



AUMA Resolutions Policy

POLICY NO. AP002 – Revised
March 2018



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economies
OF SCALE

WE ARE THE
support
YOU NEED

WE ARE THE
experts
IN MUNICIPALITIES

WE ARE YOUR
advocate

AUMA Resolutions Policy

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General

1. Resolutions should address a topic of concern affecting municipalities on a regional or provincial level, and must be approved by the council of the sponsoring municipality.
2. Resolutions must not direct a municipality to adopt a particular course of action, but must be worded as a request for consideration of the issue seeking action by the Alberta Urban Municipalities Association (“AUMA”).
3. Each resolution must be submitted:
 - (a) electronically;
 - (b) in the appropriate format;
 - (c) along with council minutes that show proof of the sponsoring municipality’s council approval; and
 - (d) in adherence to the guidelines presented in this Policy.
4. Resolutions may be submitted for consideration at the AUMA annual Convention by:
 - (a) a regular member or group of regular members; or
 - (b) the AUMA Board of Directors.
5. Resolutions shall be in the form:

WHEREAS ...
AND ...
IT IS THEREFORE RESOLVED THAT the Alberta Urban Municipalities Association (take some action) ...
6. Each resolution shall be written in the following format:
 - (a) A title that is concise yet specific to the issue in the resolution;
 - (b) The Preamble of the resolution (beginning with “WHEREAS” ...);
 - i) must describe the issue or opportunity that the resolution is bringing forward;
 - ii) should outline the applicable legislation and, where possible, the specific section of the Act or Regulation; and
 - iii) should ideally not exceed five clauses.
 - (c) The operative clause of the resolution (i.e. beginning with “IT IS THEREFORE RESOLVED THAT” ...) must:
 - i) clearly set out what the resolution is meant to achieve;
 - ii) state a specific proposal for action;

- iii) specify who should be taking the action (e.g. the federal or provincial government, AUMA, or another party) and the role for AUMA that is being requested or proposed; and
 - iv) be straightforward and brief so that the intent of the resolution is clear. Generalization should be avoided. Resolutions that are too general or fail to meet this format may be returned to the sponsoring municipality.
7. Each resolution should be accompanied by background information outlining the issue as it relates to the sponsoring municipality, when and how often the resolution has been submitted in the past, and how the resolution is related to AUMA policy. This material will assist the AUMA Municipal Governance Committee, and later the Resolutions Session, in understanding the issues.
8. Resolutions must be submitted to the AUMA Chief Executive Officer no later than May 31 each year, provided that, the Chief Executive Officer may grant an extension of the deadline:
- (a) if the Convention is scheduled later than Thanksgiving Day in any year; or,
 - (b) if requested by a member, when the Chief Executive Officer is satisfied that valid conditions have made it impossible for the member to submit the resolution by the deadline date.
9. The annual call for resolutions may include information on key issues identified in the AUMA strategic or business plan on which the AUMA Board of Directors wishes to focus and/or information regarding any other matters on which AUMA seeks assistance in the coming year. As well, the annual call for resolutions will remind members that alternatives to Convention resolutions available during the year include bringing Requests for Decisions to the appropriate Municipal Leaders' Caucus and bringing a matter directly to the attention of the AUMA Board of Directors.

Extraordinary Resolutions

10. A resolution arising from the proceedings of the Convention or related to a matter of an urgent nature arising after the resolution deadline may be considered an extraordinary resolution on a case-by-case basis.
11. A regular member wishing to propose an extraordinary resolution shall provide notice to the AUMA Chief Executive Officer as soon as possible with a deadline of the first day of Convention. The extraordinary resolution must also include:
- (a) a rationale of why the resolution is extraordinary;
 - (b) an electronic copy of the resolution via email that adheres to resolution formatting guidelines presented in Sections 5 and 6;
 - (c) proof of the council's approval for the sponsoring municipality; and

