



## **Resolutions Guide**

**2024-2026**

1747 Orlando Central Parkway, Orlando, FL 32809 | Tel: 407.855.7604 | [www.floridapta.org](http://www.floridapta.org) | [resolutions@floridapta.org](mailto:resolutions@floridapta.org)

# Table of Contents

<b>Table of Contents</b>	<b>2</b>
<b>Sample Resolution</b>	<b>3</b>
Resolution Cover Sheet	3
Resolution that Describes Resolutions: A Sample Title	4
Sample Rationale	5
Sample Source List	6
<b>Preparing a PTA Resolution</b>	<b>8</b>
Purpose of a Resolution	8
Components of a Resolution	8
The Resolution Development Process	9
Step 1: Identify the Issue	9
Step 2: Determination of Need	9
Step 3: Approval to Prepare Resolution	10
Step 4: Research & Standards of Evidence	10
Step 5: Drafting the Resolution	11
Step 6: Assembling the Resolution	12
Cover Sheet	12
Resolution	12
Step 7: Submitting the Resolution	13
Step 8: Presentation of the Resolution	13
Emergency Resolutions	13
Additional Assistance Available	14
<b>At Florida PTA Convention</b>	<b>15</b>
<b>After Resolution Adoption</b>	<b>15</b>
Incorporation into Florida PTA Advocacy Platform	15
<b>Approximate Resolution Timeline</b>	<b>16</b>
<b>Position Statements</b>	<b>17</b>
Purpose of Position Statements	17
Development and Drafting Requirements	17
<b>Resolution Cover Sheet</b>	<b>18</b>

# Sample Resolution

## Resolution Cover Sheet

All resolutions packets must be RECEIVED electronically in PDF format at [resolutions@floridapta.org](mailto:resolutions@floridapta.org)  
no later than 11:59 PM EST on January 9, 2025.

Additionally, the proposed resolution packet must be submitted in Word or Google docs format.

NO FACSIMILE (FAX) OR HARD COPY SUBMISSIONS WILL BE ACCEPTED.

Resolution title: <b><i>Resolution that Describes Resolutions: A Sample Title</i></b>			
Name of submitting group: <b><i>Sample PTA County Council</i></b>		PTA ID#: 123456789	
Check appropriate box: Local <input type="checkbox"/> Council <input checked="" type="checkbox"/> District/Region <input type="checkbox"/> Florida PTA Committee <input type="checkbox"/>			
Has this resolution been adopted by a County Council?	Yes <input type="checkbox"/>	Date:	No <input checked="" type="checkbox"/>
<i>Alice McLellan Birney</i>		<i>September 30, 2025</i>	
Signature of the Submitting Group's President, Representative, or Chair		Date	
Please provide the name of a person to contact if the Florida PTA Resolutions Committee wishes to contact the submitting group:			
Name: Phoebe Apperson Hearst		Phone #: 407-555-1923	
Address: 1923 Beginning Road, Orlando, FL 31923		Email: Phoebe.Hearst@SamplePTA.org	
Please complete the checklist below to ensure all submitted material meets these criteria.			
The resolution addresses a statewide issue <input checked="" type="checkbox"/>		All sources are within 4 years <input checked="" type="checkbox"/>	
This has not been previously addressed in PTA <input checked="" type="checkbox"/>		Rationale is fewer than 250 words <input checked="" type="checkbox"/>	
Each Whereas statement has at least 3 references <input checked="" type="checkbox"/>		All 4 parts of a resolution are included <input checked="" type="checkbox"/>	
All sources meet the standards of evidence <input checked="" type="checkbox"/>		This supports PTA's mission & values <input checked="" type="checkbox"/>	
Source List has URLs & page numbers <input checked="" type="checkbox"/>		This is submitted by the deadline <input checked="" type="checkbox"/>	
<b>This section to be completed by Florida PTA</b>		<b>Date Draft Rcv'd</b>	<b>Date Final Rcv'd</b>
Is the resolution being submitted by a PTA constituent body in good standing?		Yes <input type="checkbox"/> Date:	No <input type="checkbox"/> Date:
Committee Action: Referred To Convention <input type="checkbox"/> Future Study <input type="checkbox"/> Returned to Originating Body <input type="checkbox"/>			
Convention Action: Adopted <input type="checkbox"/> Failed <input type="checkbox"/> Amended (incl. copy) <input type="checkbox"/>			
After Convention: Sent to National <input type="checkbox"/>			

