3) credible sources supporting each declaration of fact (“whereas” statements) and need for action (“resolved” statements); and
- WHEREAS,** A resolution contains a brief background statement that is the summary of the issues and the reasons for the resolution; and
- WHEREAS,** A resolution is in harmony with PTA purposes and policies and not adequately covered in current Florida PTA or National PTA resolutions; and
- WHEREAS,** A resolution meets PTA timelines and is in compliance with the Florida PTA criteria for Resolutions as designated in the “Resolution Process” located in the Florida PTA *Toolkit*; and
- WHEREAS,** A resolution provides sufficient evidence to give a person with no knowledge of the subject enough information to make an intelligent decision; **therefore be it**
- RESOLVED,** That the originating PTA individual, group organization submit the DRAFT Resolution, background summary, initial list of resources and preliminary

Resolution Action Cover Sheet by the Phase 1 due date; and be it further

RESOLVED, That, prior to the Phase 2 deadline, the originating PTA individual, group, or organization obtain the appropriate designations and signatures on the Resolution Action Cover Sheet for final submittal; and be it further

RESOLVED, That, the FINAL resolution with the Action Cover Sheet and support materials, prepared as directed, be sent by email (resolutions@florirdapta.org) before 5:00 p.m. by the Phase 2 deadline; and be it further

RESOLVED, That the Florida PTA Resolutions Committee review the resolution for completeness, impact, and compliance with State resolution criteria; and be it further

RESOLVED, That, the resolution, having met all specified criteria and is approved by the Florida Board of Directors to be presented to the membership, will be presented to the Florida PTA convention delegates for consideration.

All proposed resolutions are reviewed by the Florida PTA Resolutions Committee for accuracy and compliance. Resolutions that meet the specified criteria are presented to the delegates for action at convention.

Whereas Statements: Declarations of fact supported by current, valid documentation.

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

Rationale: A brief synopsis 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.

PREPARING A PTA RESOLUTION

ABOUT RESOLUTIONS

A resolution originates in a PTA unit or council in good standing, or in a committee of the Florida PTA Board of Directors. The same criteria apply to all originators. The resolution is presented to the assembly as an original main motion which is submitted in writing because of its importance, length, or complexity. It consists of two main parts and a background summary (rationale):

- A narrative background summary highlighting the most important facts in the background resource material, A preamble—the “whereas” statement(s) containing background information and the reasons for the resolution.
- A request for action—the “resolved” statement(s) requesting PTA action. Each requested action should be listed in a separate “resolved statement.”

WHY SUBMIT A RESOLUTION FOR CONSIDERATION?

Resolutions call attention to a problem and a need for action on a particular issue. Resolutions are a major source of policy and direction for action by the Florida PTA and its constituent organizations (units, councils). If there is a problem or situation with statewide implications affecting children and youth which may warrant PTA action, a resolution is one method to authorize such action.

To be suitable for presentation to the convention, resolutions must be prepared according to the criteria described in the *Florida PTA Kit of Materials* and must be in accordance with PTA purposes and policies.

PREPARING A RESOLUTION—GETTING STARTED

The first step is to identify the issue of concern and determine whether a resolution is appropriate and needed to address that concern.

- Is it a PTA concern? It must affect children.
- Is it a statewide issue? The background information must demonstrate this.
- Is it in harmony with PTA purposes and policies?
- Is it consistent with current or previous positions?
- Has it been previously addressed? The Florida PTA web site and Resolutions Committee can be a resource to help research this.
- Is it something PTA could do or influence?

Important Reminder

Before starting your research, be sure to visit the Florida PTA web site for current year’s submission deadlines.

The next step is to get approval from the local unit or county council PTA board or membership to pursue the issue. The PTA should vote to support the preparation of a resolution on the issue and form a committee to work on it.

Use the Resolutions Timeline (page 8) to plan your work so that you meet both deadlines and can seek assistance when required. Work on a resolution may begin in the summer or during the previous year.

Now begin your study of the issue—the resolution must be based on thorough study and research.

