

# Resolution Proposal Instructions

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. Email the draft resolution title (for new and amended resolutions) to the WSPTA Resolutions Chair at [resolutions@wastatepta.org](mailto:resolutions@wastatepta.org) no later than **May 1, 2023**.
3. Complete the [online resolution proposal form](#) no later than **12:00 PM on June 1, 2023**.  
**PLEASE NOTE:** You are **NOT** able to save an in-progress resolution proposal form once you have begun. If you close your browser or go back, your proposal form will not be recorded. You must complete the proposal form in one sitting. We recommend that you review this proposal form in advance and save your answers in a separate Word document you will later email.
4. Email the required Word document to [Ocde43e7.washingtonstatepta.onmicrosoft.com@amer.teams.ms](mailto:Ocde43e7.washingtonstatepta.onmicrosoft.com@amer.teams.ms) no later than **12:00 PM on June 1, 2023**, that includes the required resolution title, whereas clauses, resolved clauses, persuasive statement, citations, and facts and evidence. PDF and other noneditable file types will not be accepted.

## Deadline: 12:00 PM June 1, 2023

Complete and submit online resolution proposal form and email the required Word document to [Ocde43e7.washingtonstatepta.onmicrosoft.com@amer.teams.ms](mailto:Ocde43e7.washingtonstatepta.onmicrosoft.com@amer.teams.ms).

## Resolution Submitter Requirements:

- Be a current Washington State PTA member.
- Submit a completed resolution proposal (including the online resolution proposal form and an emailed Word document) by the deadline 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 WSPTA Legislative Assembly or the business meeting of convention (or send a representative) to present your resolution to attendees to encourage adoption. Any representative should understand the 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 debate.

**IMPORTANT!** You will need to make sure that you are a current PTA member, are registered for the WSPTA Legislative Assembly or 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.

- Additional items may be requested such as an education PowerPoint to share with delegates and an opening persuasive statement for the debate.
- All resolution submitters must sign the submitter 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.

## 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 WSPTA Legislative Assembly or the business meeting at WSPTA 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 required Word document to [0cde43e7.washingtonstatepta.onmicrosoft.com@amer.teams.ms](mailto:0cde43e7.washingtonstatepta.onmicrosoft.com@amer.teams.ms) that includes the required resolution title, whereas clauses, resolved clauses, persuasive statement, citations, and facts and evidence. PDF and other noneditable file types will not be accepted.

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. 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. Please provide the hyperlink to the actual webpage or document, not just a footnote without a hyperlink. Put the citation number in parenthesis at the end of the statement and add the numbered list of citations immediately after the issue/resolution/legislative principle. Please do not use the footnote feature. Here is an example:



Research shows a positive cost benefit to effective SEL implementation (1). Economists find that each additional high school graduate would yield an average of \$36,500 in lifetime cost savings to the public (2).

- (1) [SDRG Research on the Seattle Social Development Project](#)
- (2) Henry Levin and Clive Belfield. (2007). "[The Cost and Benefits of an Excellent Education.](#)"

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 required Word document to [Ocde43e7.washingtonstatepta.onmicrosoft.com@amer.teams.ms](mailto:Ocde43e7.washingtonstatepta.onmicrosoft.com@amer.teams.ms) that includes the required resolution title, whereas clauses, resolved clauses, persuasive statement, citations, and facts and evidence. PDF and other noneditable file types will not be accepted.

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. Please provide the hyperlink to the actual webpage

or document, not just a footnote without a hyperlink. Put the citation number in parenthesis at the end of the statement and add the numbered list of citations immediately after the issue/resolution/legislative principle. Please do not use the footnote feature. Here is an example:



Research shows a positive cost benefit to effective SEL implementation (1). Economists find that each additional high school graduate would yield an average of \$36,500 in lifetime cost savings to the public (2).

- (1) [SDRG Research on the Seattle Social Development Project](#)
- (2) Henry Levin and Clive Belfield. (2007). "[The Cost and Benefits of an Excellent Education](#)."

**Retiring Existing Resolutions:** When you have completed and submitted the online form, email the required Word document to [Ocde43e7.washingtonstatepta.onmicrosoft.com@amer.teams.ms](mailto:Ocde43e7.washingtonstatepta.onmicrosoft.com@amer.teams.ms) that includes the required resolution title, whereas clauses, resolved clauses, persuasive statement, citations, and facts and evidence. PDF and other noneditable file types will not be accepted.

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. **Citations** - Citations are required to provide evidence to support each fact quoted in the persuasive statement. Please provide the hyperlink to the actual webpage or document, not just a footnote without a hyperlink. Put the citation number in parenthesis at the end of the statement and add the numbered list of citations immediately after the issue/resolution/legislative principle. Please do not use the footnote feature. Here is an example:



Research shows a positive cost benefit to effective SEL implementation (1). Economists find that each additional high school graduate would yield an average of \$36,500 in lifetime cost savings to the public (2).

- (1) [SDRG Research on the Seattle Social Development Project](#)
- (2) Henry Levin and Clive Belfield. (2007). "[The Cost and Benefits of an Excellent Education](#)."