

Issue Submission Rules

Who can offer Legislative Issue, Platform and Resolution Proposals?

- Individual PTA members
- Any PTA/PTSA local unit in good standing
- Any PTA/PTSA council in good standing¹
- Any WSPTA committee
- Region Legislative Chairs²

General Rules for Legislative Principles, Platform Issues, and Resolution Proposals

- Any proposed addition or amendment must align with our Vision and Mission and support our body of advocacy. These include WSPTA resolutions, National PTA positions, National PTA resolutions, or National PTA's Federal Policy Agenda.
- Proposals must be knowledge-based and must cite sources where warranted.
- Download and fill out the appropriate submittal form and e-mail the completed package no later than June 1st.³
- Submitters will be given until June 5th to add any further supporting documentation to the legislative packet for consideration. Examples of helpful research include, but are not limited to, articles, talking points, data sheets, and website addresses.
- Be available during the July legislative committee and/or resolutions committee meeting by phone to discuss your proposal, answer questions, or attend in person.⁴

¹ Please note the rules for Unit, Council, and Committee Proposals

² Please note the following restrictions:

Region Legislation Chairs may individually submit issue proposals, however as a best practice, Legislative Committee members should first attempt to encourage other interested members to act as the issue submitter(s) when a new issue is being submitted.

- a. Legislative Committee members shall fully disclose all issues that they have submitted or have requested to be submitted by a surrogate member.
- b. Legislative Committee members may participate in Legislative Committee discussion of the issue(s) that they have submitted.
- c. Legislative Committee members shall recuse themselves from any Legislative Committee vote related to an issue that they have submitted through the open submittal process. The Legislative Director shall consult the affected region's Director to determine if an alternate voting representative should attend the Legislative Committee's review meeting.

³ It may be necessary to develop a proposed short term issue after the open submittal deadline has passed if a new issue emerges. In such cases, the Legislative Committee may develop and recommend a proposed issue provided:

- a. A 2/3 (two thirds) majority vote of the Legislative Committee approves the emergent issue proposal.
- b. The proposed emergent issue is an issue new to the WSPTA.
- c. The proposed emergent issue has been vetted by a region legislative chair in coordination with the WSPTA staff and is brought forward by one or more Legislative Committee members.

The Legislative Committee shall determine an appropriate issue support plan.

Rules for Unit, Council and Committee Proposals

- For all local unit, council and committee proposals, submission must include a copy of the minutes of the meeting where the proposal was offered and passed by the membership.
- In addition, the local unit president, council president, or committee chair must sign the document before sending.

Requirements for Submittal Packets

When submitting a proposal to the WSPTA, please include the following information in your submittal packet. Please use this as your checklist!

1. A **table of contents** including all attachments listed consecutively.
2. A **completed WSPTA Legislative Submission Form**. This must include the text of the resolution, legislative principle, or platform issue as well as the sections that describe the importance of the proposal, supportive documentation, and a short “pro” statement in support.
3. A **reference sheet** in a separate word document attachment containing cited links to articles, studies, State and National PTA positions. There is a citation limit of 50 links. **Note: Citations may be no more than six years old.**
4. If submitted by a local unit, council, or committee please include the **minutes of the meeting** where the vote of support for the position took place.
5. If submitted by a local unit, please also include the **local unit president’s digital signature** in the space provided on the form.
6. All issue submitters must sign the Issue Team Code of Conduct

Suggestions for a Successful Proposal

There are many things that can make or break a proposal; here are some things to consider in your deliberation. (Please note – the below are just suggestions and will not be used to qualify or disqualify a proposed issue.)

- Submitters are encouraged to look at WSPTA’s current issue positions, including our legislative principles, resolutions and the most recent short term legislative platform, for reference purposes.⁵
- Consider the strength of issue alignment with the WSPTA mission.
- Past and or current advocacy efforts on the proposed issue.
- Pending legislative and policy efforts regarding the issue (pending bills, proposed administrative rules, task force studies, coalition proposals, etc.).
- Magnitude of potential impact / benefit on children and/or families statewide.
- Relationship to other issue proposals or current positions held by PTA - does proposal represent a directional change to a current position or compete against other submitted proposals.

⁴ You will be advised of the approximate time your issue will be addressed at the July meeting of the legislative committee. Additional details will be provided prior to the meeting.

⁵ These documents are posted to our website at <http://www.wastatepta.org/leg/position.htm>

- Financial and resource impacts to WSPTA.
- Financial and resource impacts to federal government, state government, school districts, local government, communities, and families.
- Strength of submitter and member support for the issue. (Are member advocates readily available to help develop and move the issue forward?)

Special Suggestions for Resolution Submittal

- Check to see if a similar resolution has been previously adopted by Washington State PTA. A complete list can be found in the advocacy section of the WSPTA website.
- The resolution shall not contain more than 700 words⁶
- Each resolution should have a title for reference.
- When developing your resolution, the first “Whereas” should state how the resolution supports the goals and / or mission of the WSPTA.
- Each subsequent “whereas” should state a reason for the resolution or act as an independent support statement.
- At the close of the “whereas” statements, you will have the section that describes the action or position that you are urging the organization to take. This section always starts with “Therefore, be it resolved that...”
- You are also allowed to amend, retire, or rescind existing resolutions.

⁶ Traditionally, the WSPTA allowed 1 page 10 font 1 inch margins single spaced. This equates to 700 words using the standard Calibri font.