



July 8, 2013

Dear State Association Leaders:

The NAPT Resolutions Committee is seeking your assistance and involvement in identifying issues on which NAPT could and should adopt association positions and policies. We are intent on taking steps to strengthen our already visible presence on key issues with formal, written statements that are adopted by the membership on an annual basis at our Annual Summit.

Such positions and policies become the official statements of the Association on those matters and, as such, are approached with considerable seriousness. For instance, when events occur, the media will always ask NAPT for its position or opinion on a safety or regulatory issue. With formal resolutions on record, our responses are guided directly by those resolutions. In other instances, when there are questions of best practice or industry standards in local budget development or even in legal situations, a formal resolution by NAPT will carry weight and have an influence on the outcome.

The Resolutions Committee will meet in Grand Rapids this fall as part of the Annual Summit and we will take action to recommend one or more resolutions to the membership for their vote at the closing session of the Annual Meeting on Wednesday, October 23rd. To facilitate that process, we are asking you to review the following guidelines and use the attached form to submit ideas for policy resolutions that you believe would be in the best interests of school transportation and the best interests of NAPT to adopt. Please submit your proposed resolutions before close of business on **August 30, 2013**. You may email them to peter@nyapt.org.

Clearly, we cannot take positions on every issue but we will do our best to determine where our voice matters most and has the most positive impact on the school transportation industry and our profession.

We would ask that, as you consider submitting possible resolutions, you keep in mind the above discussion about the importance of such positions and the potential impact they have on practice and policy at the national, state and local levels.

Your support and participation in this effort are greatly appreciated and we look forward to seeing you at the ANNUAL SUMMIT in Grand Rapids, Michigan on October 19-24, 2013!

Regards,
Peter Mannella, Chair
NAPT Resolutions Committee

NAPT RESOLUTIONS PROCESS AND GENERAL GUIDELINES

Choosing the Right Issue

A well-crafted resolution gives NAPT members and staff a clearly stated goal while providing flexibility to advocate for school transportation and school bus safety positions and lobby for a solution that meets member needs. Consider the following when drafting your board's proposed resolution:

- History.** Review current NAPT positions (posted on the NAPT website) to determine whether and in what manner the issue has been previously addressed.
- Relevancy.** Resolutions should be “global” rather than “local.” They should have a national impact or at least be relevant to most school transportation operators in the nation. NAPT is a national-level organization and its positions should represent a broad spectrum of the school transportation community.
- Educationally-focused.** Resolutions should focus specifically on school transportation and directly related matters. In addition, resolutions should have broad implications and should not focus on changes in laws or regulations that merely ease administrative practices.
- Timeliness.** Resolutions should address timely issues school transportation officials and services currently face. This will help enable NAPT to better advocate on particular issues.
- Clarity.** Resolutions should be clear in their stated goal or intent, and their rationale. If the resolution itself is unclear or the rationale is ambiguous, imprecise or fails to convey the resolution's relevance to other member school boards, the resolution may fail.
- Flexibility.** Resolutions should guide advocacy, not prescribe one specific solution. They should be worded broadly enough to provide NAPT with the latitude to apply their intent in order to achieve the resolution's goal. Resolutions are not “draft legislation” but rather proposed positions of the association that will guide fluid legislative negotiations.
- Position.** Resolutions should be carefully drafted to avoid redundancy in, or conflict with, current positions. Existing positions should be repealed rather than contradicted.

Drafting an Effective Resolution or Bylaw Amendment

In drafting a proposed resolution or bylaw amendment, keep in mind the following guidelines:

- Begin your resolution or bylaw amendment with a single “resolved” clause that clearly states the intent and objective of the resolution.
- Deal with only one issue per resolution. **Do not include “whereas” clauses.** If you have more than one issue, submit more than one resolution.
- Word your resolution in broad, general terms, which indicate your goal but leave out specific methods and techniques that prescribe its implementation.
- Keep in mind the “resolved” clause is what delegates will actually vote upon. The “rationale” statement is meant to support the “resolved” clause, which, in essence, is your resolution.
- Make sure the arguments in support of your resolution outweigh the arguments in opposition to it in an objective discussion.

- Submit your resolution on your state association's letterhead. It must be signed by the state association's president, evidencing the broad support of the state association's board or members.
- Designate a contact person, with the power to modify the resolution or bylaw amendment in consultation with the Resolution Committee. Include that person's name and daytime telephone number with the resolution so that we can reach them as needed to clarify or discuss the resolution.
- Submit your resolution or bylaw amendment before the **Thursday, August 30th deadline**. This will allow the Resolutions Committee and the NAPT staff sufficient time to review the language and contact you for clarification as necessary.

National Association for Pupil Transportation

Remember: A resolution should have a Single Resolved clause. It should state a clear and concise position statement. It should deal with timely and broadly relevant issues. It should have national, not regional or local, relevance. It should be broadly worded to allow flexibility in preparing advocacy and action plans. It should focus on a core belief of the Association (e.g., safety). It should be timely and responsive to the political environment and address a matter of broad significance. Finally, it should call on the NAPT to act or cause action to be taken.

NAPT RESOLUTION WORKSHEET

Be it resolved _____

Rationale _____

Signed By: _____ State Association President
_____ State Association
____/____/____ Date

Name of contact person available September 30, 2013 to address any questions/concerns of the Resolution Committee:
Name: _____ Organization: _____

Day Phone: _____ Cell Phone: _____

ACTION BY RESOLUTIONS COMMITTEE:

_____ Resolutions Committee Chair _____/_____/_____

Date

Discussion: _____

FINAL RESOLUTION COPY ATTACHED IF ADOPTED