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TO: Local Unit Presidents, Council Presidents and Board of Managers

FROM: Sharon L. Abernathy, Resolutions Committee Chair

SUBJECT: Resolutions for 2017 Annual Meeting

Virginia PTA is part of the largest child advocacy group in the world. One of our greatest tools that we use to speak on behalf of children are our Virginia PTA Resolutions.

Do you know of a situation or concern that affects children and youth statewide and requires statewide action for solution? The Resolution Committee encourages PTA members, units, councils and districts to propose resolutions of interest on which they wish the Virginia PTA to take a position. These resolutions, which must meet the criteria set out in the attached materials, will be offered at the 2017 Virginia PTA Annual Meeting, to be held July 13-15, 2017 in Richmond, Virginia.

Have you ever wondered if National PTA or Virginia PTA already have a position or resolution on a certain topic? Check out the National PTA website, www.pta.org, or the Virginia PTA website, www.vapta.org, where you will find all adopted Resolutions of the Virginia PTA since 1985. Under the "Advocacy" tab, choose "Resolutions," and you will be taken to a searchable database.

Instructions are attached to guide you in the preparation of a resolution. If you would like some help, please feel free to contact us by email at resolutions@vapta.org.

To be considered by the Resolutions Committee, two complete copies of all resolutions must be submitted **with complete documentation and indexing**. The deadline for submitting resolutions is **Friday, May 12, 2017**. Resolutions must be **received** in the Virginia PTA office (1027 Wilmer Avenue, Richmond, VA 23227) by 4:00 p.m. or **emailed** to the Resolutions Committee Chair at resolutions@vapta.org, by the deadline. An acknowledgment email will be sent to anyone who submits a resolution via email.

Emergency Resolutions are resolutions pertaining to events which become public knowledge after this deadline. Emergency Resolutions may be considered if delivered by the submitter in person to the chair no later than 6:00 p.m. at the Annual Meeting Registration Desk on the first day of the Annual Meeting, July 13, 2017. In addition to proof that the information addressed has become common knowledge since May 12, 2017, the Emergency Resolution must meet the general guidelines for any resolution submitted. They must meet all criteria that all resolutions must meet with all background and indexed materials included with the submission (2 copies). The submitter must be in attendance at that time to answer questions from the committee and to speak to the resolution at the Annual Meeting, if the resolution is approved. This requires the submitter be a voting delegate since only voting delegates may address the Annual Meeting body. In the event of acceptance by the committee, the submitter of the Emergency Resolution must be prepared to provide each delegate in attendance with a copy of the said resolution. These resolutions may be considered by the body only if brought to the Annual Meeting floor and winning a two-thirds (2/3) vote of the delegates.

Required Criteria Checklist

To be considered by the committee, all resolutions must:

- Relate to the education, health, safety or welfare of children and youth, or parental education and involvement of parents;
- Be in harmony with the basic policies and purposes of the National PTA and Virginia PTA, as stated in the bylaws of every constituent association;
- Concern a matter that is statewide in scope, written with a statewide focus, and requires statewide action for solution;
- Demonstrate with background information that the issue is statewide in scope;
- Be written in language appropriate for statewide consideration;
- State a position not previously adopted by Virginia PTA or National PTA;
- Contain “Whereas” and “Resolved” statements that are written in language appropriate for statewide consideration;
- Include “Whereas” statements that do not cite the Purposes or Position Statements of National PTA;
- Provide three (3) background references from different sources for each “Whereas;”
- Cite a variety of independent sources, which are required as proof;
- Use references that are bracketed and numbered in the background material, indicating which “Whereas” statement they support;
- Cite materials that are current (published no more than six (6) years ago);
- Not use PTA materials as documentation;
- Be accompanied by a completed *Resolutions Cover Sheet* (attached);
- Contain a summary statement of the resolution, no more than 150 words, that captures the intent and scope of the full resolution;
- Include a table of contents;
- Include a reference sheet that substantiates each “Whereas” statement by referencing the page or pages that provide documentation in the submitted background material;
- Include no more than 25 double-sided or 50 single-sided pages (numbered consecutively, printed in type no smaller than 10 point);
- Meet the required deadline: The deadline for submitting resolutions is **Friday, May 12, 2017**. Resolutions must be **received** in the Virginia PTA (1027 Wilmer Avenue, Richmond, VA 23227) office by 4:00 p.m. or **emailed** to the Resolutions Committee Chair at resolutions@vapta.org, by the deadline. Resolutions must be complete and include all background and indexed documentation.

