

**BRD-2017-06-3: AAMDC Resolution Process**  
**Date Approved: June 15, 2017**

**Next Review Date: June 2019**

**Purpose:** The purpose of this policy is to formalize the parameters involved for the resolution process used by the AAMDC. It includes aspects of the resolution process including oversight, guidelines, resolution types, writing and submission guidelines, the resolution session and the handling of endorsed resolutions.

**Policy Statement:** As a method of deriving member direction, the resolution process is fundamental to informing the AAMDC's advocacy priorities. As such, this policy formalizes all aspects of the resolution process to provide clarity and consistency.

#### **A. Resolution Oversight**

1. The board shall establish a Resolutions Committee that comprises the five district chairs, or appointed designates, and is chaired by a board representative. The AAMDC Vice President shall be offered first right of refusal to chair the Resolutions Committee. Should the Vice President choose not to chair the resolution committee, another board member will be appointed by the President. The board representative is determined at the AAMDC board organizational meeting.
2. Each district shall appoint a committee member and an alternate and notify the AAMDC of appointments on an annual basis. Districts may amend committee members as needed when extraordinary circumstances arise.
3. The AAMDC will provide annual training on the resolutions policy for all committee members.
4. A parliamentarian shall be engaged to support the chair during the Resolutions Session. The parliamentarian shall be appointed by the AAMDC Board of Directors or the Resolutions Committee on an annual basis.
5. The Resolutions Committee shall have power to rank the resolutions per their relative importance thus determining the order paper.
6. The AAMDC and/or Resolutions Committee may, in consultation with the sponsoring municipality(ies):
  - a. Amend the grammar, wording or format of the resolution provided it does not change the intent,
  - b. Provide comments on each resolution with regards to its background,
  - c. Consolidate resolutions of similar intent or subject matter and notify sponsoring municipalities of the consolidation,
  - d. Inform the sponsoring municipality(ies) where the resolution will materially change or contradict a current AAMDC position,

- e. Notify the sponsoring municipality(ies) of any deficiencies in meeting the guidelines of resolutions as outlined in this policy, and
- f. Refer district-endorsed or individual resolutions that duplicate the requests made in an active resolution(s) either directly or indirectly back to the resolution sponsor.

## **B. Resolution Writing Guidelines**

1. Resolutions must include a title, preamble (whereas), operative clause (therefore be it resolved) and member background and shall be in the form:

WHEREAS ...; and

WHEREAS ...;

THEREFORE, BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties...

Member Background

2. Resolutions must address a topic of concern that is relevant to municipalities on a provincial or federal basis.
3. The title must provide a clear indication of the resolution's intent.
4. The preamble must provide clear, brief, factual context for the operative clause.
5. The operative clause must clearly set out what the resolution is meant to achieve and indicate a proposal for action. The wording should be straightforward and brief so that the intent of the resolution is clear. Resolutions requesting legislative changes must clearly identify the legislation that the resolution is directing changes to.
6. Resolutions must be accompanied by background information outlining the following where appropriate:
  - a. The history of the issue,
  - b. Issue impacts, noting the provincial and/or federal impacts of the issue, where applicable,
  - c. Past or current advocacy efforts by the AAMDC or other organizations,
  - d. Recent incidents or developments,
  - e. Specific legislation linkages, and
  - f. Other stakeholders with a vested interest.

## **C. Resolution Submission Guidelines**

1. Resolutions may be submitted for consideration at the convention by:
  - a. A group of full members (AAMDC districts, see section D.1)
  - b. A full member (individual municipality, see section D.2)
  - c. The Board of Directors (see section D.3)
2. Resolutions must be approved by a motion of the council(s) of the sponsoring municipality(ies) or by the AAMDC Board of Directors, in the event of board-endorsed resolutions.

3. Resolutions must be received by the AAMDC at least four (4) weeks prior to each convention.
4. Resolutions and supporting member background must be submitted electronically in Microsoft Word by the resolutions deadline.

#### **D. Resolution Types**

1. District-endorsed resolutions are those submitted by a full member or group of full members through their respective district-approved process, provided it receives endorsement at a duly constituted district meeting.
2. Individual resolutions are those submitted by a full member or group of full members directly to the AAMDC.
3. Board-endorsed resolutions are those submitted by the AAMDC Board of Directors. These resolutions may be brought forward to allow membership endorsement on a formal plan or report, or to address an issue the board deems pertinent. Board-endorsed resolutions shall follow the same timelines and process as district-endorsed or individual resolutions.

#### **E. Emergent Resolutions**

1. Resolutions submitted after the resolution deadline assigned for each AAMDC convention will be forwarded to the Resolutions Committee for consideration as emergent resolutions.
2. An emergent resolution is defined as one submitted to the AAMDC after the resolution deadline that deals with an issue, legislative, or policy change that has arisen after the resolution deadline, and needs to be addressed prior to the next AAMDC convention. Justification explaining why a resolution is emergent must be clearly stated upon submission.
3. Any resolution not meeting the definition of being an emergent resolution will not be accepted by the Resolutions Committee. The Resolutions Committee Chair or designate will inform the resolution sponsor(s) of the decision of the Resolutions Committee.
4. Resolutions accepted by the Resolutions Committee as emergent in nature will be added to the order paper at the start of the resolutions session. Acceptance of the order paper, including the additions of emergent resolutions, will be voted on using a simple majority.
5. The sponsoring municipality(ies) must provide and distribute adequate copies of the emergent resolution to all full members in attendance at convention prior to the start of the resolutions session. Convention registration numbers will be shared with the resolution sponsor to advise of the number of emergent resolution copies required.

