



How to Submit a Resolution to the Colorado PTA Convention

Why submit a resolution?

When PTA members would like to take the lead on issues, problems, or situations that are directly affecting the education, health, safety, or welfare of children and youth, a resolution is one tool to bring the issue forward so that PTA can take action.

What is a resolution?

A resolution is a motion brought forward at Convention and voted on by the delegates. It is a formal statement of the opinion, will, or intent of the association.

What form does a resolution take?

A resolution consists of these two parts:

- WHEREAS statements that provide the rationale for the resolution by briefly identifying the problem, advising on the timeliness or urgency of the problem, and giving background information.
- RESOLVED statements that express the requested action(s) or policy change(s) desired and specify who in PTA should take the action(s) or advocate for the policy change(s).

Who may submit a resolution to Colorado PTA?

Resolutions may be submitted by local units, councils, standing committees, or the COPTA Board of Directors.

What criteria must a resolution meet?

- Concern an area of interest to the Colorado PTA.
- Be in harmony with the purposes and policies of PTA.
- Concern a matter that is statewide in scope.
- State a position not previously adopted by PTA.
- Be accompanied by documentation that substantiates each “whereas” statement. Background material must be factual and verifiable and be sufficient to give a person with no previous knowledge of the subject enough information to make an intelligent decision.

Procedure for submitting a resolution

1. Complete the application form and obtain the signature of the president, director, or chairperson.
2. Submit the resolution in proper format (see Submittal Form).
3. Ensure that the Colorado PTA office receives it by November 30.
4. Have a designated Convention delegate prepared to speak to the resolution.

Implementing resolutions

After adoption by Convention delegates, resolutions are reviewed to see what action must be taken by Colorado PTA. They might be referred to a committee or division. The PTA Legislative Committee uses them to take positions on bills. PTA members are encouraged to do their part as indicated in the “resolved” statement(s).

Emergency resolutions

Emergency resolutions may be submitted only if the urgency of the subject matter has arisen after the established deadlines. They must first be reviewed by the Resolutions Committee to ensure that they are in the proper format and meet the basic criteria. They may be brought to the Convention floor by a two-thirds vote of the Convention body. Sufficient copies must be made available for all voting delegates.

NOTE: *If you would like to submit a resolution, please contact office@copta.org and let us know about your intent. The Resolutions Committee will contact you with detailed information and instructions. We recommend that you do this as far in advance of the November 30 deadline as possible.*