- (d) 1,000 printed copies of the resolution, which requirement may be waived if AUMA determines in advance that there is sufficient time to publish the extraordinary resolution in the Convention handbook, website, or ability to distribute the resolution appropriately in another manner.
12. The determination whether the proposed resolution meets the criteria of an extraordinary resolution will be made by:
- (a) in the case of a proposed extraordinary resolution submitted after the resolution deadline but before the final AUMA Board of Directors meeting prior to the Convention, by the Board on the recommendation of the Municipal Governance Committee; or
 - (b) in the case of a proposed extraordinary resolution submitted after the final AUMA Board of Directors meeting prior to the Convention, by the Executive Committee of the AUMA Board of Directors, in consultation with the either Resolutions Session Chair or Municipal Governance Committee Chair.
13. The criteria of an extraordinary resolution is that it must:
- (a) deal with an emergent issue of concern to the general membership that has arisen after the resolution deadline or just prior to the resolution deadline such that they could not come forward as a resolution in time; and
 - (b) have a critical aspect that needs to be or will be addressed before the next Convention; and
 - (c) comply with the guidelines for resolutions set out elsewhere in this policy.
14. Prior to the merits of any proposed extraordinary resolution being debated, a 2/3 majority vote is required to determine whether it meets the criteria in Section 13 and therefore will be considered at the Resolutions Session.
15. Extraordinary resolutions accepted for consideration by the Resolutions Session shall be presented following debate of the Targeted Scope resolutions.

Administrative Review

16. The AUMA Chief Executive Officer may return any submitted resolution to the sponsoring municipality to have deficiencies corrected or to clarify details of the resolution.
17. Deficiencies may include but are not limited to:
- (a) absence of any indication of the resolution being endorsed by the Council of the sponsoring municipality;
 - (b) the Preamble includes statements contradictory to the operative clause or lacks necessary details;
 - (c) lack of a clear supporting narrative where the rationale of the resolution is unclear;

- (d) unclear background and Preamble; and
 - (e) incorrect or misleading statements within the resolution or within the supporting background information and/or documentation.
18. Each resolution and accompanying background information may undergo fact-checking to ensure details relating to the resolution are accurate.
19. The AUMA Chief Executive Officer may request and accept from AUMA staff an opportunity to provide further background material on a resolution.
20. The return by the AUMA Chief Executive Officer of any proposed resolution for the correction of any deficiencies will not affect its categorization nor will it disqualify a resolution submitted on time.

Committee Review

21. The Municipal Governance Committee shall serve as the AUMA Resolutions Committee and review each proposed resolution for format and content and may recommend that the AUMA Board of Directors refuse to submit to the Resolutions Session any resolution deemed inappropriate for consideration by the AUMA.
22. The Municipal Governance Committee will notify the appropriate Standing Committee of any proposed resolution(s) related to its policy or policies
23. The Municipal Governance Committee may:
- (a) amend the grammar or format of the resolution;
 - (b) consolidate resolutions of similar intent or subject matter;
 - (c) provide comments on each resolution regarding its background;
 - (d) inform the sponsoring municipality where the resolution will materially change or contradict current AUMA policy;
 - (e) recommend to the AUMA Board of Directors that resolutions already adopted and/or forming AUMA policy not be considered at the Convention, and be returned to the sponsor(s) of the resolution(s) with an explanation of the reason for return;
 - (f) refer resolutions back to the sponsor municipalities for deficiencies including but not limited to those outlined in Section 17; and
 - (g) provide comments on each resolution with respect to updates on the policy topic as appropriate and alignment with other AUMA policies.
24. When the Municipal Governance Committee determines that a proposed resolution is appropriate for submission to the Resolutions Session, it shall categorize the resolution as one fitting into the category of either:

- (a) AUMA Strategic/Business Plan Priorities, including matters related to the implementation of the AUMA strategic and/or business plans;
- (b) Provincial Scope, including resolutions that address matters of significance to all or most municipalities in the province;
- (c) Targeted Scope, including resolutions that address matters of significance to all or most municipalities located in one area of the Province, region, or municipal members of a similar size;
- (d) Endorsement Requests, including requests of regular Members to endorse positions they are taking without any advocacy action by AUMA; or
- (e) Non-Municipal Matters, including matters outside of municipal jurisdiction and therefore not appropriate for presentation to the Resolutions Session shall also be categorized by the Municipal Governance Committee.