# Resolution that Describes Resolutions: A Sample Title

**WHEREAS**, A Florida PTA resolution seeks to address a concern that affects Florida's children and youth; and

**WHEREAS**, A resolution provides sufficient evidence to give a person with no knowledge of the topic enough information to make an intelligent decision; and

**WHEREAS**, A resolution contains Whereas statements (declarations of facts), Resolved statements (proposed PTA actions), and a Source List (bibliography). The Whereas statements establish the issue to be addressed and the basis for the proposed actions which are described within the Resolved statements. Each Whereas statement is based on sufficient valid research and documentation such that at least three sources are cited for each Whereas statement; and

**WHEREAS**, A resolution also contains a brief summary, the Rationale, which concisely describes the issue, the research, and reasons for PTA to address the issue; and

**WHEREAS**, A resolution is in harmony with the PTA mission, purposes, and policies. A proposed resolution topic must not be adequately covered in current Florida PTA or National PTA resolutions or position statements; and

**WHEREAS**, A resolution must meet Florida PTA timelines and is in compliance with the Florida PTA criteria for resolutions as designated in Florida PTA's Resolution Guide and within the Florida PTA Toolkit; and

## **THEREFORE BE IT**

**RESOLVED**, that the originating PTA local unit or county council submit their proposed draft of the resolution, including the Cover Sheet, Whereas and Resolved statements, Rationale, and their Source List, by the due date for the draft resolution submission; and be it further

**RESOLVED**, that the Florida PTA Resolutions Committee will verify the sources presented within the draft to ensure that they meet accepted criteria and support the proposed resolution; and be it further

**RESOLVED**, that Florida PTA Resolutions Committee will guide the originating PTA local unit or county council through the process of developing a final draft of the proposed resolution; and be it further

**RESOLVED**, that the originating PTA local unit or county council will submit the final draft of the proposed resolution along with the signed cover sheet by final draft submission deadline; and be it further

**RESOLVED**, that the proposed resolution, having met all specified criteria and approval from the Florida PTA Board of Directors to be presented to the membership, will be presented to the Florida PTA convention delegates for consideration.

## **Sample Rationale**

Each year during general sessions at its state convention, the Florida PTA transacts the business of the organization, including the consideration of the expansion of the advocacy platform through resolutions. Resolutions provide an opportunity for the PTA membership to raise pertinent issues and call for action of the organization.

All resolutions must be prepared in advance according to specified PTA procedures and timelines. Resolutions must contain credible documentation and be structured in a standard format that consists of a title, “whereas” and “resolved” statements using correct sentence structure and punctuation, a background summary, and a list of the sources or evidence.

# Sample Source List

## **Whereas 1                      Issue Impacts Florida’s Children and Youth**

Author, Sample. "Florida PTA resolutions focus on statewide issues that impact Florida's children and youth." *Sample Website*, Journal of Resolutions Studies, September 2022, SampleURL.edu. Accessed 28 September 2022. (p.1-3)

Researcher, Example. "100% of Florida PTA resolutions focus on issues for Florida's children." *Example of Research*, Website Publisher, 2022, ExampleResearch.edu. Accessed 28 September 2022.

Sample, Another. "Research on Resolutions." *Academic Journal*, Academic Journal Publisher, 2022, AcademicJournalPublisher.edu. Accessed 28 September 2022.

## **Whereas 2                      Resolution Provides Evidence**

Author, Sample. "Resolutions provide information." *Sample Website*, Journal of Resolutions Studies, September 2022, SampleURL.edu. Accessed 28 September 2022.

Researcher, Example. "100% of Florida PTA resolutions provide information." *Example of Research*, Website Publisher, 2022, ExampleResearch.edu. Accessed 28 September 2022.

Sample, Another. "Research on Resolutions." *Academic Journal*, Academic Journal Publisher, 2022, AcademicJournalPublisher.edu. Accessed 28 September 2022.

