

HOW TO SUBMIT RESOLUTIONS FOR THE 2023 AMM

FOR ASSISTANCE

This document, available on the [AMM webpage](#), provides guidelines and a sample resolution that chapters and members may refer to when planning their resolutions. In addition, the Resolutions Committee chairperson, Joey Hartman, is available to assist you at joeyhartman@shaw.ca, or Director of Organizing, Angela Giles, at agiles@canadians.org.

WHO CAN SUBMIT RESOLUTIONS

Resolutions may be submitted by the Board of Directors, a Council chapter, or by a minimum of three Council members in good standing¹.

FORMAT, LENGTH AND NUMBER OF RESOLUTIONS

Resolutions should provide a brief background on why the issue is important, in the form of two or three optional “whereas” information clauses. At the end, use “therefore be it resolved” to propose a policy, position or action. **Note that only these “therefore be it resolved” statements will go into the official record.**

WHEREAS...(= because; i.e. background/info)....; and

WHEREAS...(more because)....; and

WHEREAS (more because).....,

THEREFORE BE IT RESOLVED that.....(the actual resolution and direction); and

BE IT FURTHER RESOLVED that (If there is more than one element).

Please decide your priorities and submit a maximum of two resolutions, with a length of up to 300 words each, including the WHEREAS parts.

CONTENT

Resolutions should relate, but are not limited, to one of the key areas outlined in the Council of Canadians' [strategic plan](#). These include:

- clean water
- fair trade
- strengthened public health care - Pharmacare and Long-Term Care in particular
- climate justice
- challenging corporate power
- strengthening our democracy
- protecting the commons – ecological, social and cultural resources shared by all – from privatization and abuse.
- social, economic and environmental justice



CATEGORY GROUPS

The resolutions committee will group resolutions into four categories, as described below. We invite resolution submitters to keep these categories in mind when planning your resolution. The committee may also provide information such as approximate cost and resources that would be required to support the resolution, if approved.

CATEGORIES

1) Policy

- **Purpose:** To confirm or create a policy position statement.
- **How they're used:** These statements support our policy and campaign work. They will inform decisions for signing on to letters when requested or drafting our own letters. They will inform any future relevant campaigning.
- **Deadline for action:** Posted within 2 months of the AMM.
- **Resources & staff time required:** Minimal - mostly staff time to post.

2) Action

- **Purpose:** To commit the Council to intervene in a political process before the next AMM. These resolutions speak to issues that are timely and deserve input from the Council but are not core campaigns. They may be accomplished by anything from one action to a smaller number of actions, over a defined period of up to four months.
- **How they're used:** Examples include drafting and sending a petition, sign-on letter, online action, hosting a webinar or speakers' event, creating a public education resource, etc.
- **Deadline for action:** A meeting with submitters within 2 months after the AMM to discuss a work plan, and then implemented before the following AMM.
- **Resources & staff time required:** Minimal to moderate, but with some changes to the operational plan.



3) Campaign

- **Purpose:** To mobilize Council staff, chapters and members toward a strong political goal over a longer period of time. This may include a new campaign under one of the Council's stated areas of concerns or suggesting a new area. Fulfilling these resolutions requires substantive resources and, therefore, requires substantive planning and deliberation with attention to the full organization's strategic and operational plans.
- **What it is:** To commit the Council to considering a campaign that will entail the use of its resources and focus its staff and chapters on a specific issue.
- **How they're used:** Campaign suggestions will be considered as part of the next scheduled strategic and operational planning processes.
- **Deadline for action:** Initial conversation with drafters and impacted staff within two months of the AMM to initiate a strategy process, and to clarify goals and outcomes.
- **Resources & staff time required:** Substantive. There may be more than one staff person assigned to lead the project, over a year or more, with a full budget.

4) Bylaws and governance

- **Purpose:** To change the Council's governance policies or practices by amending existing bylaws or introducing new bylaws.
- **What it is:** These address areas of the Council's Constitution and Bylaws.
- **How they're used:** Direct the Council board and staff on governance matters.
- **Deadline for action:** Come into force immediately, unless a later date is specified.
- **Resources and staff time required:** Variable, depending on the recommended change.
- **Requirements:** Must be in line with relevant Canadian law(s) and ensure strong organizational practice and policy.

HOW TO SUBMIT

There are 2 ways to submit:

1. Use the [online resolution submission form here](#).
2. Email to amm@canadians.org.



DEADLINE

Resolutions must be received by **Friday, April 28, at 9:00 a.m. PT.** Please include an email address and phone number of one contact person for each resolution.

NEXT STEPS

Resolutions received by the deadline will be reviewed by the resolutions committee, who will:

1. Confirm that requirements have been met
2. If necessary, consult with the submitter for clarification etc.
3. Combine identical or similar resolutions into composites, with agreement of the submitters
4. Group into one of the four categories (Policy, Action, Campaign, Bylaw)
5. Determine approximate cost and resource/staffing needs if approved
6. Circulate to all Council members as part of the AMM package

ADVANCE CIRCULATION OF RESOLUTIONS

Resolutions, along with information about approximate cost and resource/staffing needs, will be circulated to Council members by **May 17, 2022.**

TOWN HALL

A resolutions town hall will take place via zoom **Saturday, June 3, 2023** (details to follow) to obtain clarification and ask questions. Debate and amendments need to wait for the actual AMM.

RANKING

After the Town Hall, Council members will be invited to participate in a ranking process online. The resolutions in each category will then be brought forward in priority order during the AMM. This ranking vote will take place from **June 7-13, 2023.** You will automatically receive a ballot by email.

EMERGENCY RESOLUTIONS

Emergency resolutions are only accepted on issues related to the Council's mandate that could not have been anticipated before the **April 28** deadline. An explanation as to why this should be considered as an emergency matter must be included with the resolution. The final deadline to receive such resolutions **is on Friday, June 16, 2023, at 11:59 p.m. PT.**

OUTSTANDING RESOLUTIONS

Any resolutions that are not voted on during the AMM will be referred to the Board of Directors.

