**These instructions are to assist you in completing the resolution submission form and to provide necessary information about the submittal process. Current resolutions may be amended or retired, and new resolutions may be submitted.**

## Steps in the Submission Process:

1. Before beginning the process, submitters are encouraged to review the [resolutions webpage](https://www.wastatepta.org/focus-areas/advocacy/resolutions/) for the full list of existing resolutions.
2. Go to the [Submissions webpage](https://wastatepta.org/focus-areas/advocacy/submissions/) for the following:

* The Resolution Submission Form
* Resolution Checklist (new or amended as appropriate)
* Resolution Best Practices
* Resolution Template
* Savvy Submitter’s Guide video series.

1. Email the draft resolution title (for new and amended resolutions) to the WSPTA Resolutions Chair at [resolutions@wastatepta.org](mailto:resolutions@wastatepta.org) no later than 11:59 PM on May 1 for legislative assembly and November 1 for the annual meeting/convention. This optional step allows for preliminary feedback.
2. Email the completed resolution submission form to [resolutions@wastatepta.org](mailto:resolutions@wastatepta.org) no later than **11:59 PM on June 1 for Legislative Assembly or November 15 for the annual meeting/Convention**. PDF and other noneditable file types will not be accepted.

## Deadlines for final submissions are:

## June 1 at 11:59 PM for consideration at legislative assembly or

## November 15 at 11:59 PM for consideration at the annual meeting

## Resolution Submitter Requirements:

* Be a current Washington State PTA member from a local PTA or council that is in good standing.
* Submit a completed resolution submission form by the deadline and include all links/references so the information is verifiable.
* Be available by email and phone to work with the resolution committee member assigned to review your resolution to provide clarification or additional information as needed.
* In the case where more than one resolution submitted is of similar scope, agree to work with others to combine resolutions.
* The resolutions committee will review the resolutions using the resolutions review checklist and make recommendations to the WSPTA Board of Directors. Following the board meeting, you will be notified if your resolution will be forwarded to the voting delegates.
* If your submission moves to the delegates, you must:
* Register for and attend WSPTA Legislative Assembly or the annual meeting/Convention (or send a submitter team representative) to present your resolution to delegates to encourage adoption. Any representative should understand the resolution submitted and be prepared to speak on it during information sessions, caucusing, and debate.
* Only voting delegates may speak during debate, make motions, and vote. Ensure you and/or your submitter team representative are named as a voting delegate by your local PTA or council.
* Prepare a 5-minute (maximum) education PowerPoint to help educate voting delegates about your resolution.
* Prepare an opening persuasive statement for the debate.

**IMPORTANT!** You must ensure you are a current PTA member, registered for the WSPTA Legislative Assembly or the annual meeting and that you were appointed as a voting delegate according to your PTA’s standing rules.

### Resolution Submission Form

Each submitter team shall complete the resolution submission form and submit by the deadline. If the directions are not followed and/or deadlines are not met, it may prevent your resolution from being considered and/or moving forward.

**Submitter Information:**

1. Identify whether the submission is being offered by an individual PTA member, local PTA/PTSA (in good standing), council (in good standing), or WSPTA committee.
2. Provide primary submitter contact information including name, PTA/PTSA name and number, mobile number, and email.
3. Provide additional submitter contact (if applicable) including name, PTA/PTSA name and number, email, and mobile number.
4. Identify whether you and/or a member of the submitter team are available to attend WSPTA Legislative Assembly or annual meeting, and your ability to participate in future advocacy, including taking part in weekly advocacy committee meetings and testifying during legislative session.
5. Certify that all members of the submitter team agree to abide by the Submitter Team Code of Conduct.
6. Complete the appropriate section for what you are submitting - a new resolution, an amendment to an existing resolution, or retiring an existing resolution.

**New Resolutions:**Complete the section for new resolutions and ensure that all parts are filled out: resolution title, whereas clauses, resolved clauses, persuasive statement, citations, and facts and evidence. PDF and other noneditable file types will not be accepted.

