

RESOLUTIONS

What is a resolution?

A resolution is a formal agreement for action by a legislative body or public meeting. The proposal in a resolution that is placed before a meeting for consideration should be clear and concise. Resolutions should deal only with one subject so as not to cloud or confuse the proposal being considered.

THE FORM OF A RESOLUTION STATEMENT

A resolution has three parts:

- A. The Body;
- B. The Motion or Proposal for consideration or action; and
- C. Relevant Background Information to support the resolution being made.

The Body of the motion being considered is used to describe the circumstances in a clear, concise and factual manner and to establish the needed action on the proposal. The descriptive part of the resolution should begin with "**WHEREAS**" and should describe

- i. What the problem is;
- ii. Why action is needed; and
- iii. What the possible outcome could be if the problem is not fixed.

The Motion or Proposal defines the action being called for in a motion. It should define what action is required. Furthermore, it may also describe how and when the action is to be completed and who is to be involved. The motion or proposal is the only part of the resolution that is subject to debate once it is placed before a meeting. The motion or proposal should begin with "**THEREFORE BE IT RESOLVED THAT....**"

Relevant Background Information

Relevant background information (a position paper) should be provided with any resolution to ensure that it receives prompt and effective consideration. Relevant background information should include:

- i. The source or originator of the resolution;
- ii. The names of movers and seconders;
- iii. A contact person who can respond to inquiries (include phone numbers)
- iv. Background information such as newspaper clippings, relevant legislation, or policy
- v. and personal examples where available;
- vi. Any action to be taken;
- vii. A statement of action expected from the Grain Farmers of Ontario, and
- viii. How the resolution might change Grain Farmers of Ontario policy.

RESOLUTION GUIDELINES

1. Grain Farmers of Ontario encourages districts to submit resolutions for consideration at any provincial meeting of its delegates.
2. Resolutions are for the information of the Board and will be considered by it, but are non-binding on the Board.
3. Resolutions must be submitted in legible writing, properly structured and contain the names of the mover and seconder. The resolution should also be accompanied by background information and the name and phone number of a contact person.
4. The majority of the total number of delegates from a district must endorse resolutions.
5. Resolutions should be submitted to the Board office within the timeframe indicated in the 'timelines for submitting resolutions' document, up to the day of the meeting the resolution is being presented.
6. Resolutions may be declined to be presented on the basis of not being proper resolution issues.
7. All eligible persons may vote on the resolutions.
8. Scrutineers will be appointed prior to the voting process.
9. A request for a secret ballot must be put forth in a motion and voted on. Voting, if not by secret ballot, will be done by a show of hands or the use of electronic voting devices.
10. A tie vote will be a lost vote.
11. The Resolution Chair will read and move the resolution. A delegate of the district submitting the resolution shall second and speak to the resolution.
12. The Resolution Chair will acknowledge speakers at the microphone. Speakers are to state their name and district. Once the seconder of the resolution speaks for the second time (other than points of clarification), the vote shall be called.
13. The Chair of the resolution session may accept an amendment to a motion only if it pertains to the motion. If the amendment is accepted, then discussion must pertain only to the amendment.

From: District # _____

We wish to present the following resolution for consideration by the Board of Directors of Grain Farmers of Ontario:

WHEREAS

THEREFORE, be it resolved that the Grain Farmers of Ontario Board of Directors consider:

Dated at: _____, this _____ of _____, 20____.

Moved by (print): _____

Seconded by (print): _____

Contact Person
Name: _____

Full Civic Address: _____

Phone Number: (_____) _____

Contact Person for
Correspondence: _____
