

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. Before beginning the process, submitters are encouraged to review the [resolutions webpage](#) for the following:
  - Online Resolution Proposal Form
  - Resolution Review Checklist for New and Amended resolutions
  - Full list of existing resolutions
  - Savvy Submitter's Guide video series. There is an overview video, a resolutions video and a video detailing the steps after submission.
2. Complete the [online resolution proposal form](#) no later than November 30, 2022.
3. Email the Word document that includes the required resolution title, whereas clauses, resolved clauses, persuasive statement, citations, and facts and evidence to the resolutions chair ([resolutions@wastatepta.org](mailto:resolutions@wastatepta.org)). **Your Word document must be emailed no later than November 30, 2022.** 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.

## Deadline: November 30, 2022

Complete and submit online resolution proposal form. Email final proposal Word document to the resolutions chair ([resolutions@wastatepta.org](mailto:resolutions@wastatepta.org)).

## Resolution Submitter Requirements:

- Be a current Washington State PTA member.
- Submit a completed resolution proposal (including the online resolution proposal form and emailing the final Word document to the resolutions chair) 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.
- 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 business meeting of WSPTA Convention (or send a representative) to present your resolution to attendees to encourage adoption. Any representative should understand the

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

resolution submitted and be prepared to speak on it during caucusing and debate. Please note that you must be a voting delegate to speak during the business meeting.

- 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 during the business meeting of WSPTA Convention.
- All resolution submitters must sign the Resolution Team Code of Conduct.

The resolutions committee will review the resolutions using the Resolutions Review Checklist and make recommendations to the board of directors. Following the board meeting, you will be notified if your resolution will be forwarded to the members at the business meeting of WSPTA Convention.

## 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 the business meeting at convention and willing and able to participate in future advocacy.
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, email the final Word document to the resolutions chair ([resolutions@wastatepta.org](mailto:resolutions@wastatepta.org)). Submitters will attach a 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, but they are not voted on by delegates.
3. **Resolution resolved clauses** - New resolutions may have up to 4 resolved clauses if necessary.
4. **Persuasive statement** - Provide a persuasive statement for this new resolution, up to a maximum of 250 words.
5. **Citations** - Citations are required to provide evidence to support each whereas clause and each fact quoted in the persuasive statement.
6. **Facts and evidence** - Provide the facts and evidence that lead you to propose this new resolution. Limit your response to no more than 5 pages.

**Amendments to Existing Resolutions:** When you have completed and submitted the online form, email the final Word document to the resolutions chair ([resolutions@wastatepta.org](mailto:resolutions@wastatepta.org)). Submitters will attach a 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, but they are not voted on by delegates.
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 4 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. **Citations** - Citations are required to provide evidence to support each new or amended whereas clause and each fact quoted in the persuasive statement.
7. **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, email the final Word document to the resolutions chair ([resolutions@wastatepta.org](mailto:resolutions@wastatepta.org)). Submitters will attach a 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.

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2. **Persuasive statement** - Provide a persuasive statement for the retirement of this resolution, up to a maximum of 250 words.
  3. **Citations** - Citations are required to provide evidence to support each fact quoted in the persuasive statement.
  4. **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.