

# Do You Want to Help Shape the Future of Florida's Youth? With RESOLUTIONS You Can!

Resolutions are an important way for local PTA units and councils to shape the work of the PTA. The passage of a resolution at the Florida PTA Leadership/Convention directs the state Board of Directors, Councils, and local units in areas of advocacy, legislative priority, and program development.

*Do you have an issue that really concerns you and other members of your local unit/council?*

*Do you want to bring your concern to the attention of other PTA members in Florida?*

Then get started NOW and have your resolution presented for consideration at Florida PTA Leadership/Convention in July.



## 2014/2015 Resolutions Timeline

Summer/Fall – Units begin research and drafting possible resolutions.

November 3 – (Phase 1) Submit draft resolution materials.

December 1 – (Phase 2) Submit final resolution materials.

Dec/Jan – Work with Resolutions Committee to refine resolution.

Jan/Feb – Florida PTA Resolutions Committee reviews and determines disposition of resolutions. Submitters notified.

Mar/Apr – Proposed resolutions are distributed to local units for review prior to Florida PTA Leadership/Convention.

July – Proposed resolutions debated at Leadership/Convention.

# Get Your Resolution In Shape!

## I. Identify Your Issue

Perhaps your local unit or council PTA/PTSA has already identified an area of concern. 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.

## II. Research Your Issue

Do some initial research; then present the issue to your PTA. If your PTA agrees that this is an issue they want 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 short overview, which is also called a *background summary*. As you research the issue:

1. Make sure the resolution you have in mind is in accordance with PTA Purposes.
2. Explore whether the same issue exists elsewhere in Florida or perhaps in another part of the country. This will help you determine whether the issue is regional or national in scope.
3. Make sure the issue is not already covered by a resolution or position statement from your state or National PTA. (For help checking precedence contact the Florida PTA Resolutions Committee Chair.)

## III. Draft your Resolution

After your committee has thoroughly researched the issue, you will be ready to draft the resolution. Get the resolutions guide and cover sheet from the website or call the Florida PTA Resolutions Chair. Make multiple copies and share them with the committee so everyone can review the requirements.

There are two main parts of a resolution:

1. *Whereas*: This is a preamble of the resolution; statements which describe the problem, show the reason for the resolution, and give information on the situation. You use "Whereas" statements to essentially "make your case" and to present the facts. Make sure each "Whereas" statement is accompanied by sufficient background material. Three (3) items of support per clause are advised.
2. *Resolved*: This is a main motion. Use "Resolved" to state the action called for by your group. In other words, it is what you have all resolved to accomplish in response to the problem. You set forth clearly and completely what you want done. This may include administrators, legislators or other influential parties.

## IV. Submit Your Resolution

**Be sure to visit the Florida PTA web site for current year's submission deadlines. Each resolution submitted to Florida PTA is subject to consideration by the Florida PTA Resolution Committee.**

**Phase 1:** Before designated Phase 1 due date submit the DRAFT materials including the resolution, background summary/rationale and initial list of resources with the Convention Resolution Action Cover Sheet to the Florida State PTA office. (Email to [resolutions@floridapta.org](mailto:resolutions@floridapta.org).)

**Phase 2:** Before designated Phase 2 deadline, submit the FINAL resolution, background summary/rationale, the completed Action Cover Sheet, a complete list of resources and all supporting materials, to the Florida State PTA office. (Email to [resolutions@floridapta.org](mailto:resolutions@floridapta.org).)

The Florida PTA Resolutions Committee is happy to **HELP!** For assistance with any step of the resolutions procedure, contact the Florida PTA state office or the Resolutions committee chair. They are more than happy to assist you with your resolution. You may also take the E-learning course on Resolutions at the National PTA website [www.pta.org](http://www.pta.org).