## **Whereas 3                      Three sources per Whereas Statement**

Professor, Author. "Evidence-based Research Supports Each Whereas Clause." *Sample Website*, Journal of Resolutions Studies, September 2022, SampleURL.edu. Accessed 28 September 2022. (p. 19)

Researcher, Example. "100% of Florida PTA resolutions are based on academic research." *Example of Research*, Website Publisher, 2022, ExampleResearch.edu. Accessed 28 September 2022. (p. 23)

Sample, Another. "Research on Resolutions." *Academic Journal*, Academic Journal Publisher, 2022, AcademicJournalPublisher.edu. Accessed 28 September 2022.

#### **Whereas 4**                      **Rationale Statement**

Professor, Author. "Evidence-based Research Supports Each Whereas Clause." *Sample Website*, Journal of Resolutions Studies, September 2022, SampleURL.edu. Accessed 28 September 2022.

Researcher, Example. "100% of Florida PTA resolutions are based on academic research." *Example of Research*, Website Publisher, 2022, ExampleResearch.edu. Accessed 28 September 2022. (p.2-17)

Sample, Another. "Research on Resolutions." *Academic Journal*, Academic Journal Publisher, 2022, AcademicJournalPublisher.edu. Accessed 28 September 2022.

#### **Whereas 5**                      **Harmony with PTA and New Resolution Topic**

Professor, Author. "Evidence-based Research Supports Each Whereas Clause." *Sample Website*, Journal of Resolutions Studies, September 2022, SampleURL.edu. Accessed 28 September 2022.

Researcher, Example. "100% of Florida PTA resolutions are in Harmony with PTA's Mission and Values." *Example of Research*, Website Publisher, 2022, ExampleResearch.edu. Accessed 28 September 2022. (p. 125)

Sample, Another. "Research on Resolutions." *Academic Journal*, Academic Journal Publisher, 2022, AcademicJournalPublisher.edu. Accessed 28 September 2022.

#### **Whereas 6**                      **Meet Due Dates**

Professor, Author. "Timely Submissions Impact Considerations." *Sample Website*, Journal of Resolutions Studies, September 2022, SampleURL.edu. Accessed 28 September 2022.

Researcher, Example. "Submissions by Due Dates Enable Resolutions to be Considered." *Example of Research*, Website Publisher, 2022, ExampleResearch.edu. Accessed 28 September 2022. (p. 11-15)

Sample, Another. "Research on Resolutions." *Academic Journal*, Academic Journal Publisher, 2022, AcademicJournalPublisher.edu. Accessed 28 September 2022.

# Preparing a PTA Resolution

## Purpose of a Resolution

Resolutions broaden and deepen PTA's advocacy efforts to fulfill PTA's mission to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

Resolutions call attention to a problem and a need for action on a particular issue. Resolutions are a major source of policy and direction for action by the Florida PTA and its constituent associations (units, councils). If there is a problem or situation with statewide implications affecting children and youth which may warrant PTA action, a resolution is one method to authorize such action.

## Components of a Resolution

A resolution consists of four parts:

1. Whereas statements:
  - These statements inform members regarding the issue addressed by the resolution.
  - These concise statements highlight the most important facts in the background source material, provide the reasons for the resolution, and summarize the research which supports the requested action.
  - These statements are declarations of facts which are supported by sufficient, current, and valid evidence-based research.
  - Each Whereas statement has minimally three sources.
  - Acronyms should be written out the first time they are used followed by the acronym within parentheses, e.g. Society of Acronyms (SOA).
2. Resolved statements
  - These statements contain the requests for PTA's actions.
  - Each requested action should be listed in a separate resolved statement.
  - The requests should be consistent with the mission of PTA and be supported by research.
3. Rationale
  - This is a brief synopsis of the issue and related pertinent facts.
  - This synopsis should consist of fewer than 250 words.
  - The rationale must include the problem the resolution addresses, what the resolution would do to eliminate or reduce the problem, and why Florida PTA should take the recommended action.
  - The rationale is on a separate page from the other parts of the resolution.
  - This is the only printed information concerning the resolution that is given to convention delegates.



