



## **Proposing Resolutions for the Annual General Meeting (AGM)**

### **What are AGM Resolutions?**

AGM Resolutions are the decisions made by members at an AGM, which direct the OAPSB Board of Directors. Generally speaking, resolutions address either:

- Members' advocacy interests (such as proposed legislative changes); or
- Internal Association matters (like By-law changes).

### **How do I Propose a Resolution?**

1. A member board or zone (or the OAPSB Board of Directors) may propose a resolution electronically in WORD format, complete with any relevant background information, to the OAPSB office by the posted deadline (if any) for an AGM.
2. OAPSB staff collate all proposed resolutions, and provide them to every AGM delegate prior to the AGM.
3. When called upon during the AGM, the originator introduces the proposed resolution. Following discussion, voting delegates are called upon to vote for or against the proposed resolution.
4. The OAPSB Board of Directors acts upon all resolutions that are carried at the AGM.

### **How do I Prepare a Proposed Resolution?**

A good resolution addresses three questions:

- A. What is the problem?
- B. What is causing the problem?
- C. What is the best way to solve the problem?



All resolutions contain a preamble and an operative clause. The **preamble** describes the issue, and the **operative clause** outlines the action being requested.

### **The Preamble**

The preamble starts with a recital, “WHEREAS” clause. Each clause is a separate but concise paragraph describing the problem and/or reason corrective action is being requested. Ideally the preamble does not contain more than four “WHEREAS” clauses.

### **The Operative Clause**

The operative clause begins with the words “THEREFORE BE IT RESOLVED”. This clause should be as short as possible, clearly describe the corrective action being requested to solve the problem identified in the preamble, and identify the agency that is being asked to implement the proposed solution.

The clearer the solution is stated in the operative clause, and the better that the preamble describes the problem that needs fixing, the more likely that the resolution will be understood and acted upon in a meaningful way.

### **Identification**

The proposed resolution also needs:

- a title that describes the topic and/or the proposed solution
- the name of the member board or zone that is proposing the resolution

This allows the AGM Chair to call identify the proposed resolution to the members present, and to request the proposing board/zone to introduce the proposal to those members.

### **Some Keys to Successful Resolutions:**

- The language of the resolution should be simple, action-oriented and easily understood
- Each resolution should address only one specific subject
- Resolutions should be accompanied by supporting facts/evidence
- Resolutions should be properly titled
- Resolutions should deal with issues relevant to police service boards