1. **Resolution title -** In 60 characters or less, including spaces, provide a proposed title for your new resolution. The title should concisely and accurately describe the resolution.
2. **Resolution whereas clauses -** Resolutions may have up to 10 whereas clauses if necessary. Whereas clauses fall under the purview of the resolutions committee and shall be edited as needed by the committee.
3. **Resolution resolved clauses -** Resolutions may have up to 4 resolved clauses if necessary.
4. **Persuasive statement -** Provide a persuasive statement for this new resolution, up to a maximum of 250 words.
5. **Citations -** Citations are required to provide evidence to support each whereas clause and each fact quoted in the persuasive statement. Please provide the hyperlink to the actual webpage or document, not just a footnote without a hyperlink. Put the citation number in parenthesis at the end of the statement and add the numbered list of citations immediately after the resolution. Please do not use the footnote feature. Here is an example:

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1. **Work in progress -** Are any legislators and/or groups or coalitions currently working on this topic?
2. **Is this topic a current or past position of PTA? -** List the WSPTA, other state PTA congress, or National PTA positions, principles, issues or resolutions that align with your proposed new resolution. Cite the position or resolution title and year, if known.
3. **Facts and evidence -** Provide the facts and evidence that lead you to propose this new resolution. Limit your response to no more than 5 pages.

**Amendments to Existing Resolutions:** When you have completed and submitted the online resolution proposal form, email the required Word document to [resolutions@wastatepta.org](mailto:resolutions@wastatepta.org) that includes the required resolution title, whereas clauses, resolved clauses, persuasive statement, citations, and facts and evidence. PDF and other noneditable file types will not be accepted.

1. **Current resolution title and number -** Provide the current title and number of the existing resolution to be amended.
2. **Resolution title amendments -** Indicate your proposed amendments to the current title, if any. The title, as you propose it would read, must be 60 characters or less, including spaces. Use ~~strikethough~~ to note deletions and **bold/underline** to show additions. The title should concisely and accurately describe the amended resolution.
3. **Whereas clause amendments -** Indicate your proposed amendments to the current whereas clauses. Use ~~strikethough~~ to note deletions and **bold/underline** to show additions. Amended resolutions may have up to 10 whereas clauses if necessary. Reminder: whereas clauses fall under the purview of the resolutions committee and shall be edited as needed by the committee. If the proposal moves forward, the proposed changes to the whereas clauses will be shared with voting delegates to provide additional information to inform their vote; they are not amended or voted on by delegates.
4. **Resolved clause amendments -** Indicate your proposed amendments to the current resolved clauses. Use ~~strikethough~~ to note deletions and **bold/underline** to show additions. Amended resolutions may have up to 4 resolved clauses if necessary. Only resolved clauses with proposed amendments will be open for further amendment, debate and voting by delegates.
5. **Persuasive statement -** Provide a persuasive statement for the amendment of this resolution, up to a maximum of 250 words.
6. **Citations -** Citations are required to provide evidence to support each new or amended whereas clause and each fact quoted in the persuasive statement. Please provide the hyperlink to the actual webpage or document, not just a footnote without a hyperlink. Put the citation number in parenthesis at the end of the statement and add the numbered list of citations immediately after the resolution. Please do not use the footnote feature. Here is an example:

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1. **Facts and evidence -** Provide the facts and evidence that lead you to propose to amend this resolution. Limit your response to no more than 5 pages.

**Retiring Existing Resolutions:**When you have completed and submitted the online resolution proposal form, email the required Word document to [resolutions@wastatepta.org](mailto:resolutions@wastatepta.org) that includes the required resolution title, whereas clauses, resolved clauses, persuasive statement, citations, and facts and evidence. PDF and other noneditable file types will not be accepted.

1. **Current resolution title and number -** Provide the current title and number of the existing resolution to be retired.
2. **Persuasive statement -** Provide a persuasive statement for the retirement of this resolution, up to a maximum of 250 words.
3. **Citations -** Citations are required to provide evidence to support each fact quoted in the persuasive statement. Please provide the hyperlink to the actual webpage or document, not just a footnote without a hyperlink. Put the citation number in parenthesis at the end of the statement and add the numbered list of citations immediately after the resolution. Please do not use the footnote feature. Here is an example:

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1. **Facts and evidence -** Provide the facts and evidence that lead you to propose to retire this resolution. Limit your response to no more than 5 pages.