#### 4. Sources

- The sources are the background material which substantiates each Whereas statement and the actions described in the Resolved statements.
- The sources must support that the issue is statewide, not local, in scope.
- The sources for a resolution must not be another resolution or position statement.
- All sources must be published within 4 years from the year that the resolution will be proposed at the Florida PTA Convention.

## The Resolution Development Process

A resolution originates in a PTA local unit or council in good standing, or in a committee of the Florida PTA Board of Directors.

Florida PTA resolutions address issues that are statewide, that impact Florida's children, and need Florida PTA's action. The same criteria apply to all originators.

To be suitable for presentation to the convention, resolutions must be prepared according to the criteria described in this guide, the Florida PTA Kit of Materials, and must be in accordance with PTA purposes and policies.

The proposed resolution is presented to the delegates Florida PTA Convention as an original main motion which is submitted in writing because of its importance, length, or complexity.

### Step 1: Identify the Issue

The first step is to identify the issue of concern and determine whether a resolution is appropriate and needed to address that concern.

- Is it a PTA concern? It must affect children.
- Is it a statewide issue? Academic research must demonstrate this.
- Is it in harmony with PTA purposes and policies?
- Is it consistent with current or previous positions?
- Has it been previously addressed? PTA.org, FloridaPTA.org, and the Resolutions Committee can be resources to help research this.
- Are the expected actions something that PTA could do or influence?

#### Important Reminder:

**Before starting your research, be sure to visit the Florida PTA website for the current year's submission deadlines.**

### Step 2: Determination of Need

In this step, you should determine whether your issue has already been addressed by existing resolutions or position statements.

Do this by reviewing copies of relevant Florida PTA and National PTA resolutions and position statements, and/or contact the Florida PTA Resolutions Committee Chair.

Florida PTA positions and a list of resolution titles are available at the Florida PTA website,

[www.floridapta.org](http://www.floridapta.org); the resolutions themselves may be obtained by contacting the Florida PTA state office.

Information about National PTA position statements and resolutions can be found on the website, <https://www.pta.org/home/advocacy/ptas-positions>. Current National PTA resolutions and position statements are organized by topic.

If you are in doubt about whether your topic is already covered by existing resolutions (National or State), please contact the Florida PTA Resolutions Chair at [resolutions@floridapta.org](mailto:resolutions@floridapta.org).

### **Step 3: Approval to Prepare Resolution**

Board or membership votes to give approval to pursue the identified issue and develop the resolution to submit to Florida PTA.

Use the Resolutions Timeline to plan your work so that you meet both deadlines and can seek assistance when required. Work on a resolution may begin in the summer or during the previous year.

### **Step 4: Research & Standards of Evidence**

During this step, research the topic, gathering additional background material. At least three credible sources must be included to document each Whereas statement. Careful documentation is key to the acceptance of a resolution.

#### **Standards of Evidence**

- Background material must substantiate each Whereas statement and should indicate that the resolution topic was well researched by the submitting group.
- Background material must address a statewide issue, not a local issue.
- Background material must include a variety of sources. If only a few documents are used, there is a danger that only one person's or one organization's opinion is being reflected and that a comprehensive view is not presented.
- Background material must be factual. Peer reviewed academic research is most preferred. The research can include, but is **not** limited to, educational, safety, and welfare research; pertinent laws; government publications and regulations; and articles from professional or academic publications (the kind that are generally screened by multiple expert editors).
- Newspaper articles, abstracts, and editorials are not sufficient background material as they are secondhand sources and often statements of opinion.
- Materials from other organizations intended for lobbying or advocacy purposes should not be used as a source as these items may present a biased view and often do not cite their sources.
- PTA Resolutions or Position Statements may not be used as a reference for your resolution.
- The publishing date for all sources must be within 4 years of the year when the

resolution will be proposed at the Florida PTA Convention.