BACKGROUND INFORMATION—DOING THE RESEARCH

What is background material? (Standards of Evidence)

- Background material must substantiate each “Whereas” statement of the resolution and should indicate that the subject of the resolution was well researched by the submitting group.
- Background material must be statewide, not local, in scope.
- Background material must include a variety of sources. If only a few documents are used, there is a danger that only one person’s or one organization’s opinion is being reflected and that a comprehensive view is not presented.
- Background material must be factual. It can include, but is **not** limited to, information such as educational, safety, and welfare articles and updates; copies of documented research; copies of pertinent laws; government publications and regulations; and copies of articles from professional publications (the kind that are generally screened by multiple expert editors).
- Newspaper articles, abstracts, and editorials alone are not sufficient background material as they are secondhand sources and often statements of opinion. Avoid using materials from other organizations intended for lobbying or advocacy purposes as these items may present a biased view and often do not cite their sources.
- Material retrieved from the Internet must meet the same standards of identification of source and type of documentation as is required for printed information. While substantive research information is available from the Internet, there is also much biased and unsubstantiated material. Good judgment should be used in selecting material.
- Personal letters, lecture notes, logs of phone calls, e-mail printouts and similar private and personal sources are **not** acceptable documentation because they cannot be verified.
- There must be three separate background resources for each “Whereas.” Florida PTA must be confident of the validity of its data when taking a position. Requiring a depth of supporting evidence helps ensure reliability.

To determine whether your issue has already been addressed by existing resolutions, review copies of relevant Florida PTA and National PTA resolutions and position statements, and/or contact the Florida PTA Resolutions Committee Chair. Florida PTA positions and a listing of resolutions titles are available at the Florida PTA website, www.floridapta.org; the resolutions themselves may be obtained by contacting the Florida PTA state office.

Information about National PTA position statements and resolutions can be found on the website, www.pta.org. The National PTA Policy office can help you obtain copies of National PTA resolutions. If after obtaining copies you are in doubt about whether your topic is already covered by existing resolutions, please contact the Florida PTA Resolutions Chair at resolutions@floridapta.org.

The next step is to research the topic, gathering additional background material. At least three credible sources should be included to document each “whereas.” Careful documentation is key to the acceptance of a resolution. Primary sources—original sources of facts (for example, a journal write-up of a study)—are preferable to statements of opinion alluding to sources but not describing the work.

National PTA Positions & Resolutions

Current National PTA resolutions and position statements are organized by topic. See the National PTA website at <https://www.pta.org/home/advocacy/ptas-positions>.

Some examples of credible sources of information, research or data are

- official agencies of state or federal government, such as the Florida Department of Children and Families or the Centers for Disease Control and Prevention;
- highly respected private agencies, such as EdSource, WestEd or the National Academy of Sciences;
- articles published in professional journals or similar publications (brochures, articles in popular magazines or newspapers, or statements by experts in the field may be included, but by themselves are not strong enough documentation).

DRAFTING THE RESOLUTION

The **Sample Format—PTA Resolution—A Call to Action** (page 2) shows the resolution structure. Looking at existing resolutions will also give an idea of the format.

A resolution is written as one long sentence, with semicolons separating the “whereas” and “resolved” statements. The “whereas” statements are statements of fact indicating the reason PTA action is needed. The “resolved” statements indicate the actions PTA should take. In writing, it may be helpful to start with the “resolved” statements of the resolution, to identify what PTA should do about the concern. Then, from your background material, develop the “whereases” to document the problem. The use of words such as “seek,” with respect to legislation in “resolved” statements, are discouraged because this language would require the PTA to actively seek to draft legislation and recruit a legislative author, which takes more (human) resources than PTA has available. “Resolved” statements are more often written using words such as “urge,” “encourage,” and “support.”

The **background summary** that accompanies the resolution is a brief synopsis of the pertinent facts found in the background material used to document the resolution. It is the only printed information concerning the resolution given to convention delegates.

ASSEMBLING THE RESOLUTION

To assist the resolutions committee in reviewing the resolution, these guidelines for organizing and presenting your material should be followed.

General:

1) Action Cover Sheet

Both sides/pages of the Resolution Action Cover Sheet must be completed. For a resolution submitted by a PTA unit or Council, the PTA president and secretary are required to sign the cover sheet and, the organization must submit a cover letter indicating actions taken. Each PTA organization must take action, whether to approve, disapprove, or to make no recommendation on the resolution. No PTA organization may prevent another PTA from forwarding a resolution to the Florida PTA. If time is a factor (the deadline to the Florida PTA office must be met), the resolution may be forwarded to the Florida PTA office with notification that action by other PTA organizations will follow.

2) Table of Contents

List sections (resolution, background summary, resource list (bibliography), index, background resource material) with pages numbered consecutively up to the beginning of the background material.