25. The Municipal Governance Committee will prepare a Resolutions Book, which will include all proposed resolutions determined appropriate for submission to the Resolutions Session, including the following information on each resolution:

- (a) Number and Title of Resolution;
- (b) Name of Sponsoring Member(s);
- (c) Proposed Resolution;
- (d) Resolutions Category; and
- (e) Municipal Governance Committee comment (if any).

26. Resolutions will appear in the Resolutions Book along with the Resolutions Session Agenda and Resolutions Policy in the following order:

- (a) AUMA Strategic/Business Plan Priorities;
- (b) Provincial Scope;
- (c) Targeted Scope; and
- (d) Endorsement Requests.

27. The Resolutions Book will be forwarded to the AUMA Board of Directors, and upon the AUMA Board of Directors having approved the Resolutions Book, proposed resolutions assigned to the Non-Municipal Matters category will be returned to the sponsoring member(s) with an explanation of why the resolution(s) will not appear in the Policy and Resolutions Book at the Resolutions Session.

28. The AUMA will electronically publish and distribute the Resolutions Book to members at least eight (8) weeks prior to Convention.

Resolutions Session Agenda

29. The AUMA Board of Directors, after consulting with the Municipal Governance Committee Chair, will appoint a Resolutions Session Chair.
30. As provided in the Bylaws, quorum for all proceedings at a Resolutions Session will be comprised of representatives of twenty-five percent [25%] of the Regular Members.
31. Prior to the beginning of the Resolutions Session, the Resolutions Session Chair will ask for a motion from the floor to adopt the Resolutions Session Agenda as presented in the Policy and Resolutions Book.
32. Amendments from the floor to the Resolutions Session Agenda will be accepted when duly moved and seconded.
33. A 2/3rds majority of the delegates present will be required to change the Resolutions Session Agenda.
34. If there are no amendments to the Resolutions Session Agenda, resolutions will be debated in the order they are presented in the Resolutions Book. No further amendments to the resolution agenda will be accepted.

Considering Resolutions

35. The Resolutions Session Chair will introduce each proposed resolution by indicating its number, title, the name of the sponsoring municipality, and the action being voted on.
36. The Resolutions Session Chair will then call on the sponsoring municipality to move the resolution.
37. The Resolutions Session Chair will then call for a supporting municipality to second the resolution. If no municipality seconds the resolution, the resolution dies. Immediately after the resolution is seconded, the spokesperson from the sponsor municipality that moved the resolution will have up to two minutes to speak to the resolution. The spokesperson that seconded the resolution will also have up to two minutes to speak to the resolution.
38. Resolutions must be moved by an elected official from the sponsoring municipality. However, in the event that the elected official moving the resolution is unable to speak on behalf of the resolution, the sponsoring municipality's Chief Administrative Officer may speak on behalf of the resolution at the discretion of the mover.
39. Following a resolution being seconded, Resolution Report comments developed by the Municipal Governance Committee may be presented to the Resolutions Session. These comments must be approved in advance by the AUMA Board of Directors. The

spokesperson shall be the Chair of the Municipal Governance Committee, or the Vice-Chair if the Chair of the Municipal Governance Committee is acting as the Resolutions Session Chair, or a designate as determined by the Chair of the Municipal Governance Committee. Following these comments, the resolution is open for debate.