- Material retrieved from the Internet must meet the same standards of identification of source and type of documentation as is required for printed information. While substantive research information is available from the Internet, there is also much biased and unsubstantiated material. Good judgment should be used in selecting material.
- Personal letters, lecture notes, logs of phone calls, e-mail printouts and similar private and personal sources are **not** acceptable documentation because they cannot be verified.
- There must be three separate background sources for each Whereas statement. Florida PTA must be confident of the validity of its data when taking a position. Requiring a depth of supporting evidence helps ensure reliability.
- Include the page number in your citation within the Sources section.

Examples of credible sources of information, research or data are:

- official agencies of state or federal government, such as the Florida Department of Children and Families or the Centers for Disease Control and Prevention;
- highly respected private agencies, such as EdSource, WestEd or the National Academy of Sciences;
- articles in an academic journal;
- articles published in professional journals or similar publications (brochures, articles in popular magazines or newspapers, or statements by experts in the field may be included, but by themselves are not strong enough documentation).

4

## Step 5: Drafting the Resolution

The sample resolution, **“A Resolution that Describes Resolutions: Sample Title”** (pages 3-5 of this guide), shows the resolution structure.

A resolution is written as one long sentence, with semicolons separating the “whereas” and “resolved” statements. Refer to the Sample Resolution to see the expected wording and punctuation.

When composing your resolution, it may be helpful to start with the “resolved” statements of the resolution, to identify what PTA should do about the concern.

The use of words such as “seek,” with respect to legislation in “resolved” statements, are discouraged because this language would require the PTA to actively seek to draft legislation and recruit a legislative author, which takes more (human) resources than PTA has available. “Resolved” statements are more often written using words such as “urge,” “encourage,” and “support.”

Then, from your background material, develop the “whereases” to document the problem.

Then draft the Rationale. The Rationale is the section where you are presenting the most

convincing argument and evidence in writing as to why the delegates should adopt the resolution at convention.

The font size should be at least 10 with 1 inch page margins.

The citations within the Source List should follow the MLA 8 or MLA 9 format.

Within the Source List, each Whereas Statement should be numbered and identifiable by a brief title. The sources for that statement should be listed below the Whereas Statement title. See the Sample Resolution within this document as an example.

The use of an automatic bibliography and citation tool (e.g. [EasyBib.com](https://www.easybib.com) or the citation tool within Google docs) is strongly recommended.

## Step 6: Assembling the Resolution

To assist the resolutions committee in reviewing the resolution, these guidelines for organizing and presenting your material must be followed. Include the following:

### Cover Sheet

- A completed Cover Sheet form which can be found at the end of this guide should be submitted as a separate document from the resolution.
- A proposed resolution for Florida PTA to consider may be adopted by a local unit, county council, or region prior to the submission of the proposed resolution to Florida PTA.
- If a local unit, county council, or region has adopted a proposed resolution, please include that information in a cover letter with a description of the actions taken.

### Resolution

- **Whereas Statements:** Each Whereas statement should end with a semicolon as well as “and” (e.g. “; and”) except the last Whereas Statement which will end with “; and” with “Therefore be it” on the next line.
- **Resolved Statements:** Each Resolved statement should end with “; and be it further” except the last Resolved statement which should end with a period.
- **Rationale:** The Rationale should be fewer than 250 words.
- **Source List:** This is the Bibliography. Following MLA 8 or MLA 9 formatting, include the citation with the page number (if applicable) and the date the source was published. If the source is found online, include the URL in the citation. All sources must be published within 4 years of the year that the resolution will be proposed to the delegates at the Florida PTA Convention.

If a printed book or article is used as a source, include a copy of this material with your submission. On the copy, highlight the section(s) that are used and note in the margin which Whereas statement is supported by the highlighted section.

## Step 7: Submitting the Resolution

**Each resolution submitted to Florida PTA is subject to consideration by the Resolution Committee.** Submitters must be available to work with the resolutions committee to make necessary changes to meet resolutions criteria as noted in this guide and the *Florida PTA Kit of Materials* Resolutions section.

### Phase 1: Submit a Draft

Email [resolutions@floridapta.org](mailto:resolutions@floridapta.org) a copy of the DRAFT resolution including the completed cover sheet and resolution by the appropriate due date.