3) Resolution (“whereas” and “resolved”)

Number the “whereas” and “resolved.” Write the resolution as one long sentence, separating the “whereas” and “resolved” by semicolons.

4) Background Summary

This is usually fairly short, a few paragraphs, summarizing the research material that supports the “whereas” statements and the reason the resolution is needed. The resolution and the background summary are the only printed materials convention delegates receive.

5) Resource List (Bibliography)

List the author, title, journal or publisher, volume number, date, and page numbers for each resource. For sources obtained from the Internet, list the URL, and include information about the organization from which it is obtained if not a university, library, or government source. Many websites have a page with information about the organization. Try to locate the “published” date of material on the Web—this is sometimes difficult. The date of the material is important to the committee in evaluating the facts presented, and National PTA has strict date requirements for resolutions it considers.

The use of an automatic bibliography and citation tool (e.g., EasyBib.com) is strongly recommended.

6) Index

Prepare an index showing for each “whereas” the resources and page numbers that support it. Format the index by reprinting the text of each “whereas” with the listing of resources beneath. Repeat for each “whereas.”

7) Resources (Background Material)

Submit complete articles of the resource material.

Copy: Include a complete copy of articles or chapters of a book in .pdf format, including the title page and publisher’s page with the date.

Highlighting: Highlight the sections in the resource material that support each “whereas,” relevant passages, and noting in the margin to which “whereas” the marked passage applies .

Organizing: Include one copy of each resource article, chapter, book, booklet, etc., marked as noted above with the appropriate reference to each “whereas.” Organize the single copy of the “Resource Materials” in alphabetical or other logical order. Prepare the “List of Resources” (bibliography) in the same sequence. In the “Index,” beneath each whereas, note each resource and corresponding page number of the resource applying to that “whereas.”

Be sure to visit the Florida PTA web site for current year’s submission deadlines.

Each resolution submitted to Florida PTA is subject to consideration by the Resolution Committee.

Submitters must be available to work with the resolutions committee to make necessary changes to meet resolutions criteria as noted in the *Florida PTA Kit of Materials* Resolutions section.

SUBMITTING THE RESOLUTION (Phase 1)

Submit an email copy of the DRAFT resolution, background summary and initial list of resources by Phase 1 due date. Email to resolutions@floridapta.org.

SUBMITTING THE RESOLUTION (Phase 2)

Organize FINAL resolution and support materials and submit electronically in PDF format at resolutions@floridapta.org prior to the year of the convention in which the resolution will be voted upon if approved for submittal. Additionally, the resolution to include title, whereas, resolved, and background summary must also be submitted in Word format. NO FACSIMILE (FAX) OR HARD COPY SUBMISSIONS WILL BE ACCEPTED.

Don't forget to include the action cover sheet as a separate attachment along with the complete PDF resolution and word document resolution.

IT SHOULD ALSO BE NOTED:

The submitting organization must have a speaker and an alternate speaker, who, if the resolution is accepted for consideration at convention, will attend all resolution hearings and the general meetings and who will be prepared to speak to the resolution. The speakers should plan to be in attendance for the entire convention, as the timetable during which resolutions are considered sometimes changes during convention.

WHAT IS NEEDED FOR A RESOLUTION TO BE SENT TO NATIONAL PTA?

If the resolution is intended for National PTA consideration, the entity **MUST** submit background information demonstrating the national scope of the issue and the need for nationwide action. Background material should include the same documentation as for a State PTA resolution and additional material as required by National PTA. National PTA requires three recent (no more than five years old) background resources for each “whereas” statement. Refer to current National PTA information for requirements.

Following the Florida PTA convention, the resolutions committee (or subcommittee) shall review all adopted resolutions that are to be forwarded to the National PTA convention to ensure that the resolutions meet National PTA criteria. The resolutions committee will edit the resolution to make it appropriate for consideration by National PTA and if further documentation is required, the maker shall assist the committee.

The Board of Directors of National PTA reserves the right to reject a resolution after adoption by the delegates to the National PTA annual convention for any reason deemed necessary for the best interest of National PTA.

FOR ADDITIONAL INFORMATION AND ASSISTANCE:

The Florida PTA Resolutions Committee is happy to **HELP!** For assistance with any step of the resolution procedure, contact the Resolutions committee chair at resolutions@floridapta.org. We are more than happy to assist you with your resolution.

