

HOW TO PREPARE A RESOLUTION

from Start to Finish

How To Submit

- ✓ Send a copy to your Region Chair;
- ✓ Send a copy to the ISBA Office by fax to (208) 854-1480 or by mail to P.O. Box 9797, Boise, Idaho 83707-4797; and
- ✓ Email a copy to Quinn Perry at quinn@idsba.org

If you would like to receive a sample resolution, contact Quinn Perry by email at quinn@idsba.org or (208) 854-1476 or toll free (866) 799-ISBA (4722).

If you have any questions about the procedure for submitting or drafting resolutions, please contact Quinn Perry, Deputy Director: (208) 854-1476 or toll free (866) 799-ISBA (4722).

Do you have a problem or issue at your school district that you want changed? Can this be changed by state law or administrative rule?



If yes, prepare a resolution to be submitted to ISBA. A resolution is a document that explains the problem and what outcome you would like.



Submit the resolution to the ISBA Office no later than July 31, 2024. If you would like advice on writing the resolution or have questions, contact the ISBA Office.



Throughout the month of August, ISBA will review all resolutions and may contact you for clarification.



SUBMIT A RESOLUTION BY JULY 31, 2025

All resolutions are presented to the ISBA Executive Board during its September Board Meeting. There, the Board reviews all resolutions and votes to assign each resolution with a "do pass", "do not pass", or "no recommendation" status.



Some resolutions are passed and some are not passed by the members. Those resolutions that passed become the legislative platform for ISBA staff and lobbyists during the legislative session.



During the ISBA Annual Convention in November, the Business Session provides a chance for members to debate and vote on each resolution.



All resolutions are sent to ISBA membership via email and posted on the ISBA website. Boards should review each of the resolutions and discuss the pros and cons of the resolutions. Boards should choose a position to take on each resolution.



During the legislative session, ISBA staff request legislators help "carry" the legislation (resolutions) and present them.



If the legislation (resolution) passes the House and Senate then it goes to the Governor to be signed into law.



This is how your resolution can ultimately become law and help your school district or charter school and many others in the State.

FINISH

Resolution Checklist Include these elements:

- ✓ District / Charter name; ISBA Region number; mailing address; subject and presenter.
- ✓ At least one reasoning statement starting with "Whereas".
- ✓ A complete statement of purpose
- ✓ Conclude with a summarizing statement beginning with "Now, therefore be it resolved..."