From time to time, PTA members, including PTA board members, may request that the PTA board or
general membership consider an issue or opportunity, whether it be of a practical or policy nature. The
purpose of this protocol is (1) to clarify how PTA members raise topics for consideration by the board or
general membership, and (2) to provide guidance for the board to transparently and thoughtfully
consider such requests.

Nothing in this protocol prevents a PTA member or board member from raising issues and opportunities
in other forums or manners already contemplated and allowed by the PTA’s Standing Rules (e.g., a
board member raising new business at a board meeting).

**Process**
Per the PTA’s Standing Rules (¶¶ 26 & 29), the PTA President(s) sets the agenda for all board and
general meetings. Members may request to include an issue or opportunity on an agenda by emailing the
PTA President(s) and providing the information described in the Decision Making Matrix below.

The PTA President(s) will forward the request to, and consult with, the Executive Committee regarding
whether the issue or opportunity warrants and is appropriate for consideration by the board or general
membership, consistent with the Decision Making Metric below. Based on that consultation, the PTA
President(s) will either: (a) include the requested subject on the agenda for the next board or general
meeting, as appropriate, (b) request more information and/or research from the requestor, or (c)
communicate to the requesting PTA member the reason(s) that the request will not be considered
further. The Executive Committee will be copied on that communication.

Further action, beyond informational sharing at meetings, that is requested of (or deemed appropriate
by) the PTA, will be addressed on a case-by-case basis. Such actions may include, but are not limited to:
signing a resolution after a PTA general membership vote, endorsing an advocacy initiative, or
providing support. Consideration for actions will be based upon, but not limited to, the following:

- Washington State PTSA Mission that the PTA is:
  - A powerful voice for children,
  - A relevant resource for families, schools and communities, and
  - An advocate for the well-being and education of all children.

- The Whittier PTA Mission: “To support and enhance the Whittier model of academic excellence,
  community and respect, so that all Whittier students can become lifelong learners and responsible
citizens.”
• The resources available:
  
  ➢ PTA member advocates willing and able to provide support or take action as directed by the PTA.

The Evaluation Questions and Evaluation Tools in the Decision Making Metric below provide considerations the PTA will take into account in deciding what, if anything, to do in response to a request.

**Decision Making Metric**
The following metric provides guidance on how PTA members may submit requests to the PTA, and how the PTA will consider those requests:

1. Concerned parents are asked to answer the Evaluation Questions (column 1) in order to bring issues or opportunities to the PTA;
2. The PTA will use Evaluation Tools (column 2) to assess each issue or opportunity and determine whether to take the requested action or an alternative action.

<table>
<thead>
<tr>
<th>Evaluation Questions</th>
<th>Evaluation Tools</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the issue or opportunity? Please describe the scope of the issue or opportunity and who is impacted. Provide any history and describe where we are now.</td>
<td>Is this issue or opportunity one that either (a) impacts a broad group of children at or beyond Whittier, or (b) impacts a small number of children seriously and disproportionately? Does the requestor provide supporting information, if appropriate, regarding the issue or opportunity?</td>
<td></td>
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<tr>
<td>Describe how this issue or opportunity falls within the scope of the mission statements above.</td>
<td>Evaluate the issue or opportunity relative to the WSPTSA mission or the Whittier PTA mission.</td>
<td></td>
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<tr>
<td>In what other forums have you raised or considered raising this issue or opportunity?</td>
<td>Is the PTA the appropriate arena to address this issue or opportunity, or should it go to the school administration, BLT, SPS school board, etc.?</td>
<td></td>
</tr>
<tr>
<td>Do you have a suggestion for how this issue or opportunity should be addressed?</td>
<td>Is the PTA able to assist with the requested solution (e.g., raising awareness,</td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Response</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Who else is working on this issue or opportunity? Is there community support?</td>
<td>Would the PTA be taking this on alone, or are there potential collaborators and/or concerned community members at Whittier and/or beyond?</td>
<td></td>
</tr>
<tr>
<td>What are the counter-arguments to your suggestion for how to address this issue or opportunity, if any?</td>
<td>Are the known counter-arguments persuasive? Are there members of the Whittier PTA community who are opposed to this suggestion on reasonable grounds and, if so, does that weigh against taking action?</td>
<td></td>
</tr>
<tr>
<td>Are you willing to take a lead role regarding this concern and/or action?</td>
<td>Does the requestor identify sufficient support for undertaking the requested action? Does the PTA have capacity to take on the actions requested or some alternative actions in support of the request?</td>
<td></td>
</tr>
</tbody>
</table>