



Resolution Process (revised October, 2010)

Overview:

The resolutions process is an essential part of the larger democratic process which governs the Canadian Agricultural Safety Association. It is designed to allow for input into the policy development by members, CASA Council and the Board of Directors in order to maintain the grassroots system for policy development or call for formal action on or support of a specific issue or concern.

Format:

Resolutions **must:**

- Be clear and concise.
- Deal with only one subject so as not to cloud or confuse the proposal being considered.
- Be comprised of two parts – the Body and the Proposal
 - The Body describes the circumstances in a clear, concise and factual manner to establish the needed action on the proposal. The descriptive part of the resolution should begin with “**WHEREAS**” and should describe the problem.
 - The Proposal defines the action required. Furthermore, it may also describe how and when the action is to be completed and who is to be involved. The proposal is the only part of the resolution that is read and is subject to debate once it is put before a meeting and must stand alone. The proposal should begin with “**THEREFORE BE IT RESOLVED THAT...**”
- Be accompanied by a one-page (max) memo explaining: background status; actions taken locally; local and national importance.

Resolutions **must not:**

- Be a forum for airing personal grievances.
- Deal with persons or personalities.
- Address issues better dealt with at a local (ie provincial or regional) level.

- Be used to counter resolutions previously adopted by the AGM or Board of Directors (the process for redressing or rescinding adopted resolutions is outlined in *Robert's Rules of Order*).

Submission Process:

- Resolutions must be received in the CASA office a minimum of three weeks prior to the first day of a Semi- or Annual General Meeting.
- Resolutions must be sent to the attention of the Executive Director (Marcel Hacault).

Review Process:

Resolutions are reviewed initially by the Resolution Coordinator (CASA Executive Director) for minor editing and reference to appropriate committee.

- 10 days prior to an AGM or Semi-Annual – all resolutions and supporting documentation are reviewed by the CASA Resolution Committee – to be comprised of no more than three members of the Board of Directors to be named ad hoc.
- The Resolutions Committee may redraft and/or consolidate resolutions received to enhance their understandability and facilitate consideration at the annual meeting. To facilitate this process, the Committee may meet during the AGM or Semi as well as when the resolutions are received.
- All resolutions along with the accompanying one-page background information will be included in the member kits.

Adoption Process:

- Each resolution must have a mover and a seconder.
- Only the 'Be it Resolved' will be read and debated.
- Only CASA members will be entitled to move, second and vote on resolutions.
- All members moving and/or speaking to resolutions will identify themselves to the Chair.
- The remarks of speakers to resolutions will be limited to 5 minutes.
- The mover or seconder of any resolution, speaking for a second time, will close debate.
- Members of the Resolutions Committee will be allowed to move to the floor to speak on resolutions.
- Resolutions will be adopted only by a majority vote of members.