



*everychild.one voice.*

2525 North Shadeland Ave., D-4

Indianapolis, IN 46219

Phone: 317-357-5881 Fax: 317-357-3751 E-Mail: indianapta@sbcglobal.net

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TO: Local PTA Unit Presidents  
Council Presidents

FROM: Theresa Distelrath, Resolutions Committee Chair

Do you have an issue that really concerns you and other members of your local unit/council? Is it an issue that may have statewide concern? Do you want to bring your concern to the attention of other PTA units/councils in Indiana? Get started NOW, so you can meet the January 25th deadline, and have your resolution presented for consideration at State Convention.

Resolutions are an important means, for local PTA units/councils, of directly affecting the work of the PTA. The passage of a resolution by the Indiana PTA State Convention directs the state Board of Managers in areas of study and legislative priority that leads to local programs.

When submitting a resolution, you must include a completed "Convention Action Cover Sheet" and ALL documentation, which supports the resolution. Documentation can come from several sources: magazine articles, journals, professional reports, newspaper articles, and the Internet. Any source, which can be verified for factual information, may be used. **Please remember, the deadline for submitting a resolution is January 25, 2010.**

The State Resolutions Committee will review all resolutions, received by the deadline, for accuracy and documented support, and to assure that all criteria have been met. Once verified, the resolution proposal is presented to the Indiana PTA Board of Managers for action. Resolutions are then presented to the State Convention delegate body for action.

The Indiana PTA Resolutions Committee is in place to help each local PTA unit/council. For assistance with any step of the procedure, contact the Indiana PTA state office or the committee chair. You may also find additional help in preparing your resolution by going to the National PTA website (pta.org) and taking the "e learning" course on Resolutions.

#### COMMITTEE MEMBERS

Theresa Distelrath, Resolutions Chair  
[distelrath@verizon.net](mailto:distelrath@verizon.net)  
260-486-8820

Kristina Wargel  
Donna Benirschke  
Leesa Mecozzi  
Maria Wright  
Marilyn Jones  
Pamela Stallings  
Peggy Shanks  
Sue Switzer

## SAMPLE RESOLUTION LETTER

A resolution is an original main motion, which because of its importance, length, or complexity is submitted in writing. At convention, new business is introduced through resolutions. Once a resolution is passed, it becomes the basis for the legislative priorities and/or program development done by the Indiana PTA.

A resolution consists of two main parts:

The first part presents the reason(s) for the resolution. Each separate “WHEREAS” is really a “BECAUSE”, stating a specific piece of background information or fact which currently exists.

Next comes the action or actions needed to correct the problem—What you want the Indiana PTA to do. Again each specific individual action should have its own “RESOLVED” statement.

Following is a sample resolution, showing the correct structure, punctuation and form:

<b>WHEREAS,</b>	That portion of a resolution comprising the phrases starting with the word “WHEREAS” is known as the preamble of the resolution; and
<b>WHEREAS,</b>	The preamble includes statements of fact or background relating to the reasons for the action proposed in the “RESOLVED” clauses, or
<b>WHEREAS,</b>	The action taken on a resolution is action only on the motion contained in the “RESOLVED” clauses; therefore be it
<b>RESOLVED,</b>	That any resolutions that are proposed for consideration by convention delegates be postmarked or hand delivered to the State PTA Office by January 25, 2009; and be it further
<b>RESOLVED,</b>	That it be directed that resolutions submitted to the Indiana PTA for consideration shall follow this sample resolution in structure, punctuation, and form; and be it
<b>RESOLVED,</b>	That such resolutions meeting all established criteria be presented to convention delegates for consideration at said convention.

**Remember in the “RESOLVED” portion not to ask Indiana PTA to do something that it cannot do---- for example, the Indiana PTA can support legislation but it cannot make a law; Indiana PTA can encourage units to educate and inform their members but it cannot require them to do anything.**

## **Indiana PTA**

### **STATE RESOLUTIONS COMMITTEE PROCEDURES**

1. The Committee will meet directly after the January 25th deadline and consider all resolutions received.
2. The Committee will acknowledge in writing all resolutions received from units, councils, or from the Indiana PTA Board of Managers members or its commissions or committees, which meet the January 25th deadline.

### **STATE RESOLUTIONS COMMITTEE AUTHORITY CONCERNING PROPOSED RESOLUTIONS**

1. The Resolutions Committee may make changes in the proposed resolutions with the consent of the submitting group.
2. If the proposed resolution meets ALL criteria, it will go to the Board of Managers and on to the convention body for their vote.
3. When the proposed resolution does not meet ALL criteria but could meet the criteria with additional background information, rewording, etc., the committee will make an effort to work with the submitting group to see if the proposed resolution can be made to meet ALL criteria.
4. If the committee determines that the proposed resolution does not meet ALL the criteria, their report to the Board of Managers will include only the title. It will not be discussed by the Board of Managers and will not be taken to the convention body.

## CONVENTION ACTION COVER SHEET

This cover sheet must accompany any resolution proposed for action by delegates to the State Convention. If you wish to submit more than 1 resolution, feel free to photocopy this cover sheet. Each resolution submitted must have its own completed cover sheet.

DEADLINE: POSTMARKED OR HAND DELIVERED TO THE STATE OFFICE BY  
JANUARY 25, 2010

Submitting group or person (Local PTA Unit, Council, Indiana PTA Committee or Commission, or Board of Managers member)

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CHECKLIST ----is the proposed action:

\_\_\_\_\_ In accordance with PTA Purposes and Policies?

\_\_\_\_\_ Related to education, health and welfare of children and youth?

\_\_\_\_\_ Accompanied by background data?

\_\_\_\_\_ Signed (by the individual or the group's president or chairman)?

\_\_\_\_\_ Of state-wide concern?

Signature:

Date:

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Please give the name of the person to contact if the Resolutions Committee wishes to get in touch with the originating person or group:

Name

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Address

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Telephone Number (\_\_\_\_) \_\_\_\_\_

Mail to: Indiana PTA  
2525 North Shadeland Avenue D4  
Indianapolis, IN 46219-1787

## CRITERIA FOR A RESOLUTION

To be appropriate for consideration by the Indiana PTA Resolutions Committee, a resolution must:

- X Be in harmony with the purposes and basic policies of the Indiana PTA
- X Concern a matter which is of statewide interest and importance
- X Be written in the appropriate form (Please use sample included)
- X State a position not previously adopted by the Indiana PTA
- X Be accompanied by **ALL** supporting documentation

Each “**WHEREAS**” clause must be supported by current adequate documentation:

Include PTA-related information, such as position statements, policies and previous actions (if any); copies of surveys or statistics documenting the resolution; copies of other relevant publications. Newspaper articles alone are not adequate documentation. The background material must be sufficient to give a person with no previous knowledge of the subject, enough information to make an intelligent decision. Documentation should be unbiased and present a fair view of the issue.

Highlight or underline all pertinent information, in the supporting documentation, for each reference to the proposed resolution. Number each “**WHEREAS**” in the proposed resolution and identify the highlighted supporting documentation with the appropriate number.

When submitting resolutions:

Each resolution being submitted must be accompanied by a completed “Convention Action Cover Sheet” and ALL supporting documentation. Send only copies of supporting documentation. Do not send entire books, magazines, surveys or other research material.

Resolutions may be submitted by local PTA units/councils. The “Convention Action Cover Sheet” must be signed by the president of the submitting group.