



## POLICY NO. 4020

### Resolutions Policy

#### Introduction

This policy replaces all previous BCCPAC Resolutions Policies and governs all resolutions for the BCCPAC Annual General Meetings (“AGM”).

#### A. Guiding Principles

1. Resolutions passed at an Annual General Meeting are the basis for the operations and advocacy work of BCCPAC.
2. Qualified Proposers have the right to submit resolutions at any time, including at the Annual General Meeting.
3. Resolutions submitted by a Qualified Proposer are property of the author(s) until they are accepted for debate at an Annual General Meeting.
4. Any amendments to this policy require the approval of the members by Ordinary Resolution at an Annual General Meeting.
5. The Resolutions Committee exists to ensure that proposed resolutions are lawful and that the proposers are assisted to develop effective resolutions.
6. Members have a responsibility to ensure that they are prepared to engage in an informed debate and vote on resolutions at each Annual General Meeting.

#### B. Purpose and Types of Resolutions

1. *Ordinary Resolution* has the same meaning as in the Society Act (BCCPAC Bylaws 1.01(a)(vi)) and includes a resolution that:
  - a. advocates action that affects BC’s public education system; or
  - b. gives direction to the BCCPAC Board of Directors.
2. *Special Resolution* has the same meaning as in the Society Act (BCCPAC Bylaws 1.01(a)(xi)) and includes a resolution that:
  - a. provides for the amendment of BCCPAC’s Constitution or Bylaws (BCCPAC Bylaws 9.02);
  - b. calls for the removal of a BCCPAC director (BCCPAC Bylaws 5.22);
  - c. seeks authorization for the BCCPAC Board to issue debentures (BCCPAC Bylaws 8.05); or
  - d. seeks to restrict the borrowing powers of the Board until the next AGM (BCCPAC Bylaws 8.07)

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#### **C. Qualified Proposer**

1. A Regular Member in good standing who has the right to vote at the AGM (BCCPAC Bylaws 2.03(a); 2.10; 4.09(a)).
2. The Board as a whole.

#### **D. Qualified Resolution**

1. To qualify for consideration, a resolution must not:
  - a. contravene any law; or
  - b. be frivolous, vexatious, defamatory, or damaging to BCCPAC.
2. A resolution must be consistent with BCCPAC's constitutional purposes.
3. A resolution must be submitted in the prescribed format.

#### **E. Submission Procedures**

1. Each Resolution along with the Proposer Position Statement, which provides the proposer's opening arguments supporting the resolution, must be prepared in the prescribed format and is required to be submitted electronically using a file format compatible with current BCCPAC technology. If the proposer does not have access to the necessary technology to comply with this requirement, the documents may be submitted by mail, fax, in person, courier or e-mail to the BCCPAC office. This rule does not apply to resolutions made on the day the AGM.
2. Special Resolutions, as described in Section B.2, must be received prior to 11:59 PM on January 31<sup>st</sup> or 90 days prior to the AGM, whichever is earlier, to be considered at the AGM. They cannot be proposed at the AGM.
3. Ordinary Resolutions must be received prior to 11:59 PM on January 31<sup>st</sup> or 90 days prior to the AGM to be considered for inclusion in the pre-circulated AGM Resolutions Booklet.
4. Ordinary Resolutions which have been submitted by this deadline and subsequently accepted by the Resolutions Committee will be included in the AGM Resolutions Booklet and added to the AGM agenda in the order received.



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5. Ordinary Resolutions submitted after this deadline and accepted by the Resolutions Committee prior to the AGM will be added to the AGM agenda after the resolutions included in the pre-circulated AGM Resolutions Booklet. Every effort will be made to include these resolutions in the information package distributed to members at the AGM
6. Ordinary Resolutions may be proposed from the floor of the AGM. Rules with respect to these resolutions are described in Section I – Procedures at the Annual General Meeting (AGM).

#### **F. Resolution Format and Content**

1. The Board will design the prescribed Resolution Submission Form consistent with this policy and make it available from the BCCPAC office and on the BCCPAC website.
2. A resolution that advocates change in the B.C. public education system must:
  - a. address an issue that generally concerns BCCPAC or a significant portion of its members;
  - b. require advocacy at the provincial level; or
  - c. require advocacy at the federal level.
3. All resolution submissions must be certified by two authorized executive members of the proposer and must include the following information in the prescribed format:
  - a. The full name of the Proposer (PAC, DPAC or BCCPAC Board), the member school district, mailing address, and the contact e-mail address for the proposer's representative;
  - b. the name, position, contact phone number, e-mail and signature of the two executive members of the proposer;
  - c. the precise wording of the resolution;
  - d. the proposer's position statement supporting the resolution. This must be no more than 300 words excluding footnoted links and research references;
  - e. a list of organisation(s) or person(s) who BCCPAC will ask to implement the resolution should it be approved at the AGM (Implementers); and
  - f. a list of organisation(s) or person(s) who should be advised of the resolution should it be approved at the AGM (Interested Parties).