40. As provided in the AUMA Bylaws, the persons entitled to speak in favour and opposed to a resolution during the Resolutions Session are:
 - (a) those elected representatives in attendance whose municipalities are Regular Members of the Association in good standing;
 - (b) in the event a Regular Member is unable to be represented at the Resolutions Session by an elected representative, an official appointed by motion of the Council to represent it, provided that notice of such appointment is submitted in writing to the AUMA Chief Executive Officer at least three (3) days prior to the date of the Resolutions Session; and
 - (c) upon a motion from the floor or at the discretion of the Resolution Session Chair, a representative of an Associate Member.
41. No debate on accompanying background material and information for resolutions will occur.
42. In the case of a proposed new Policy Position Paper, the Resolutions Session Chair will allow a spokesperson or designate a maximum of five (5) minutes to introduce the new Policy Position Paper and place the resolution on the proposed new policy before the Convention and to name the seconder.
43. Following the initial speaker, the Resolutions Session Chair will then call alternately for persons opposing and supporting the resolution. These speakers will have a two (2) minute time limit and shall not speak more than once on any one question. When no opposing position speaker is available, the Resolutions Session Chair will declare the end of the debate and the spokesperson will be allowed one (1) minute for the closing of debate.
44. If no one rises to speak in opposition to a proposed resolution, the question will be immediately called.
45. A sponsoring municipality may withdraw a proposed resolution when the resolution is introduced but before the motion is seconded and accepted by the Resolutions Session Chair. In this event, the Resolutions Session Chair shall declare the resolution withdrawn and no further debate or comments will be allowed.
46. Amendments, including "minor amendments" from the floor will be accepted when duly moved and seconded. Amendments, including "minor amendments" are encouraged to be submitted in writing to the Resolutions Session Chair prior to the amendment being introduced but verbal amendments will also be accepted from the floor.

47. The Resolutions Session Chair will rule whether or not an amendment complies with the intent of the original resolution.
48. Debate procedures for an amendment shall be the same as for a resolution as set out in Sections 38 to 45.
49. The conflict of interest guidelines for council votes, as outlined in the *Municipal Government Act*, shall also apply to Convention resolution votes for all delegates. It is incumbent upon each delegate to ensure adherence to this rule.
50. Voting may, at the discretion of the Resolutions Session Chair, be by:
 - (a) a show of hands of eligible voters;
 - (b) electronic means; or
 - (c) paper ballot.
51. The number of votes necessary for any resolution to pass is a simple majority of votes cast for that resolution (50 per cent plus one vote).
52. As long as there is a quorum present (Section 30), the Resolutions Session shall not be closed until all resolutions listed in the agenda are debated and voted upon, or the allotted time for the Resolutions Session has expired, unless the majority of delegates present vote to extend the allotted time.
53. Resolutions which are not debated at a Convention Resolutions Session because of insufficient time or lack of quorum will be considered by the Municipal Governance Committee, with its recommendations, to a meeting of the AUMA Board of Directors following the Convention.

Carried Resolutions

54. Resolutions carried by the membership:
 - (a) shall not be amended or modified by AUMA Administration or the AUMA Board of Directors except as provided for below;
 - (i) in the event that AUMA Administration determines that the background information or Preamble are materially incorrect or misleading, Administration may recommend to the Board amendments to the background information or Preamble before further action is taken.
 - (b) which involve advocacy to the provincial or federal governments, or other organizations, will be grouped by topic and submitted to the relevant ministry or organizations. Responses to the resolutions will be referred to the relevant AUMA Standing Committee, which will make a recommendation on any further action to the AUMA Board of Directors; or

(c) which involve other actions by the AUMA, will be referred directly to the relevant AUMA Standing Committee which will make a recommendation on action to the AUMA Board of Directors.

55. The AUMA Chief Executive Officer will collect all advocacy responses and prepare a status of resolutions inventory on the AUMA website. The status of resolutions inventory will include the responses and an indication of what (if any) follow up action AUMA will take with regards to any resolution for which the advocacy was not successful.

56. Resolutions brought forward by regular members have an active life of up to three (3) years if not successfully completed before then, following which they are deemed inactive. AUMA Board-sponsored Policy Position Papers are considered "active" until the AUMA Board of Directors deems them to be completed or inactive.