

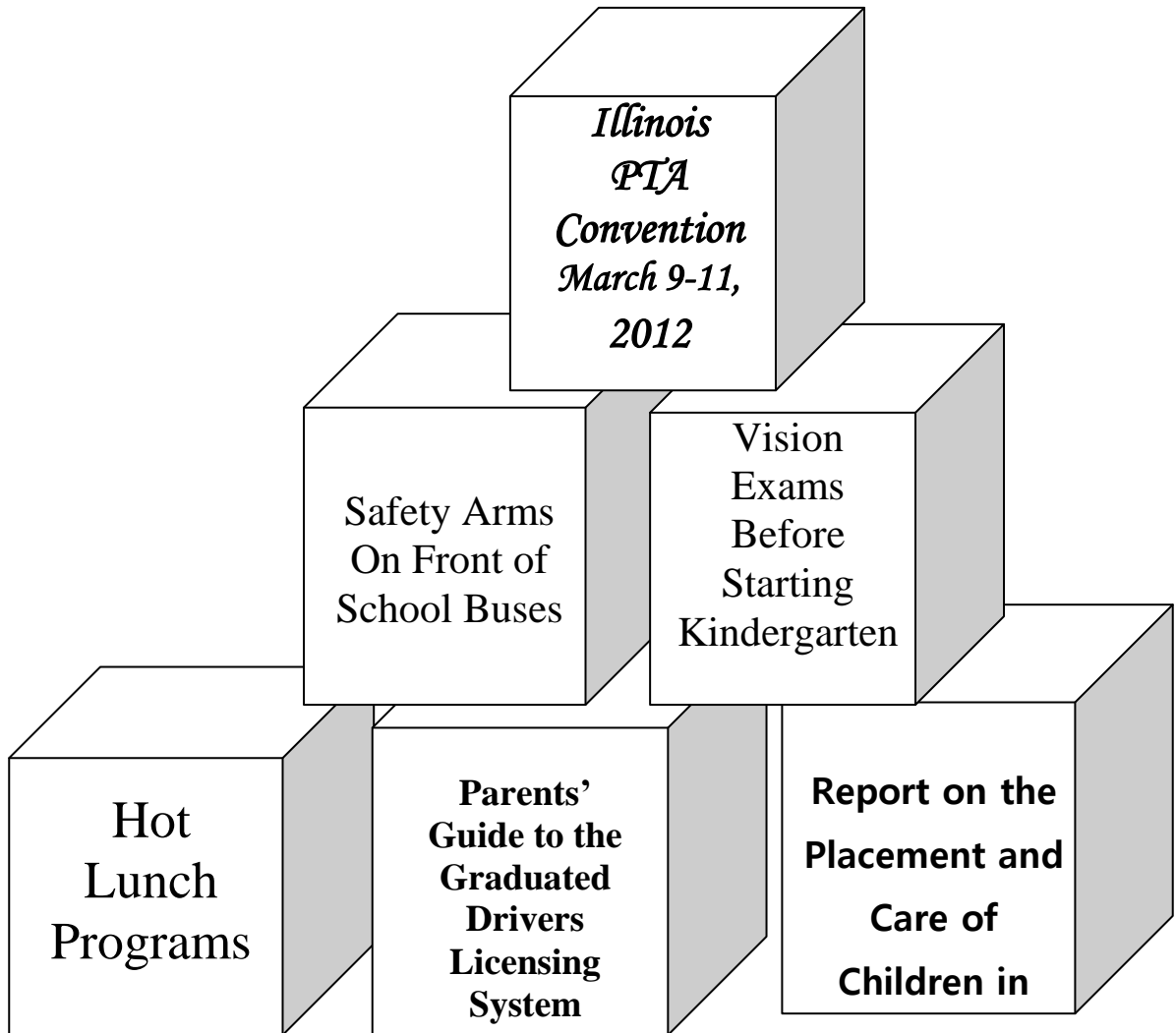


everychild.one voice.®

"MAKING IT REAL"

CALL FOR RESOLUTIONS

Deadline for Resolution Submission is JANUARY 16, 2012



Many of the building blocks for the Illinois PTA's Mission to do good things for children begin as resolutions. Do you have an issue you would like resolved? Look inside to find out how...