APPROXIMATE RESOLUTION TIMELINE

Important Reminder

Before starting your research be sure to visit the Florida PTA web site for current year's submission deadlines.

Summer/Fall Units begin research and drafting possible resolutions.

Nov Before 5:00 p.m. on designated Phase 1 due date, submit an emailed copy of the DRAFT materials including the resolution, background summary and initial list of resources with the Resolution Action Cover Sheet to resolutions@floridapta.org.

Nov/Dec Continue to work and follow up with members of the Florida PTA resolutions committee.

Dec Before 5:00 p.m. on designated Phase 2 due date, submit an emailed copy of the FINAL resolution, support materials, background summary and the completed Resolution Action Cover Sheet to Resolutions@floridapta.org. Include a Word document with only the resolution to include the title and the background summary.

Dec/Jan Resolutions committee meets to review resolutions, may suggest edits/changes to originator, may combine similar resolutions.

Jan/Feb Resolution committee determines disposition of resolution and notifies Florida PTA President and President-Elect. Originators are notified by Florida PTA Resolutions Committee Chair or designee.

April/May Florida PTA Leadership/Convention mailer containing text of resolutions is sent to every PTA unit and council and posted on the Florida PTA website.

July Convention action.

AFTER CONVENTION:

- Adopted resolutions are edited;
- Implementation of resolutions by Florida PTA begins;
- Resolutions are prepared and sent to National PTA if so indicated;
- Implementation of resolutions by units, councils, regions begins;
- Report to delegates is made at the next convention.

Sample Resolution Submittal

“WHEREAS” statements provide background facts and declarations:

#1 declares the basis for PTA concern about the issue;

#2 states facts and statistics from reliable source documents; (*This document also demonstrates that the issue is national in scope).

#3 and #4 cite current Florida law, including legislative findings on the issue and the safety standards required.

** Citation of state statutes also demonstrates that the issue is statewide; (Often there is no applicable law, and some other documentation must be included to show that the issue is statewide in scope.)

“RESOLVED” statements call for PTA action:

#1 calls on PTA constituent bodies to work with others to implement the Florida laws and regulations for school playground safety;

XYZ STATE PTA

Resolution

PLAYGROUND EQUIPMENT SAFETY STANDARDS

- 1 WHEREAS, Since its inception PTA has been concerned about the safety of children and youth and continues to advocate for safe, healthy environmental conditions in the schools and communities; and
- 2 WHEREAS, According to *Playing it Safe: A Second Nationwide Safety Survey of Public Playgrounds*, U.S. Public Interest Research Group and the Consumer Federation of America, May 1994, “nearly 170,000 [children] were injured seriously enough to require emergency room treatment in 1992,” and according to the same reference, “tragically, an average of 17 children die each year playing on playgrounds”; and
- 3 WHEREAS, According to excerpts from the XYZ STATE Health and Safety Code **(Chapter 1163, Section 2 of the Statutes of 1990) the proper design, installation, inspection, maintenance (including flooring and fall zones) and supervision of playgrounds would prevent many costly injuries and deaths in XYZ STATE; and
- 4 WHEREAS, The XYZ STATE Health and Safety Code** (Chapter 4.5, Playground Safety) states that “those regulations...shall, at a minimum, impose guidelines and criteria which shall be at least as protective as the guidelines in the Handbook for Public Playground Safety produced by the United States Consumer Products Safety Commission;” therefore be it
- 1 RESOLVED, That the XYZ STATE PTA urge its units, councils and districts and their PTA safety committees to work in cooperation with their respective local school and school district safety committees to develop, maintain and monitor playground equipment safety standards (including flooring and fall zones) as required by the XYZ STATE Health and Safety Code and as recommended by the Handbook for Public Safety by the United States Consumer Product Safety Commission; and be it further

(**In this case the current laws were considered adequate. The identified need was for action to implement the laws, and also to promote greater community awareness of the problem and its solution).

#2 calls upon PTA constituent bodies to promote awareness of school playground safety issues;

#3 calls for the resolution to be forwarded to National PTA; (*The originating body found this problem to exist nation-wide, and believed that similar action by National PTA would be appropriate.)

The PTA body that developed the resolution and submitted it for convention action is identified and the vote of its board is noted. (If action is taken on the resolution by any other PTA bodies, that action is listed here also).

The BACKGROUND SUMMARY explains why the originating body believed a resolution was needed to call attention to the problem. This brief narrative summarizes key facts and makes the case for PTA involvement in working toward a solution to the problem. Usually, this includes some explanation for why the PTA action called for would be appropriate and effective.