### Phase 3: Submit the FINAL draft

After working with the Florida PTA Resolutions Committee incorporating any suggestions and editing the draft resolution, submit three documents by email to [resolutions@floridapta.org](mailto:resolutions@floridapta.org). The completed cover sheet should be one document. The other two documents are two copies of the FINAL draft. One copy should be a .pdf, and the other should be either a Word or Google docs document. NO FACSIMILE (FAX) OR HARD COPY SUBMISSIONS WILL BE ACCEPTED.

## Step 8: Presentation of the Resolution

The submitting organization must have a speaker and an alternate speaker, who, if the resolution is accepted for consideration at convention, will attend all resolution hearings and the general meetings and who will be prepared to speak to the resolution.

The speakers should plan to be in attendance for the entire convention, as the timetable during which resolutions are considered sometimes changes during convention.

The submitting organization should prepare talking points in favor of the resolution which can be used during the debate of the resolution.

## Emergency Resolutions

An emergency resolution may be submitted if the urgency of the subject matter arose after the Phase 2 Final deadline for submission of resolutions.

An emergency resolution must:

- conform to the same criteria as required for all other resolutions.
- be approved by the originating body (i.e. local unit, county council, or region) and include the required signature.
- be accompanied by verification of the urgency of the subject matter
- be submitted to the Florida PTA Resolutions Committee for review
- be approved by the Florida PTA Executive Committee for presentation to the Convention body.

## **Additional Assistance Available**

The Florida PTA Resolutions Committee is happy to HELP! For assistance with any step of the resolution procedure, contact the Resolutions Committee Chair at [resolutions@floridapta.org](mailto:resolutions@floridapta.org). We are more than happy to assist you with your resolution!

# At Florida PTA Convention

New business (other than amendments to bylaws or the Legislation Program) is brought before the Convention body by resolutions.

When adopted by the Florida PTA convention delegates, a resolution becomes an official PTA position that provides authority and direction for action by the Florida PTA and its constituent organizations. Convention resolutions remain in effect as current positions, unless they are rescinded or replaced by a newer version by convention delegates or designated as historical record by the Florida PTA Board of Directors.

A new convention resolution that is in conflict with one already adopted shall not be introduced unless the former resolution is first rescinded.

Resolutions are designated as historical record when the intent has been fully carried out; when expanded or updated by other resolutions on the same subject; when no longer appropriate to PTA concerns; when applicable to a specific past program, event, or circumstance.

Prior to Convention, local units, county councils, and regions are encouraged to review and discuss the resolutions.

## After Resolution Adoption

### Incorporation into Florida PTA Advocacy Platform

After a resolution is adopted at the Florida PTA Convention, the actions as defined within the resolution are incorporated into the Florida PTA Advocacy platform and the Florida PTA Resolutions Committee develops an action plan for the resolution. The appropriate committees and constituent associations are informed about the action plan.

The Florida PTA Resolutions Committee shall determine the disposition of any resolution not acted upon by the convention delegates.

If the resolution is intended for consideration by National PTA, the submitting entity MUST submit background information demonstrating the national scope of the issue and the need for nationwide action. The source material must meet National PTA standards. <https://www.pta.org/home/advocacy/advocacy-resources/PTA-Resolutions-Toolkit/Background-on-Resolution-Criteria>

Following the Florida PTA convention, the Resolutions Committee shall review all adopted resolutions that are to be forwarded to the National PTA convention to ensure that the resolutions meet National PTA criteria. The resolutions committee will edit the resolution to

make it appropriate for consideration by National PTA and if further documentation is required, the maker shall assist the committee.

## Approximate Resolution Timeline

### **Summer/Fall:**

- Begin research and drafting possible resolutions.
- Visit the Florida PTA web site for current year's submission deadlines.

### **November**

- Submit the draft of the resolution before the designated due date. Be sure to include documentation as specified earlier in this document.

### **November / December**

- The Resolutions Committee meets to review the submitted resolutions and may suggest edits or changes to the originator.
- The originator will continue to work and follow up with members of the Florida PTA resolutions committee to create the final version of the resolution.
- The Resolutions Committee may combine similar proposed resolutions.

### **December / January**

- Submit the FINAL draft as delineated earlier within this document before the designated due date.