First the Basics: ILLINOIS PTA RESOLUTION BASICS

RESOLUTION

Webster's definition of a resolution is "a formal statement of opinion or determination adopted by an assembly or other group or person." In PTA, a resolution is an original main motion submitted in writing, which will provide direction for the organization when adopted by convention delegates. Resolutions consist of two main parts, a preamble (The "Whereas" statements) and a request for action (The "Resolved" statements).

PREAMBLE

The preamble clause of a resolution contains the "fact statements" or the reasons a resolution is needed. The language is formal, and it is important to give just the main points of information to make the intent clear and quickly "grab" the delegates to your way of thinking without giving too much detail. Each section of the preamble begins with the word "whereas" (which means because.) The first "whereas" must cite the portion(s) of the Illinois PTA Legislation Platform which covers the subject of the resolution. Any additional "whereas" is used to clarify the problem addressed in your resolution; each of these additional "whereas" statements must be accompanied by sufficient documentation to back up the claim of fact. Please note clearly which back up documents correspond to which whereas statement. Three to five "whereas" statements are usually sufficient to explain the issue you are addressing. More detailed information can be presented verbally when the resolution is presented by a representative of your group at convention.

REQUEST FOR ACTION

A request for action is a direction that local units, councils, districts, regions, Illinois PTA and/or National PTA take to assist in rectifying the problem, situation or concern. Each request for action will begin with the word "resolved" and should be written in the following order:

- ▶ Action to be taken by local units, councils, districts, regions and/or Illinois PTA.
- ▶ Legislative action requested.
- ▶ Submission to the National PTA

It is not necessary for a resolution to contain all three of these "resolve" components, but at least one "resolve" must direct the Illinois PTA to take some form of action.

STEP-BY-STEP TO A RESOLUTION

Step 1: Identify a concern, an issue that may affect children or youth all over the state.

Illinois PTA resolutions must be "**statewide in scope.**"

Step 2: Form a resolutions committee to research and write the resolution.

Step 3: Present the resolution to unit or council for adoption.

Step 4: Once adopted, PRESIDENT SIGNS AND DATES the resolution.

Step 5: Send resolution (hard copy or electronic versions are acceptable) to:

Lisa Garbaty, Illinois PTA Resolutions Director
4541 N. Kenton Avenue, Chicago, IL 60630
(773) 216-0909 lisa.garbaty@earthlink.net

REMEMBER: Resolutions must be RECEIVED NO LATER THAN JANUARY 16, 2012

NOW FOR THE TECHNICAL STUFF –

Please continue reading so you don't miss any important information!

ILLINOIS PTA RESOLUTIONS CRITERIA

Resolutions submitted by the deadline are considered by the Legislation Policies Committee to assure that they meet these criteria. This subsequently leads to the statement, "This resolution has met the written criteria..." This does not imply endorsement by the State Board of Directors, individually or collectively.

RESOLUTION MUST:

1. Concern the Legislation Platform of the Illinois PTA (Illinois PTA Bylaws, Article XXI, Section 2).
2. Not be in conflict with a present position of the Illinois PTA, as established by the Illinois PTA Statements of Position, Statement of Policy, Continuing Positions, Legislation Platform, Resolutions, or under the authority of the Legislation Policies Committee on the basis of those positions. A position may be changed by first rescinding the position previously adopted.
3. Be statewide in scope.
4. Be considerate of "Local Control" unless it can be demonstrated by documentation that local boards of education frequently have made choices that jeopardize the education, health, protection, safety, welfare or civil rights of children in regard to the issue at hand.
5. Be accompanied by sufficient documentation to prove the preamble ("whereas,") and that the resolution would solve the problem in some measure. (Documentation may include agency or other organization documents and research. Newspaper editorials and articles alone are not adequate.)
6. Be considerate of the constitutional rights of both adults and children.
7. Be considerate of fiscal and/or time restraints, which may require an ordering of priorities in issues addressing the education, health, protection, safety, and welfare of children.
8. If requesting National as well as State action, have sufficient supporting documentation for presentation to the National Resolutions Committee.
9. Be in appropriate language.
10. Be in harmony with the basic policies and Objects of the PTA.
11. Be different from a position or action already taken by the Illinois PTA or the National PTA.
12. Be typed, double-spaced, titled and submitted in duplicate with Resolutions Cover Sheet.

SUBMITTING A RESOLUTION

After the resolution has been presented to the local unit and adopted, send the resolution (along with the proper background information) to: Lisa Garbaty, Illinois PTA Resolutions Director, 4541 N. Kenton Avenue, Chicago, IL 60630.

Resolutions may also be submitted electronically to lisa.garbaty@earthlink.net.

If other units are interested, the resolution is presented to them for their adoption and all units supporting resolution may be listed in submission information. **ONLY if a majority of the local units in a council adopt the resolution, may the council be listed as submitter.**

DEADLINE – JANUARY 16, 2012

The deadline for submitting a resolution is **January 16, 2012**. Proposed resolutions will be screened by the Legislation Policies committee and presented to the State Board of Directors at the pre-convention board meeting. Proposed resolutions meeting written criteria will be placed on the Illinois PTA website, www.illinoispta.org, under the Take Action Tab as soon as possible after deadline, but no later than 15 days prior to convention, to allow delegates the required time to preview proposed resolutions before convention. Please be sure to check the Illinois PTA Web site often in order to be able to preview proposed resolutions in preparation for convention.

Resolutions meeting written criteria will also be included in onsite convention materials.

CONSIDERATION OF RESOLUTIONS

The Legislation Policies Committee will review each resolution to determine if it has met all the resolution criteria. Editorial changes may be made to resolutions by the Legislation Policies Committee prior to being presented. The submitting unit will be notified by the Resolutions Director of the determination of the Legislation Policies Committee as soon as possible.

If the Legislation Policies Committee determines that the resolution does not meet the criteria, the submitting unit has the option of withdrawing the resolution. If the submitting unit chooses to present the resolution, this is done from the floor during the designated general session at the annual convention. See next paragraph "THE RESOLUTION AT CONVENTION."

THE RESOLUTION AT CONVENTION

Resolutions Determined To Have Met Written Criteria

Resolutions are presented during the assigned general session at the Illinois PTA Annual Convention. It is expected that the submitting PTA unit will send at least one representative to the convention. The Illinois PTA Resolutions Director, who will move its adoption, presents each resolution recommended for presentation to the convention delegates. The president will then ask the representative(s) from the submitting unit to speak to the resolution. This is the opportunity for the representative(s) of the unit and all supporters of the resolution to convince the delegate body to support the resolution. (All speakers must be registered delegates.)

- Describe the problem and the recommended solution clearly and concisely with the assumption that the subject is new to the delegates.
- Prepare written notes before going to the microphone (2-minute limit.)
- Do not repeat what has been said. Delegates often become impatient with "overkill."
- Designate other delegates to speak or be available for support.
- Use presenters wisely. **NO ONE** is permitted to speak to a resolution a second time until all the delegates wishing to speak have had the opportunity to do so. **NO ONE** is permitted to speak to a motion more than two times. (The President has the authority to request clarification from the presenting unit at any time.)
- Realize others may not agree and often resolutions are amended several times before they are adopted.

