

## **Procedures for Resolutions**

### **Introduction**

Resolutions provide mechanisms for the TCYHA to express its views and try, collectively to influence local, provincial, national and world issues relating its four (4) provinces. The resolutions process gives members the opportunity to directly influence the direction of TCYHA policy and advocacy work, for the development, maintenance and enhancement of the Yellowhead Highway Corridor and promotion of its benefits and assets to industry, tourists, governments and communities as it is vital to Canada's national transportation system and national unity.

Resolutions may be submitted by any TCYHA member in good standing, following the procedures described in **section 1** below. Resolutions must be drafted in accordance with the guidelines described in **section 3**. The resolutions session at the Annual Conference, called to order by TCYHA President and chaired by the Resolutions Committee Chair, is governed by the procedures found in **section 4**.

### **1. General Procedures**

- 1.1 Resolutions will be considered by the Committee Chair well before the annual meeting of the TCYHA each year in April-May **section 2**.
- 1.2 The deadline for submission of resolutions to Board Meetings or the Annual Conference is posted on The TCYHA website.
- 1.3 Resolutions received after a deadline will only be determined by the Resolutions Committee, at a regularly scheduled meeting, to be of an emergency nature; otherwise, these resolutions will be held for action for the next Board meeting.
- 1.4 The Resolutions Committee will refer to, but will not be limited to, the following criteria to determine whether a late resolution should be considered an emergency:
  - 1.4.1 The resolution addresses an issue that imposes a significant, immediate and direct impact on safety issues.
  - 1.4.2 The issue can be resolved in the near term through an open federal or provincial decision-making window (i.e. legislative review underway; pre-budget; etc) that will close before the resolution could be considered as part of next deadline period.
- 1.5 Resolutions Committee will determine if a submitted resolution meets TCYHA's Procedures for Resolutions and mandate, will contact the resolution's sponsor for any further information.

- 1.6 Resolutions Committee members may revise a resolution if needed and only in consultation with the proposer, although the intent of the resolution shall remain the same.
- 1.7 TCYHA will not entertain resolutions which involve disputes between or among the four (4) provinces membership.
- 1.8 Resolutions deemed appropriate and ready for further consideration will be vetted with the President of the TCYHA. Upon approval, resolutions will be circulated to the TCYHA membership via email at least 4 weeks before the Annual Meeting so that members have time to consider the resolution and provide considered feedback to the Committee Chair.
- 1.9 Comments will be compiled by the Chair of the Committee and integrated as appropriate in consultation with Committee members and the proposer.
- 1.10 Resolutions will then be presented to the TCYHA Directors at the 1<sup>st</sup> Board Meeting, and to the Society membership at the 1<sup>st</sup> Member's Meeting.
- 1.11 At some point between the 1<sup>st</sup> and 2<sup>nd</sup> Members Meetings, the Resolution Committee will hold an open meeting to discuss and make amendments to proposed resolutions. If deemed ready for voting by the Association, the proposed resolutions will be voted on by the TCYHA membership in the 2<sup>nd</sup> Membership Meeting.
- 1.12 Approved resolutions will be published in the Agenda of the Annual General Meeting and otherwise disseminated as appropriate.
- 1.13 The Chair of Resolutions Committee is responsible for providing a copy of approved resolutions to the Journal Editor by the end of September following the annual meeting.

## **2. Procedures for Resolutions Submission**

- 2.1 To allow for sufficient time for development of proposed resolutions, these should be submitted to the Chair of the Resolutions Committee **no later than 31st March** of the year the resolution is to be considered.
- 2.2 Last-minute submissions may merit consideration, but the Committee needs time to consider the issues and proposed action, to discuss and debate, and to ask questions if necessary.
- 2.3 A submission should provide a statement to clarify the relevance of the proposal to the TCYHA and a list of potential recipients for any resulting resolution, including a statement to clarify the relevance of each recipient.
- 2.4 Persons submitting proposals should recognize that resolutions generally are considered only at the Annual General Meeting (April-May). Items which are time-sensitive may not be suitable for consideration by this Committee.

- 2.5 Resolutions submitted after the regular deadline as an **emergency**, must be received a minimum of **Fourteen days** prior of the **first day of the conference**, to allow sufficient time for analysis and subsequent consideration by the Resolutions Committee.
- 2.6 Persons considering submission of a proposal are urged to contact the Chair of Resolutions Committee well in advance for guidance.
- 2.7 One option that might be relevant for time-sensitive issues is requesting a Presidential (Executive) position letter drafted by a specific TCYHA Committee(s).
- 2.8 Persons submitting proposals must provide background information. This information should not preclude consideration of the item, but it informs the membership of any said aspects associated with the proposal as they are asked to vote on the issue.

### **3. Guidelines for Drafting Resolutions**

- 3.1 All members are urged to observe the following format when preparing Resolutions for submission to Resolutions Committee:
  - a) The TITLE should be short and refer to the key intent of the resolution;
  - b) The DESCRIPTIVE CLAUSES (**WHEREAS...**) should clearly and briefly set out the reasons for a resolution. If the sponsor believes that the rationale cannot be explained in a few preliminary clauses, the problem should be stated more fully in supporting documentation.
  - c) The OPERATIVE CLAUSE (**RESOLVED** That...) must clearly set out the intent of a resolution and state a specific proposal for any action which the sponsor wishes TCYHA to take (i.e. **RESOLVED** That TCYHA urge/endorse/petition/write...). The wording should be clear and brief. Generalization should be avoided.
- 3.2 Background information should be submitted with resolutions. When a resolution is not self-explanatory and when adequate information is not attached, Resolutions Committee may return a resolution to the sponsor with a request for additional information or clarification before it is further considered.
- 3.3 Further information on drafting resolutions **refer to** Resolution and Letters of Support Worksheet.
- 3.4 All resolutions must be submitted electronically, by e-mail, to [admin@yellowheadit.com](mailto:admin@yellowheadit.com). Resolutions text are preferred sent in document format that allows for cutting and pasting into a new file.

#### **4. Procedures for the Resolutions Session at the Annual Conference**

- 4.1 The sponsoring member or designate must have a representative present at AGM to speak before the Membership.
- 4.2 The sponsoring member or designate may declare its intent to withdraw a proposed resolution when the resolution is introduced. In this event, the Committee Chair shall declare the resolution withdrawn and no further debate or comments will be allowed.
- 4.3 A representative from the sponsoring membership will be given the first opportunity to speak.
- 4.4 All speakers must identify themselves and must confine their remarks to maximum of two minutes.
- 4.5 No member will be permitted to speak more than once on any resolution until other members wishing to speak have been heard.
- 4.6 Amendments to a resolution should be submitted in written form to the Chair of the Resolutions to ensure the wording is reflected in the official record.
- 4.7 Discussion procedures for an amendment shall be the same as for a resolution.
- 4.8 Motions to refer a resolution will be in order at any time. Debate on a motion to refer must be confined to the merits of the referral motion.
- 4.9 At close of debate, a vote will be called.