ADDITIONAL NOTE:
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 that addresses the issue.

2 RESOLVED, That the Florida PTA urge its units, councils, and districts to conduct playground safety awareness campaigns (e.g., speakers, programs, playground safety tips, etc.) for parents, school staff, students and communities using information from federal, state, and local resources; and be it further

3 RESOLVED, That the Florida State PTA submits this resolution to the National PTA for consideration at its convention.

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Action by PTA Organizations	Position
ABC High School PTSA	Approved
JKL County Council PTA	Approved

BACKGROUND SUMMARY

By 1992 XYZ State had fallen behind other states and the federal government in providing guidelines and other support for safe playgrounds which develop skill and confidence in children without posing undue risks.

PTA, as advocates for the health and safety of children and youth, is in an ideal position to conduct a playground equipment safety awareness campaign. According to the XYZ State Health and Safety Code, encouraging playground safety by requiring the proper design, installation, inspection, maintenance, and supervision of playgrounds would prevent many injuries and deaths. PTAs, working in cooperation with their school districts to see that the State Health and Safety Code requirements for playground equipment safety are observed, exemplifies teamwork at its best.

Each year, about 170,000 children are treated in hospital emergency rooms nationwide for playground equipment-related injuries; approximately 17 children die each year as a result of playground equipment-related incidents. Most of the injuries result from falls. Adverse and dangerous conditions in schools and communities place our children at risk, and we must advocate for the best possible conditions to ensure their safety and protection.

Sample Resolution Submittal, continued...

Sample “List of Resources” (Bibliography)

ABC High School
PTSA Playground Equipment Safety Standards

LIST OF RESOURCES

PAGE 2

...Continued from page 1

2. *XYZ State* Department of Health Services, Health and Safety Code, Chapter 4.5 Playground Safety, Section 24450.
3. U.S. Consumer Product Safety Commission, Washington, DC 20207, “Home Playground Safety Tips,” Publication 323.
4. PRODUCT SUMMARY REPORT, Injury Estimates for Calendar Year 1994, National Electronic Injury Surveillance system, Nation Injury Information Clearinghouse, U.S. Consumer Product Safety Commission, Washington, DC 20207-0001.
5. HANDBOOK FOR PUBLIC PLAYGROUND SAFETY, U.S. Consumer Product Safety Commission, Washington, DC 20207.
6. U.S. Consumer Product Safety Commission, Washington, DC 20207, “Tips for Public Playground Safety.”

Continued...

Sample “Index”

(Connects the resources to each whereas.)

ABC High School PTSA
Playground Equipment Safety Standards

INDEX

PAGE 2

- 3 WHEREAS, According to excerpt from the *XYZ State* Health and Safety Code the proper design, installation, inspection, maintenance (including flooring and fall zones) and supervision of playground would prevent many costly injuries and deaths in *XYZ STATE*, and
 2. *XYZ State* Department of Health Services, Health and Safety Code, Chapter 4.5 Playground Safety, Section 24450, Section 1.(b).
 5. HANDBOOK FOR PUBLIC PLAYGROUND SAFETY, U.S. Consumer Product Safety Commission, Washington, DC 20207, Publication No. 325, page 1.
 6. U.S. Consumer Product Safety Commission, Washington, DC 20207, “Tips for Public Playground Safety,” Publication No. 324.

Continued...

Sample Resolution Submittal, continued...

Sample Marked Resource

ABC High School PTSA
RESOURCE MATERIAL

RESOURCE #2

2. XYZ State Department of Health Services, Health and Safety Code

Chapter 4.5

Playground Safety

[Added Stats 1990 ch

1163 § 2.]

