

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

Steps in the Submission Process:

1. Complete the [online resolution proposal form](http://bit.ly/WSPTAResolutionForm2021) (<http://bit.ly/WSPTAResolutionForm2021>).
2. When WSPTA receives the resolution proposal form they will send you a unique Dropbox link for you to upload a Word document that includes the required resolution title, whereas clauses, resolved clauses, persuasive statement, and facts and evidence. **Your Word document must be uploaded no later than June 1, 2021.** PDF and other noneditable file types will not be accepted.

PLEASE NOTE: You are NOT able to save an in-progress resolution proposal form once in process. If you close your browser or go back, your resolution 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 resolution proposal form in advance and save your answers in a Word document.

Deadlines:

- May 1, 2021 – Email draft title and resolution (for new and amended resolutions) to the WSPTA resolutions chair at resolutions@wastatepta.org
- May 27, 2021 – Complete and submit online resolution proposal form
- June 1, 2021 – Upload final proposal Word document in the provided Dropbox folder

Review the Following Prior to Submitting:

- [Online Resolution Proposal Form](#)
- [Resolution Proposal Instructions](#)
- [Resolution Review Checklist](#)
- [Full list of existing resolutions](#)
- Savvy Submitter's Guide video series on the [WSPTA YouTube channel](#). There is an overview video, a resolutions video and a completing the submission video located in the [Advocacy Submission Playlist](#).

Resolution Submitter Requirements:

- Be a current Washington State PTA member.
- Submit a completed [Resolution Proposal Form](#) (including the online resolution 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 resolution committee member assigned to review your resolution to provide clarification or additional information as needed.
- Be available during the resolution committee meeting to answer questions on the resolution.
- In the case where more than one resolution submitted is of similar scope, agree to work with others to combine resolutions.
- Register for and attend the WSPTA Legislative Assembly (or send a representative) October 2021 to present your resolution to attendees to encourage adoption.

- 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 resolution submitters must sign the Resolution 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 are designated as a voting delegate by your PTA president, who must submit your name to the WSPTA office. Details on the procedure and deadline for naming voting delegates will be sent to your PTA president closer to the event date.

The resolutions committee will review the resolutions using the Resolutions Review Checklist and make recommendations to the board of directors at its summer 2021 meeting. Following the board meeting, you will be notified if your resolution will be forwarded to the members at legislative assembly.

Resolution Proposal Form

Each submitter shall complete the [Resolution Proposal Form](#) and submit by the deadline. If the directions are not followed and/or deadlines are not met, it may prevent your resolution 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 conference calls and testifying in Olympia.
5. Identify if you are submitting a new resolution, amending an existing resolution, or retiring an existing resolution.
6. For new resolutions 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 resolution. Cite the position or resolution title and year, if known.

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

1. **Resolution title** - In 60 characters or less, including spaces, provide a proposed title for your new resolution. The title should concisely and accurately describe the resolution.
2. **Resolution whereas clauses** - New resolutions may have up to 10 whereas clauses if necessary. Reminder: whereas clauses fall under the purview of the resolutions committee and shall be edited as needed by the committee. If the proposal moves forward, the proposed changes to the whereas clauses will be shared with voting delegates to provide them additional information to inform their vote.

3. **Resolution resolved clauses** - New resolutions may have up to four resolved clauses if necessary.
4. **Persuasive statement** - Provide a persuasive statement for this new resolution, up to a maximum of 250 words.
5. **Facts and evidence** - Provide the facts and evidence that lead you to propose this new resolution. Include references and links to substantiate facts. For each whereas clause, provide 1-3 primary-source citations to back up the statement. Limit your response to no more than 5 pages.

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

1. **Current resolution title and number** - Provide the current title and number of the existing resolution to be amended.
2. **Resolution title amendments** - Indicate your proposed amendments to the current title, if any. The title, as you propose it would read, must be 60 characters or less, including spaces. Use ~~strikethrough~~ to note deletions and **bold/underline** to show additions. The title should concisely and accurately describe the amended resolution.
3. **Whereas clause amendments** - Indicate your proposed amendments to the current whereas clauses. Use ~~strikethrough~~ to note deletions and **bold/underline** to show additions. Amended resolutions may have up to 10 whereas clauses if necessary. Reminder: whereas clauses fall under the purview of the resolutions committee and shall be edited as needed by the committee. If the proposal moves forward, the proposed changes to the whereas clauses will be shared with voting delegates to provide them additional information to inform their vote.
4. **Resolved clause amendments** - Indicate your proposed amendments to the current resolved clauses. Use ~~strikethrough~~ to note deletions and **bold/underline** to show additions. Amended resolutions may have up to four resolved clauses if necessary.
5. **Persuasive statement** - Provide a persuasive statement for the amendment of this resolution, up to a maximum of 250 words.
6. **Facts and evidence** - Provide the facts and evidence that lead you to propose amendments to this resolution. Include references and links to substantiate facts. As often as possible, each whereas clause should have 1-3 primary source citations to back up the statement. Limit your response to no more than 5 pages.

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

1. **Current resolution title and number** - Provide the current title and number of the existing resolution to be retired.
2. **Persuasive statement** - Provide a persuasive statement for the retirement of this resolution, up to a maximum of 250 words.
3. **Facts and evidence** - Provide the facts and evidence that lead you to propose the retirement of this resolution. Limit your response to no more than 5 pages.