

2022 Legislative Principle Proposal Instructions

These instructions are to help assist you in completing the Legislative Principle Proposal Form and to provide necessary information about the submittal process. Current legislative principles may be amended or retired, and new legislative principles may be submitted.

Steps in the Submission Process:

1. Complete the [online legislative principle proposal form \(https://bit.ly/WSPTAPrincipleForm2022\)](https://bit.ly/WSPTAPrincipleForm2022).
2. When WSPTA receives the legislative principle proposal form they will send you a unique SharePoint link for you to upload a Word document that includes the legislative principle category and language, persuasive statement, and facts and evidence. **Your Word document must be uploaded no later than June 1, 2022.** PDF and other noneditable file types will not be accepted.

PLEASE NOTE: You are NOT able to save an in-progress legislative principle proposal form once in process. If you close your browser or go back, your legislative principle proposal form will not be recorded. You must complete the proposal form in one sitting. We recommend that you review the required elements of the legislative principle proposal form in advance and save your answers in a Word document.

Deadlines:

- May 1, 2022 – Email legislative principle category and draft language (for new and amended legislative principles) to the WSPTA advocacy director at PTAadvocacydir@wastatepta.org.
- May 27, 2022 – Complete and submit online legislative principle proposal form
- June 1, 2022 – Upload final proposal Word document in the provided SharePoint folder

Review the Following Prior to Submitting:

- [Online Legislative Principle Proposal Form](#)
- [Legislative Principle Proposal Instructions](#)
- [Legislative Principle Review Checklist](#)
- [Current legislative principles](#)
- Savvy Submitter's Guide video series on the [WSPTA YouTube channel](#). There is an overview video, a legislative principles video and a completing the submission video located in the [Advocacy Submission Playlist](#).

Legislative Principle Submitter Requirements:

- Be a current Washington State PTA member.
- Submit a completed [Legislative Principle Proposal Form](#) (including the online legislative principle proposal form and an uploaded Word document) by the deadlines above and include all links/references so the information is verifiable.
- Be available by email and phone to work with the advocacy committee member assigned to review your legislative principle to provide clarification or additional information as needed.
- In the case where more than one legislative principle submitted is of similar scope, agree to work with others to combine legislative principles.

- Register for and attend the WSPTA Legislative Assembly (or send a representative) October 15-16, 2022 to present your legislative principle to attendees to encourage adoption. Any representative should understand the legislative principle submitted and be prepared to speak on it during caucusing and debate at WSPTA Legislative Assembly.
- Additional items may be requested such as an education PowerPoint to share with delegates, additional talking points to share with other supporters during caucusing, and an opening persuasive statement for the debate.
- All legislative principle submitters must sign the Principle Team Code of Conduct.

IMPORTANT! You will need to make sure that you are a current PTA member, are registered for WSPTA Legislative Assembly, and your PTA president will need to confirm that you were appointed as a voting delegate according to your PTA's standing rules.

The advocacy committee will review the legislative principles using the Legislative Principle Review Checklist and make recommendations to the board of directors at its summer 2022 meeting. Following the board meeting, you will be notified if your legislative principle will be forwarded to the members at legislative assembly.

Legislative Principle Proposal Form

Each submitter shall complete the [Legislative Principle Proposal Form](#) and submit by the deadline. If the directions are not followed and/or deadlines are not met, it may prevent your legislative principle from being considered and/or moving forward.

Submitter Information:

1. Identify whether the submission is being offered by an individual PTA member, local PTA/PTSA (in good standing), council (in good standing), or WSPTA committee.
2. Provide primary submitter contact information including name, PTA/PTSA name and number, mobile number, and email.
3. Provide additional submitter contact (if applicable) including name, PTA/PTSA name and number, mobile number, and email.
4. Identify if you are available to attend legislative assembly and willing and able to participate in future advocacy, including taking part in weekly meetings and testifying in Olympia during the legislative session.
5. Identify if you are submitting a new legislative principle, amending an existing legislative principle, or retiring an existing legislative principle.
6. For new legislative principles only:
 - **Work in progress** - Are any legislators and/or groups or coalitions currently working on this topic?
 - **Is this topic a current or past position of PTA?** - List the WSPTA, other state PTA congress, or National PTA positions, principles, issues or resolutions that align with your proposed new legislative principle. Cite the position or resolution title and year, if known.

New Legislative Principles: When you have completed and submitted the online form, WSPTA will send an email to the indicated primary submitter's email address within two business days. This email will include a link to a unique SharePoint folder for your proposal. Submitters will upload one Word document with the following information for proposed new legislative principles:

1. **Legislative principle category** – Identify which one of five legislative principle categories your proposal covers – Budget, revenue and funding; parent and family involvement; public education policies; health and well-being of children and youth; or safe and nurturing environments for children and youth.
2. **Legislative principle language** - In 100 characters or less, including spaces, provide the proposed new legislative principle language that follows the introductory line. The introductory line for each legislative principle category is slightly different, so please refer to the [legislative principle page](#) of the WSPTA website.
3. **Persuasive statement** - Provide a persuasive statement for this new legislative principle, up to a maximum of 250 words.
4. **Facts and evidence** - Provide the facts and evidence that lead you to propose this new legislative principle. Include references and links to substantiate facts. Limit your response to no more than 5 pages.

Amendments to Existing Legislative Principles: When you have completed and submitted the online form, WSPTA will send an email to the indicated primary submitter's email address within two business days. This email will include a link to a unique SharePoint folder for your proposal. Submitters will upload one Word document with the following information for proposed amendments to existing legislative principles:

1. **Current legislative principle category** - Identify which one of the five categories your proposal covers. Budget, revenue and funding; parent and family involvement; public education policies; health and well-being of children and youth; or safe and nurturing environments for children and youth.
2. **Current legislative principle language** - Provide the current legislative principle language to be amended.
3. **Amended legislative principle language** - Indicate your proposed amendments. Use ~~strikethrough~~ to note deletions and **bold/underline** to show additions.
4. **Persuasive statement** - Provide a persuasive statement for the amendment of this legislative principle, up to a maximum of 250 words.
5. **Facts and evidence** - Provide the facts and evidence that lead you to propose amendments to this legislative principle. Include references and links to substantiate facts. Limit your response to no more than 5 pages.

Retiring Existing Legislative Principles: When you have completed and submitted the online form, WSPTA will send an email to the indicated primary submitter's email address within two business days. This email will include a link to a unique SharePoint folder for your proposal. Submitters will upload one Word document with the following information for proposed retirement of existing legislative principle:

1. **Current legislative principle category** - Identify which one of the five categories your proposal covers. Budget, revenue and funding; parent and family involvement; public education policies; health and well-being of children and youth; or safe and nurturing environments for children and youth.
2. **Current legislative principle language** - Provide the current legislative principle language to be amended.
3. **Persuasive statement** - Provide a persuasive statement for the retirement of this legislative principle, up to a maximum of 250 words.
4. **Facts and evidence** - Provide the facts and evidence that lead you to propose the retirement of this legislative principle. Limit your response to no more than 5 pages.