Section

24450. Regulations

24451. Upgrade of public playgrounds

24452 “Entity operating playground open to public”; “Playground”;

“Supervision”24453. Special provisions for developmentally disabled

24454. State funding after effective date of

regulations24455. Application of regulations

§ 24450 Regulations

[On or before January 1, 1992, the state department, in] consultation with the office of the State Architect, the XYZ Parks and Recreation Society, the League of XYZ Cities, the Department of Parks and Recreation, the State Department of Education, and the XYZ Council of the American Society of Landscape Architects, shall adopt regulations for the design, installation, inspection, maintenance, and supervision where appropriate and training of personnel involved in the design, installation and maintenance, of all playgrounds either operated by public agencies, including a state agency, city, county, city and county, [school district], and any other district, [or operated by any entity where the playground is open to the public. Those regulations shall meet the standard of care] imposed by courts of law on playground operators, and shall, at a minimum, impose guidelines and criteria [which shall be at least as protective as the guidelines in the Handbook for Public Playground Safety produced by the United States Consumer Products Safety Commission], shall give due consideration to any successor to the Handbook for Public Playground Safety which may be published, and shall include more protective requirements where the state department finds those guidelines will provide inadequate protection. The regulations shall include special provisions in day care settings, which shall be developed in consultation with the State Department of Social Services and the XYZ Children’s Lobby, and which shall be appropriate for children within the range of ages in day care settings. The state department shall not be responsible for enforcement of any regulations pursuant to this section.

SECTION 1. The Legislature finds and declares all of the following:
[(a) Nationwide, at least 15 children were killed and 192,000 injured in 1988 in playground accidents, including three children aged three and four killed in Los Angeles and Orange Counties.]

[(b) The proper design, installation, inspection, maintenance, and supervision of playgrounds would prevent many costly injuries and deaths in XYZ State.]

(c) XYZ STATE has fallen behind other states and the federal government in providing guidelines and other support for safe playgrounds, which develop skill and confidence in children without imposing undue risks.

(d) Generally applicable standards for public playgrounds are needed to protect children and to stem the increasing exposure of public and private resources to lawsuits.

[(e) It is the intent of the Legislature in enacting this chapter to encourage playground safety, and to prevent costly accidents by requiring regulations which, as accurately as possible approximate the standard of care applicable to playground operators.] It is expected that these

regulations will improve the conditions in those playgrounds that are not properly designed, built, maintained, or supervised by warning of safety risks, and will simplify the task of building safe playgrounds in the future. It is not the intent of the Legislature that these regulations shall serve either to shield against liability or to create liability for a playground operator.

1 Resolved

2 Whereas

3 Whereas

4 Whereas

Florida PTA Convention Resolution Process

I. Convention Resolution Process

New business (other than amendments to bylaws or the Legislation Program) is brought before the convention by resolutions.

When adopted by the Florida PTA convention delegates, a resolution becomes an official PTA position that provides authority and direction for action by the Florida PTA and its constituent organizations. Convention resolutions remain in effect as current positions, unless they are rescinded or replaced by a newer version by convention delegates or designated as historical record by the Florida PTA Board of Directors.

A new convention resolution that is in conflict with one already adopted shall not be introduced unless the former resolution is first rescinded.

Resolutions are designated as historical record when the intent has been fully carried out; when expanded or updated by other resolutions on the same subject; when no longer appropriate to PTA concerns; when applicable to a specific past program, event, or circumstance.

II. Criteria for Resolutions

Each resolution submitted to the Florida PTA for consideration and possible action by convention delegates shall meet the following criteria:

1. Concern a field of interest of the Florida PTA;
2. Be in harmony with the Purposes and basic policies of the PTA;
3. Concern a matter that is statewide in scope, not merely one of local interest;
4. Be accompanied by the background resource material that substantiates the statewide concern and each “whereas” statement;
5. Include a brief narrative summary, a table of contents listing the background material and an index indicating where in the background material substantiation may be found for each “whereas”; and
6. Be written in appropriate resolution format and submitted in accordance with all specifications set by the Florida PTA Board of Directors.

III. Submitting Resolutions

For important information on writing and submitting a resolution, refer to the *Florida PTA Resolutions Procedure Guide*. This guide may be obtained on the Florida PTA website or by contacting the Florida PTA office by telephone or via email at resolutions@floridapta.org.

Be sure to check Florida PTA for current year’s resolutions submission deadlines.

A resolution may originate only from the current membership of unit or council in good standing, or a Committee of the Florida PTA Board.

Reminder: A resolution being carried forward from a previous PTA administration must be reaffirmed by the current administration or voting body of the PTA association.

Any unit or council PTA planning to prepare a resolution for convention must submit a DRAFT resolution, background summary and initial list of resources to the state office before 5:00 p.m. on designated Phase 1 due date. DRAFT resolution materials may be emailed and must be submitted with the Convention Resolution Action Cover Sheet.