### **January / February**

- Resolution committee determines disposition of resolution and notifies Florida PTA President and President-Elect. Originators are notified by Florida PTA Resolutions Committee Chair or designee.
- The proposed resolution is presented to the Florida PTA Board of Directors for their approval to submit the resolution to the convention body at the Florida PTA Convention.

### **April / May**

- Florida PTA Leadership Convention mailer containing text of resolutions is sent to every PTA unit and county council and posted on the Florida PTA website.

### **July**

- Convention action.

### **After Convention:**

- Adopted resolutions are edited;
- Implementation of resolutions by Florida PTA begins;
- Resolutions are prepared and sent to National PTA if so indicated;
- Implementation of resolutions by units, councils, regions begins;
- Report to delegates is made at the next convention.



# Position Statements

## Purpose of Position Statements

Position statements are another way to determine PTA's advocacy efforts. The development process for position statements is a faster process than the year long process for resolutions. With position statements, PTA can be more responsive to urgent events and legislative actions.

The process for the origination, Florida PTA committees responsible for drafting the position statement, and approval of position statements are detailed in Florida PTA's policies and procedures.

## Development and Drafting Requirements

- A position statement, like a resolution, must be in harmony with PTA's existing mission, values, resolutions, and position statements.
- A position statement, like a resolution, must address a statewide issue.
- A position statement must also have sufficient, valid, and well documented evidence.
- The allowable types of sources are the same as what is specified for resolutions (as in the Step 4: Research section of this guide), except that a position statement may use one or more PTA resolutions or position statements as a source.
- A position statement must have minimally five (5) sources.
- A position statement is written in a paragraph format which concisely describes the issue with declarations of facts, specifies PTA's stance on the issue, details the PTA's action steps with regards to the issue, and includes citations of sources as footnotes.

# Resolution Cover Sheet

All resolutions packets must be RECEIVED electronically in PDF format at [resolutions@floridapta.org](mailto:resolutions@floridapta.org)  
no later than 11:59 PM EST on November 30, 2024.

Additionally, the proposed resolution packet must be submitted in Word or Google docs format.

NO FACSIMILE (FAX) OR HARD COPY SUBMISSIONS WILL BE ACCEPTED.

Resolution title:			
Name of submitting group:		PTA ID#:	
Check appropriate box: Local <input type="checkbox"/> Council <input type="checkbox"/> District/Region <input type="checkbox"/> Florida PTA Committee <input type="checkbox"/>			
Has this resolution been adopted by a County Council?	Yes <input type="checkbox"/>	Date:	No <input type="checkbox"/>
Signature of the Submitting Group's President, Representative, or Chair		Date	
Please provide the name of a person to contact if the Florida PTA Resolutions Committee wishes to contact the submitting group:			
Name:		Phone #:	
Address:		Email:	
Please complete the checklist below to ensure all submitted material meets these criteria.			
The resolution addresses a statewide issue <input type="checkbox"/>	All sources are within 4 years <input type="checkbox"/>		
This has not been previously addressed in PTA <input type="checkbox"/>	Rationale is fewer than 250 words <input type="checkbox"/>		
Each Whereas statement has at least 3 references <input type="checkbox"/>	All 4 parts of a resolution are included <input type="checkbox"/>		
All sources meet the standards of evidence <input type="checkbox"/>	This supports PTA's mission & values <input type="checkbox"/>		
Source List has URLs & page numbers <input type="checkbox"/>	This is submitted by the deadline <input type="checkbox"/>		
<b>This section to be completed by Florida PTA</b>	<b>Date Draft Rcv'd</b>	<b>Date Final Rcv'd</b>	
Is the resolution being submitted by a PTA constituent body in good standing?	Yes <input type="checkbox"/> Date:	No <input type="checkbox"/> Date:	
Committee Action: Referred To Convention <input type="checkbox"/> Future Study <input type="checkbox"/> Returned to Originating Body <input type="checkbox"/>			
Convention Action: Adopted <input type="checkbox"/> Failed <input type="checkbox"/> Amended (incl. copy) <input type="checkbox"/>			
After Convention: Sent to National <input type="checkbox"/>			