

RESOLUTIONS

STEP-BY-STEP



Basic steps to adoptions of an Illinois PTA Resolution:

1. Identify the issue

- What is the concern or issue that affect children?
- Is the concern or issue local, state-wide and/or national in scope?
- What action(s) do you want taken?
- Does this issue meet the additional criteria? (see Resolution Criteria)

2. Research the issue

- Check for existing resolutions, positions and laws
- Check websites: Illinois PTA, National PTA and federal, state, county and local governments
- Consult with Illinois PTA Resolutions Committee

3. Draft the resolution

- Develop a concise statement of the issue and initial research
- Create a committee to develop the resolution for presentation to your members – narrative summary
- Consult with your Illinois PTA Resolutions Committee and the Illinois PTA website for resources, forms and guidelines

4. Submit the resolution

- Contact Illinois PTA Resolutions committee chair for guidance
- Send the Resolution to the Illinois PTA Resolutions Committee (see Resolution Submission Checklist)

5. Review/consideration of proposed resolution

- All submitted resolutions are reviewed by the Legislation Policy committee for criteria compliance
- Resolutions not fulfilling criteria are referred back to the submitting unit or council
- Resolutions that fulfill criteria are presented to State Board of Directors

6. Presentation of Resolution at Illinois PTA Convention

- Illinois PTA Resolutions Director will present for adoptions
- Submitting PTA or Council may speak first in support of the resolution
- If adopted by the convention body, the resolution becomes a resolution of the Illinois PTA

For additional information regarding Resolutions, please contact Illinois PTA Resolution Committee at info@illinoispta.org.