For more information please contact **Sharon L. Abernathy, Resolutions Committee Chair**, by email at resolutions@vapta.org.

Virginia PTA Resolutions Committee

Sharon L. Abernathy, Chairman

Debbie Kilpatrick

Earline Omans

Julie Simpson-Preston

HOW TO WRITE A RESOLUTION

1. Identify Your Issue

Perhaps your local PTA/PTSA or council has already identified an area of concern, such as crosswalk safety, school nutrition, or substance abuse. As in any advocacy effort, you must begin by clearly defining your cause for concern.

Start by developing a concise statement of the problem. Stick to one sentence at first, just to frame your thinking. For example: “The crosswalk in front of the high school is dangerous because of speeding cars and lack of supervision.”

2. Research Your Issue

Do some initial research; then present the issue to your PTA. If your PTA agrees that this is an issue they wish to address, your PTA should form a committee to help you continue your research. Share your problem statement with the committee. They may want to add to it or edit it based on the group’s research.

From there, use the group's problem statement and turn it into a one-page overview, which is also called a *narrative summary*.

As you research the issue, be sure the resolution meets the criteria. A resolution must

- Relate to the education, health, safety, or welfare of children and youth, or parental education and involvement of parents.
- Be in harmony with the purposes and the basic policies of National PTA, as stated in the bylaws of every constituent organization of National PTA.
- Concern a matter that is statewide in scope, written with a statewide focus, and requiring statewide action for solution.
- Address an issue not already covered by a resolution or position statement from Virginia PTA or National PTA. You can find all resolutions on the Virginia PTA and National PTA websites.
- Direct the Virginia PTA to take some form of action to help solve the problem and/or states the action you want taken by others to help solve the problem. This may include administrators, legislators or other influential parties.
- Provide three background references from different sources for each “Whereas.”

3. Draft Your Resolution

After your committee has thoroughly researched the issue, you will be ready to draft the resolution. Use the required cover sheet below. Make multiple copies and share them with the committee so everyone can review the requirements.

There are two main parts of a resolution:

Whereas: The preamble portion of the resolution consisting of a statement(s) providing information on the resolution, reasons for the resolution, and why it should be adopted.

Resolved: The main motion. The Resolved statements constitute the request for action and express the opinion or will of the group.

Before you submit your resolution for consideration,

- Make sure each “Whereas” statement is accompanied by sufficient background material. Please provide three (3) items of support from different sources per clause.
- Make sure each “Resolved” statement directs the Virginia PTA to take some form of action to help solve the problem and/or states the action you want taken by others to help solve the problem. This may include administrators, legislators or other influential parties.

4. Review Required Criteria Checklist

Review the *Required Criteria Checklist*, which is included with these instructions, to be sure that your resolution meets all of the requirements for submission.

5. Submit Your Resolution

CONGRATULATIONS! You are now ready to submit your resolution. Provide two (2) copies of the complete resolution, including background documentation and indexing, to the state office at Virginia PTA, 1027 Wilmer Avenue, Richmond, VA 23227, or Resolutions Chair via email, and don't forget the required cover sheet. Make sure it is received by May 12, 2017. You will be contacted about the results of your submission by the Resolutions Committee.

If you need further assistance, please contact Sharon L. Abernathy, Resolutions Committee Chairman at resolutions@vapta.org.

Virginia PTA Resolutions Committee

Sharon L. Abernathy, Chairman
Debbie Kilpatrick
Earline Omans
Julie Simpson-Preston

VIRGINIA PTA RESOLUTIONS COVER SHEET

Required Cover Sheet for Submitting Resolutions

Name:
(Individual or Group) _____

Contact Name: _____

Address: _____

Telephone: _____

Email: _____

Signature of Local Unit President, Council President or District Director	Signature of Maker or Committee Chair	Date
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Please summarize the position being presented in the resolution

This cover sheet must accompany each Resolution proposed for action by delegates to the Virginia PTA Annual Conference: Leadership Training and Annual Meeting.

DEADLINE: May 12, 2017
Must be **received** in the Virginia PTA State Office by 4:00 p.m.
(1027 Wilmer Avenue, Richmond, VA 23227)
or emailed to the Resolutions Chair at resolutions@vapta.org