Resolutions Determined Not To Have Met Written Criteria

If the Legislation Policies Committee determines that the resolution does not meet the criteria, the submitting unit has the option of withdrawing the resolution. If the submitting unit chooses to present the resolution, this is done from the floor during the designated general session at the annual convention after all other resolutions have been considered. If there is time left during consideration of resolutions, the submitting unit may present the resolution from the floor, moving its adoption. The Illinois PTA Resolutions Director will then be the first to speak against it indicating the resolution did not meet criteria.

AFTER CONVENTION

If the convention body adopts the resolution, there will be follow-up work to be done to “Make it Real.” In order for the resolves to be accomplished, the submitting unit must lead the way in implementation of the action items in the resolution.

If the resolution is to be submitted to the National PTA, the submitting unit is responsible for supplying sufficient background information to meet the criteria (See National PTA Resolutions Guidelines.) The submitting unit is not required to attend the national convention, although that would be appropriate. Since the resolution is an Illinois PTA resolution, the Illinois PTA Resolutions Director will present the supporting arguments. If the original submitting unit is unable to attend, the Illinois PTA Resolutions Director will arrange for sufficient Illinois delegates to be prepared to speak in support of the resolution.

If you need any further information, please contact:

Lisa Garbaty
Illinois PTA Resolutions Director
4541 N. Kenton Avenue
Chicago, IL 60630
(773) 216-0909 lisa.garbaty@earthlink.net

Illinois PTA
P.O. Box 907
Springfield, IL 62705-0907
(217) 528-9617
(800) 877-9617
ilpta@ameritech.net

GLOSSARY OF RESOLUTION GUIDELINE TERMS

BACKGROUND MATERIAL - Material that documents each "whereas" and "resolved" clause of the resolution. This material indicates that the subject was well researched by the submitting group and gives the reader sufficient information to understand the intent of the resolution. Included with the background material should be source information (such as publication, author and date.) Specific details addressing the "whereas" statements should be highlighted and references numbered to match the "whereas" statements to help identify the supporting background material for each "whereas." The material may include PTA-related information such as statements of policies, copies of documented research, pertinent laws, applicable surveys or statistics, and copies of relevant articles from publications. Newspaper articles and editorials alone are not sufficient background material.

CRITERIA -Standards that must be met in order for resolutions to be accepted by the legislation policies committee.

NATIONAL INTENT -The resolution concerns a matter that is national in scope and requires nationwide action.

RATIONALE -There are two (2) types of rationale. *Written* must address each whereas and resolve. *Verbal* is presented at the microphone on the convention floor highlighting important points to the written rationale.

RESOLUTION - A formal expression of the opinion or will of a group by a vote. A resolution is a main motion that because of its importance and length of complexity is submitted in writing. A resolution usually consists of two main parts--the "whereas" section and the "resolve."

RESOLVE - This is the main motion. The resolved clauses constitute the request for action and express the opinion or will of the group.

STATEWIDE IN SCOPE - The resolution's concern is not limited to one unit or one school district, but is a concern for all/many units in the state.

WHEREAS - The preamble part of the resolution consisting of the statement(s) providing information on the resolution, reasons for the resolution, and why it should be adopted.

RESOLUTION TEMPLATE

WHEREAS, Section _____, Item _____, (*you may list more than one*) of the Illinois PTA Legislation Platform states . . .

WHEREAS, first fact statement . . .

WHEREAS, second fact statement . . .

WHEREAS, third fact statement . . .

(up to five fact statements)

RESOLVED, action to be taken by local unit, council, district, region and/or Illinois PTA, if requested . . .

RESOLVED, (other actions if requested)

RESOLVED, legislative action, if requested . . .

RESOLVED, (other actions if requested)

RESOLVED, submission to National PTA, if requested . . .
(must meet National PTA criteria)

Submitted by: Name and Address of PTA or Council

Signed by President: _____ Printed Name: _____

President Phone Number: _____ E Mail: _____

Date of Adoption by Local Unit, Council, District, or Region _____

Resolution Contact Person information:

Name: _____

Phone Number: _____ E Mail: _____