FINAL resolutions from units or councils must be received in the state office before 5:00 p.m. on designated Phase 2 deadline with the completed Convention Resolution Action Cover Sheet. The maker of the resolution is responsible for ensuring that the FINAL resolution documents with the appropriate signatures and substantiating research documentation are submitted to the Florida PTA by the due date.

Note: Council PTA executive board(s) shall upon request of an originating unit PTA review a FINAL resolution and shall upon review:

- Promptly take action indicating approval, disapproval, or no recommendation on the action cover sheet and in a cover letter; or
- Promptly return it to the originating body with written explanation for refusal to endorse it.

If, after reconsideration, the maker still wishes the resolution to be submitted, it must be forwarded along with the written explanation for refusal to endorse to the Florida PTA.

Note: PTA organizations reviewing a submitted FINAL resolution should consider appointing a committee to review the resolution (refer to section II for criteria).

If the executive board does not meet to take action before resolution deadlines, signatures and cover letter indicating action taken may be submitted within four weeks;

The resolution maker may optionally submit the resolution to other PTA units and councils for endorsement prior to submitting the resolution to the Florida PTA. Endorsement must be approved by that PTA's executive board and a letter from that PTA must be included in the resolution submittal.

Committees of the Florida PTA Board of Directors should meet the same due date for submitting resolutions as other PTA bodies. However, the Committees of the Florida PTA Board of Directors may find it necessary to present new business that is developed after the due date to convention delegates.

IV. Florida PTA Resolutions Committee Review and Recommendation

The resolutions committee shall meet soon after the Phase 2 Final due date to review and evaluate the resolutions submitted. The committee may:

- Edit or adapt resolutions as necessary to make them appropriate for convention action without changing the intent. **Note:** The committee will review such changes with resolution authors prior to finalizing;
- Recommend referral of a resolution to a Florida PTA Board commission or committee for information or study;
- Combine two or more related resolutions;
- Return a resolution to the originating body with a written explanation of the reason(s) for the decision; or
- Determine if referral to the National PTA is appropriate.

The resolutions committee will prepare a report for the Florida PTA President and President-Elect (Legislation Commission) explaining the recommended disposition of all resolutions submitted.

Note: Placement on the convention agenda does not necessarily constitute endorsement by the Florida PTA Resolutions Committee or Board of Directors; this review is to ensure that the criteria are met and that authorities are sufficient.

Resolutions recommended for presentation to delegates at convention must indicate action by other PTA constituent organization(s) and shall include a brief summary of background information.

The resolutions committee chair is responsible for reporting promptly to the originating PTA groups the disposition of the resolutions submitted.

V. Presentation of Resolutions at Convention

The Florida PTA shall publish the text of each convention resolution in the Florida PTA Leadership/Convention mailer with the CALL to convention. Resolutions shall also be e-mailed through channels, and the proposed resolutions

shall be placed in the Resolutions section of the Florida PTA website.

Prior to Convention, units and Councils are encouraged to review and discuss the resolutions. Delegates should be aware that a resolution could be changed at Convention.

At convention, each delegate shall receive a copy of each resolution formatted as it is presented on the floor to convention delegates by the Florida PTA Board of Directors.

Resolutions will be presented to convention voting delegates for debate and vote in accordance with convention rules and regulations.

Time will be allocated at state convention for delegate hearings on resolutions. Voting delegates are strongly encouraged to attend resolution hearings at convention if they have questions or wish to make amendments.

No resolution may be introduced from the convention floor.

VI. Emergency Resolutions

Provision is made for submitting an emergency resolution if the urgency of the subject matter arose after the Phase 2 Final deadline for submission of resolutions.

- Emergency resolutions must conform to the same criteria as required for all other resolutions.
- Emergency resolutions submitted by a PTA council or unit shall have the approval of the originating body and the required signatures.
- Emergency resolutions, accompanied by verification of the urgency of the subject matter, must be submitted to the resolutions committee for review and approved for presentation to the convention by the Florida PTA Executive Committee.

VII. Action Following Convention

The resolutions committee (or committee task force) shall review all adopted resolutions that are to be forwarded to the National PTA convention to ensure that the resolutions meet National PTA criteria.

If the delegates vote to refer a resolution to the Board of Directors, the resolutions chair shall assign that resolution to the appropriate commission(s) or committee(s) of the Florida PTA for study and/or action.

The Florida PTA Resolutions Committee shall determine the disposition of any resolution not acted upon by the convention delegates.

