

This template provides a format for a resolution that your local PTA or council can adapt for your use. Simply update:

- Local PTA/PTSA or council name, number and logo
- Document footer
- Resolution title (accurate, clear, descriptive, and concise title limited to 40 characters)
- Year the resolution was adopted and amended if applicable
- Group that adopted the resolution (board of directors or membership) and year adopted (and amended)
- Whereas clauses (state the issue or concern and why the action in the resolved clauses should be taken – should be broad in scope - use clear and concise language with consistent name references and no acronyms - should have verifiable citations or current references, published no more than six years ago, for each whereas clause - if you plan to submit to WSPTA for consideration, there is a 10 whereas clause limit)
- Resolved clauses (action or solution to resolve the issue or concern – should be the strongest part of the resolution - if you plan to submit to WSPTA for consideration, there is a 4 resolved clause limit)

Template Format

Resolution Title

Adopted: 20XX (amended 20XX) by PTA/PTSA name and number membership (or board of directors)

Whereas, this is the part of the resolution that explains the issue or concern; and

Whereas, each resolution should address only one issue or concern that is applicable to the body adopting it (local, district, state); and

Whereas, each of the whereas clauses should address only one fact, idea, or supporting argument related to the issue or concern; and

Whereas, each of the whereas clauses should have verifiable citations or current references, published no more than six years ago.

Therefore, be it

Resolved, that the resolved clauses propose a solution to the issue or concern identified in the whereas clauses; and be it further

Resolved, that each resolved clause should address a separate action to be taken or solution proposed to resolve the issue or concern; and be it further

Resolved, that the resolved clauses should stand by themselves and the action proposed should be clearly understood without having to refer back to the whereas clauses.

You may also check the [Washington State PTA](#) and [National PTA](#) websites for resolution examples.