



Resolutions Committee Terms of Reference

Purpose:

The Resolutions Committee is responsible for ensuring that the tasks relating to resolutions submitted by the membership for consideration at the Annual General Meeting are completed within the required time frames and that notice of resolutions is communicated to the membership according to CCOC bylaws.

Composition:

The President, the Vice-President, the Secretary, the Treasurer, and the Executive Director shall form the committee. The Chair of the Committee will be appointed by the Committee members. Quorum for the Committee will be the President or Vice-President, Executive Director, and one other member of the committee.

Meeting:

The committee will meet no later than sixty (60) days prior to the Annual General Meeting and then as required until the completion of the resolutions process at the Annual General Meeting.

Submission of Resolutions:

Resolutions may be submitted at any time during the year. A call for resolutions will be made once every year in the *NewsNotes* including at least one hundred and twenty (120) days prior to the Annual General Meeting. Proposed resolutions must be received by the Committee no later than sixty (60) days prior to the Annual General meeting in order to be considered at that Annual General Meeting. All proposed resolutions must be in writing and include the name of the mover.

Duties and Process (Prior to the Annual General Meeting):

- The committee will compile a list of proposed resolutions from the membership for the Annual General Meeting and classify them as a) Bylaw Changes or b) General Resolutions.
- The committee will review the Bylaws, the CCOC Mission and Values, and/or other policy documents to ensure that the proposed resolution does not duplicate any policies of CCOC/CCHC and does not contravene the Mission and Values Statement.
- Proposed resolutions which duplicate current policy, or which contravene the Mission and Values Statement, will not be considered.
- The committee will forward the resolutions package to the Board of Directors with its recommendations (support, non-support, or proposed amendments) and the reason for the recommendation. Recommendations shall include an overview of the potential financial, corporate or operations impacts to the corporation.
- The Board of Directors will indicate whether it supports the resolution and the recommendation put forward by the Committee. One member of the Resolutions Committee will be appointed to explain this decision to the member who put forward the resolution so they may understand the decision.
- The committee will ensure that notice of proposed resolutions along with the Board's recommendation is sent out with the notice of the Annual General Meeting and that there is an agenda item dealing with resolutions.

Duties and Process (At the Annual General Meeting):

- The Chair of the committee or a delegate will present the resolutions and state the recommendations of the Board, including any amendments to the proposed resolution, and the reasons for that recommendation.
- Once the resolution has been presented, the member who submitted the resolution shall be given the first opportunity to speak.
- Voting will be on the resolution and not on the Board's recommendation, except for proposed amendments.

Emergency Resolution:

Emergency Resolutions deal with urgent issues and matter which must be dealt with immediately and for which notice cannot be given. Such resolutions may only be placed before the membership by the Board of Directors. However, any member may contact the Board prior to the Annual General Meeting to request that an item be considered as an Emergency Resolution at the Board's discretion.

The chair of the committee or a delegate will present Emergency Resolutions at the Annual General Meeting and state any recommendations of the Board, and the reasons for that recommendation.

Resolutions Not Considered at the Annual General Meeting:

Resolutions which were not considered at the Annual General Meeting either because they:

- a) were received after the submission deadline, or
- b) were submitted to the Board as, but not considered to be, Emergency Resolutions,

will be forwarded to the incoming Board of Directors for consideration.