#### **F. Resolutions Session**

1. For the purposes of the resolutions session only, quorum shall be defined as representation of 50% plus one of the AAMDC full member municipalities who are eligible to vote. Quorum will be counted at the start of each resolutions session.

2. Only elected officials of full members are eligible to vote on resolutions and can only cast their individual vote on each resolution. Elected officials will be issued one voting device, and shall only use one voting device during the resolutions session.
3. Voting may be by electronic means or by show of voting credentials as determined by the AAMDC.
4. Only elected officials of full members shall be allowed to speak during the resolutions session. Associate members, member administrative staff and guests may be permitted to speak upon recognition by the chair and consent of majority of the voting members. They may not move or second a resolution, or vote. Those speaking during the resolutions session must clearly state their name, position and jurisdiction.
5. The resolution session shall be carried out per Robert's Rules of Order, except where those rules may be in conflict with the bylaws and policies of the AAMDC.
6. The resolution session shall include the acceptance of the order paper and the consideration of resolutions.
7. If any emergent resolutions are to be presented, they will be incorporated into the order paper, which will be voted on at the start of the resolutions session.
8. Voting requirements to pass resolutions are as follows:
  - a. Where legislative changes are requested, a three-fifths (3/5) majority shall be required. Resolutions requesting legislative changes must clearly state what legislative amendments are being requested.
  - b. Where no legislative changes are being requested, a simple majority vote shall be required.
  - c. Motion to accept the Order Paper identifies the majority status required for the vote for each resolution.
9. If the voting requirement assigned to a resolution is to be disputed, an elected official from an AAMDC full member municipality is to notify the Resolutions Chair or a Resolutions Committee member in advance of the resolutions session. Voting requirement amendments may be presented at the introduction of the order paper by the Resolutions Chair prior to the introduction of resolutions.
10. A sponsoring municipality may declare its intent to withdraw a proposed resolution when the resolution is introduced. Before making a motion, the sponsor shall request to withdraw the resolution. Pending no opposition from the floor, the session chair shall declare the resolution withdrawn and no further debate or comments will be allowed.
11. The title, sponsor(s), resolution type and operative clause shall be read aloud by a resolutions committee members to introduce the resolution at the during the session.
12. Each resolution requires a mover and a seconder and will be allowed up to five (5) minutes combined to present the resolution.
13. A member of the AAMDC Board of Directors shall be permitted to speak, to provide clarity on a resolution intent as presented, that may be impacted by AAMDC advocacy efforts.

14. Following the initial speaker(s), the chair will then call for members requesting clarification, amendments or speaking in opposition to the resolution. The speaker will have a two (2) minute time limit. If no one rises to speak in opposition to a proposed resolution, the question will be immediately called.
15. Once a member has spoken in opposition of the resolution, debate will continue with each speaker having a two (2) minute time limit. When debate ends, the chair will allow the mover and seconder two (2) minutes total to present final comments.
16. Deferral of resolutions back to the sponsor, or tabling a resolution until a future convention will not be permitted. All resolutions included in the order paper will be voted on during the resolutions session in which they are introduced.
17. If the resolutions session runs short of time, the Chair has the authority to recess the session until a later time within the same convention to accommodate the presentation, debate and voting on remaining resolutions.

#### **G. Amendments**

1. Friendly amendments are those that are so simple or uniformly acceptable that they can be adopted by unanimous consent during debate. This eliminates the necessity for formal amendment including seconding, debate, voting and incorporation back into the main motion.
2. Friendly amendments must be agreed to by the mover of the main motion and there must be no objection from voting delegates to the amendment being made on a friendly basis.
3. Each amendment (except friendly amendments) requires a mover and a seconder. The spokesperson(s) for the amendment will be allowed two (2) minutes combined to present the amendment.
4. Amendments (except friendly amendments) will be accepted when duly moved and seconded. Submission of amendments to the chair or AAMDC designated staff in writing in advance of the start of the resolutions session is encouraged, unless an amendment to the amendment has been brought to the floor as outlined in section G.4 of this Policy.
5. Discussion of amendments follows the same guidelines and timeframes as outlined for resolution debate.
6. Only one amendment will be accepted at a time, and only one amendment to the amendment is permitted at a time.
7. A simple majority vote is required to pass all amendments.

#### **H. Endorsed Resolutions**

1. Resolutions passed by the voting delegates shall not be amended or modified.

2. Endorsed resolutions informs the advocacy efforts of the AAMDC. As such, relevant government ministries and other organizations are sent the relevant resolutions and asked to provide responses.
3. Concurrently, the AAMDC incorporates the positions outlined in the endorsed resolutions into the organization's advocacy strategy.
4. Resolutions that receive the endorsement of the voting delegates shall be effective for three (3) years.
5. The AAMDC disseminates advocacy responses and updates on a regular basis formally through the Advocacy Report biannually, and in various meetings and speaking opportunities directly with AAMDC members. The AAMDC's resolution database is publicly accessible on the AAMDC website.
6. Twice yearly, typically following each convention, the AAMDC will advise members of what resolutions are expiring.
7. Expired resolutions may be renewed by following the regular resolution procedure of bringing resolutions forward as outlined in section C.