

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 which follows)
- 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.