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#### **G. Resolutions Committee**

1. The Board will appoint members to a standing Resolutions Committee who will serve at the pleasure of the Board. All appointments for the year expire at the close of the AGM. The Resolutions Committee will determine time frames for the completion of each stage of the resolution processing system but will ensure that the Resolution Booklet is sent to members at least 60 days prior to each Annual General Meeting.
2. The Resolutions Committee will review each resolution received to ensure:
  - a. that it is a Qualified Proposer under Section C; and
  - b. that it has been submitted by a Qualified Resolution under Section D.
3. The Resolutions Committee will review each resolution that has met the requirements of Section G.2 to consider whether:
  - a. to the extent possible, the resolution is clear, is actionable and will have the effect desired by the proposer;
  - b. to the extent possible, the proposer's position statement is clear and factual;
  - c. that the list of Implementers suggested by the proposer is appropriate; and
  - d. that the list of Interested Parties suggested by the proposer is appropriate.
4. As part of its review, the Resolutions Committee may research the resolution and/or discuss it with others including those listed as Implementers and Interested Parties.
5. If more than one proposer put forward resolutions that have the same or substantially the same intent, the Resolutions Committee will make recommendations to each proposer in an attempt to either differentiate or combine the similar motions. If agreement with the proposers cannot be reached, each resolution will be processed separately.
6. After each resolution is reviewed, the Resolutions Committee will discuss its findings and any suggested changes with the proposer.
7. Once a resolution has been approved by the Resolutions Committee, it will be circulated electronically to all members.
8. Concurrently, an online forum will be set up to encourage dialogue and debate on the resolution prior to the AGM. Proposed Implementers and Interested Parties may be invited to add their comments to the online forum.

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9. Resolutions received after the closing date for the Resolutions Booklet but at least 40 days prior to the AGM, will be processed by the Resolutions Committee in time for those that are approved to be added to the agenda of the AGM.
10. Any resolutions submitted within 40 days of the AGM may be reviewed by the Resolutions Committee at its discretion. The purpose of this review will be to assist the proposer not to approve the resolution. These resolutions will not be added to the agenda and must still be proposed from the floor of the AGM.

#### **H. Rejection by Resolutions Committee and Appeals Process**

1. The Resolutions Committee may reject any submitted resolution which it determines to be non-qualifying. The proposer must be given notice of the rejection with supporting reasons.
2. The proposer has the right to appeal the rejection to the BCCPAC Board of Directors (the Board) within one week of receiving notice. The proposer and the Resolutions Committee may make submissions before the decision is made.
3. The Board must communicate its decision within seven days of receipt of the appeal.
4. If the Board rejects an appeal relying solely on Section D.1.b, the proposer may appeal this decision to the assembly at the AGM.

#### **I. Procedures at the Annual General Meeting (AGM)**

1. Resolutions approved by the Resolutions Committee and included in the Resolutions Booklet do not require a mover but must be seconded by a delegate present at the AGM.
2. An Ordinary Resolution not included in the Resolutions Booklet must be duly moved and seconded to be heard by the assembly.
3. Ordinary Resolutions may be proposed from the floor at the AGM. Those that relate to the conduct of the AGM, or that are required under the Society Act or the bylaws, will be considered as they arise. All other resolutions will be added to the end of the agenda in the order received.
4. If time permits, the Resolutions Committee chair or designate will review the proposed resolution to determine if it is a Qualifying Resolution. Once approved, it will be added to the agenda. The decision of the Resolutions Committee chair may be appealed to the AGM Chair for a ruling.



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5. Members are reminded that resolutions proposed from the floor of the AGM have not had the advantages of considered review by the Resolutions Committee or the dialogue and debate afforded by the online forum.
6. If the members (represented by proxies at the AGM) determine that any resolution, whether included on the agenda or proposed from the floor, is not ready for consideration, they have a number of options including:
  - a. making a motion *Not to Consider* the resolution (made before the resolution is debated, is not debatable and requires a 2/3 vote to pass);
  - b. making a motion to *Refer* the resolution to committee;
  - c. making a motion to *Postpone to a Future Date*, i.e. the next AGM; or
  - d. making a motion to *Postpone Indefinitely* (made after debate is commenced which, in effect, removes the motion from consideration).
7. If the Board determines, at any time, that a resolution that is passed by the assembly is non-qualifying under Section D.1.a or D.2, it may suspend action on such resolution. The Board will inform members if such action is taken and provide an explanation for their decision. Any member that disagrees with the Board decision may appeal it to the assembly at the next AGM.
8. If there is insufficient time to debate a resolution at the AGM, it may be heard at the next AGM if a member introduces a motion to *Postpone to a Future Date*, i.e. the next AGM. If this motion is not made, the resolution would fall from the table and would have to be resubmitted to be considered at the next AGM.

#### J. Responsibilities for Resolutions Passed at the AGM

1. After the AGM, the Board of Directors must ensure that:
  - a. all approved Special Resolutions are filed with the Registrar of Companies;
  - b. the filed resolutions are incorporated in the consolidated Constitution and Bylaws;
  - c. the amended consolidated Constitution and Bylaws is posted to the website and as otherwise required; and
  - d. any listed Implementers and Interested Parties for each approved resolution are notified.
2. After the AGM, the Board of Directors must ensure that the BCCPAC Statement of Policy has added to it all Ordinary Resolutions that were passed at that AGM.

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**K. Appendices**

1. Resolution Submission Form