Resolutions adopted by the delegates at convention shall constitute a directive to the Florida PTA Board of Directors. Following convention, the Resolutions chair shall assign the adopted resolutions

Resolutions shall be assigned to the appropriate commission(s) or committee(s) or to the President of Florida PTA for implementation or for preparation of guidelines for further action. The commission(s), committee(s), or the president shall be requested to give these resolutions priority consideration.

Commissions or committees responsible for implementing a resolution shall report no later than the following Florida PTA Executive Board meeting to the resolutions chair regarding all activities undertaken in connection with assigned resolutions, whether adopted or referred by convention delegates. A report on the implementation of the resolutions shall be given to the delegates at the next annual convention.

VIII. National PTA

For information on National PTA's resolution process visit: <https://www.pta.org/home/advocacy/advocacy-resources/PTA-Resolutions-Toolkit>



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CONVENTION RESOLUTION ACTION COVER SHEET

This cover sheet is required for any resolution proposed for action at the Florida PTA convention.

Complete BOTH pages. Resolutions to be considered, except emergency resolutions, must meet both deadlines.

Phase 1: By Phase 1 designated due date of mm/dd/yy, this Action Cover Sheet and a print copy or email transmittal of the DRAFT resolution, background summary and initial list of resources must be received in the Florida PTA office before 5:00 p.m. Email to resolutions@floridapta.org.

Phase 2: By Phase 2 designated deadline of mm/dd/yy, this Action Cover Sheet and the FINAL resolution in PDF format, must be emailed before 5:00 p.m. Include a word document of the resolution, including title and background summary.

In order for a resolution to be considered by the Florida PTA resolutions committee, the following questions must be answered in full.

Title or Subject of Resolution:

Originating Body:

Unit Council State Committee

Originating Body (Complete for Phase 1 DRAFT submittal): _____

PTA Region _____ Council _____

PTA President _____ Phone (_____) _____

_____ Address _____

_____ City _____ Zip code _____

Resolution Contact _____ Phone (_____) _____

Email _____

Required for FINAL submittal (Phase 2): As the resolution passes through channels, each PTA organization is required to sign below. *Each organization, except the originator of the resolution, must write a separate cover letter indicating action taken.*

APPROVE DISAPPROVE NO RECOMMENDATION COVER LETTER ATTACHED

Signature of Unit President _____ Signature of Unit Secretary _____ / /
Date

APPROVE DISAPPROVE NO RECOMMENDATION COVER LETTER ATTACHED

Signature of Council President _____ Signature of Council Secretary _____ / /
Date

If other PTAs support this resolution, please list, and include their letters of endorsement.

CHECK LIST:

Complete this checklist for both the Phase 1 DRAFT and the Phase 2 FINAL resolution submittals.

Is the resolution:	Yes	No
In accordance with the policies and purposes of the PTA?	<input type="checkbox"/>	<input type="checkbox"/>
Related to education, health and welfare of children and youth?	<input type="checkbox"/>	<input type="checkbox"/>
Concerned with an issue that is statewide and/or national in scope?.....	<input type="checkbox"/>	<input type="checkbox"/>
Accompanied by substantiating background material?.....	<input type="checkbox"/>	<input type="checkbox"/>
Accompanied by a brief narrative summary?.....	<input type="checkbox"/>	<input type="checkbox"/>
Accompanied by table of contents and index of background material?	<input type="checkbox"/>	<input type="checkbox"/>
Related to any Florida PTA Board of Directors Position Statement?	<input type="checkbox"/>	<input type="checkbox"/>
Give the title _____		
Related to any previously adopted Florida PTA resolution?	<input type="checkbox"/>	<input type="checkbox"/>
Give the title _____		
Related to any previously adopted National PTA convention resolution?	<input type="checkbox"/>	<input type="checkbox"/>
Give the title _____		
Related to any National PTA Board Position Statement?.....	<input type="checkbox"/>	<input type="checkbox"/>
Give the title _____		
How does the resolution relate to any of the above-checked items?*	_____	

*Attach additional sheet if necessary.

DO NOT WRITE IN THIS SPACE -- FOR FLORIDA PTA RESOLUTION COMMITTEE USE ONLY

FLORIDA PTA RESOLUTIONS ACTION

Date DRAFT Received:

Date FINAL Received:

Committee Action:

Convention Action:

- Referred to convention
- Referred for study
- Returned to originating body

- Adopted
- Failed
- Amended (copy attached)
- Referred to :
- Sent to National

Comments: