



# OSCIA RESOLUTIONS GUIDELINES

**Note: It is important that the recommended process herein be followed**

This package has been prepared for use at local association meetings when writing resolutions. Please take it to your meetings and ensure those involved are familiar with its contents.

The following information is reprinted from the OSCIA Provincial Directors' Handbook and was written as a reference for them when attending local meetings. It was last updated in the summer of 2016. Please read carefully. Questions or clarification can be obtained from any Provincial Director or the Executive Director (800-265-9751).

The last paragraph of the resolution, the “*Therefore be it resolved*” paragraph, needs to be worded so that the intent can be understood without reading the whole resolution. See sample below.

## **Presenting Resolutions at the OSCIA Annual Meeting**

A) The guidelines for writing a resolution are circulated with the Annual Meeting notice.

The information as it appears in the Annual Meeting notice is:

Writing Resolutions - A resolution is a formal written proposal to be considered by a meeting.

1. Define the problem.
2. Develop arguments.
3. Select valid and relevant arguments.
4. Decide on best solution to the problem.
5. Write resolution. Be clear and concise. May take much time and discussion to reach this step.  
WHEREAS       (argument)      , and  
WHEREAS       (argument)        
THEREFORE, BE IT RESOLVED,       (solution)      .
6. Avoid using the word “**lobby**” when writing resolutions.
7. Have someone who was not directly involved in the discussions read the resolution. Have the provincial director for the area assist.
8. Re-write if necessary.
9. The resolution must be within the mandate of the organization.

Example:

LOCAL ASSOCIATION (COUNTY/DISTRICT NAME) - TITLE "GYPSY MOTH"

*WHEREAS trees in Niagara are infested with gypsy moth and they are unsightly and messy, and*

*WHEREAS trees have been defoliated two years in a row and this will destroy the trees, and*

*WHEREAS it is expensive for a homeowner to spray their own trees and it is not safe for homeowners to use insecticide on large trees without proper safety gear, and*

*WHEREAS the Ministry of Natural Resources (MNR) already has a spray program against gypsy moth in conservation areas in Niagara.*

*THEREFORE, BE IT RESOLVED, that the OSCIA encourage the MNR to extend its gypsy moth program to include infested residential areas.*

Requirements in developing/presenting a Resolution

1. Encourage local associations to form their own resolutions committee.
  2. Following the local annual meeting, the local resolutions committee decides on the disposition of their resolution(s) and whether they should go to the OSCIA annual conference.
  3. Resolutions going to the OSCIA annual conference *must* conform with the objectives of the provincial association as outlined in the Constitutions and By-Laws. The provincial directors are to play a leading role in clarifying this.
  4. Resolutions *must* be passed at the local annual meeting before being accepted by the provincial resolution committee for the provincial annual conference.
  5. The provincial resolution committee has the authority to reject or accept resolutions.
  6. The OSCIA board of Directors and provincial resolution committee record the vote at the provincial annual conference on each resolution and use vote for guidance on appropriate action following the annual conference.
  7. Arrange for resource people (i.e. Official Delegate) to attend OSCIA annual conference to respond to and vote on any submitted resolutions.
  8. Only written resolutions will be accepted at the OSCIA annual conference by the provincial resolutions committee. Visual equipment to be provided to show resolutions not printed in the list of resolutions circulated to delegates at the annual conference.
  9. Only a member of the provincial resolutions committee can present a resolution to the OSCIA annual conference.
- B) All the resolutions are to be in the Provincial Office in Guelph by the first week in January.
- C) OSCIA sorts the resolutions and presents them with similar resolutions. In some cases, if two or more resolutions are on the same topic suggesting the same action, the best one is selected and the associations who submitted the similar resolutions are all indicated. All the resolutions are brought to the annual conference in case someone disagrees with the grouping.
- D) All resolutions that are received in the office early in January are prepared and mailed with the letter to delegates about details of the annual conference.
- E) The OSCIA resolution committee receives the same resolution package with the agenda at the Tuesday Directors' Meeting.

- F) The resolutions' listing is revised just prior to the annual conference to include resolutions that were received after the first week of January.
- G) The OSCIA Resolutions Committee is to meet at the hotel on the Monday evening before the annual conference to review the resolutions. The Committee reviews the content of the resolutions and decides which resolutions will be presented and which ones are deleted because they are outside of OSCIA's mandate. Sometimes this is a difficult decision to make—other times it is an easy decision.
- H) The Resolutions Committee presents the resolutions to the OSCIA Board meeting on Tuesday to review the resolutions and recommend to the board if any resolutions should be deleted or any other suggestions they wish to have discussed.
- I) The OSCIA Resolutions Committee is called on to start presenting resolutions to the annual conference. These points can be shared with the delegates.
- J) What is a Resolution?
  - I) A resolution is an opportunity for the local associations to provide input on concerns to the provincial association.
  - II) The resolution defines the problem, develops relevant arguments and decides on the best solution to deal with the problem.
  - III) The resolution provides direction on specific topics to the board of directors. The directors in turn have the opportunity to debate the resolution and decide what action, if any, should be taken. It is important to note that resolutions provide direction to the board. In many cases delegates are under the impression that as soon as a resolution is passed on the floor at the Annual Meeting that action will be taken.
  - IV) A resolution from the delegates to the board provides direction whereas a motion passed by the board provides action.
- E) How is a resolution presented at the OSCIA Annual Conference?
  - I) Delegates and local association executive have been advised in pre-conference information that delegates coming to the meeting should be prepared to speak for the resolution and motion.
  - II) The OSCIA Resolution Committee presents the resolution to the meeting by resolution number and is "moved" by a member of the resolution committee. The mover's name is recorded.
  - III) The resolution is seconded by a member from the local/regional SCIA that submitted the resolution. The seconder's name is recorded.
  - IV) The resolution is carefully considered, debated and finally passed, defeated, or tabled by the total meeting.
  - V) The Resolutions Committee Chair, or designate, calls for further discussion. At the end of the discussion, the Resolutions Committee then calls for a vote **providing that the discussion has not resulted in the need for an amendment to the original resolution.**
  - VI) If the discussion indicates that an amendment is required, the resolution is set aside to be re-presented on Day Two of the annual meeting. In the interval between Day One and Day Two, the Resolutions Committee will meet with the submitting county representative(s), and the amending county representative(s), to develop a new submission.
  - VII) The seconder of the motion usually is the first person to speak on the motion. The committee lets debate continue.

- VIII) The seconder usually is the last person to speak on the resolution.
- IX) The committee or meeting calls for the vote. The committee members shall observe the show of hands and if the voting is clear and obvious, no vote count will be conducted. The resolution is simply declared as “passed” or “defeated”.

NOTE: If the vote is close, and the show of hands cannot be accurately judged, a full count shall take place.

- X) The vote is taken and recorded. The resolution is passed, defeated or tabled.

NOTE: Directors usually only speak on motions to help clarify the understanding of the motion. They are not to try to influence the vote.

K) Who is eligible to vote on resolutions?

- I) This is a members meeting.
- II) All delegates, both official and additional delegates, are eligible to vote on resolutions.
- III) On votes concerning the constitution and bylaws, each association is allowed only one vote and must vote using the colored ballot found in the official delegate kit.

Note: Directors do not vote on resolutions or constitution changes.

D) What happens to the resolutions that are "Passed" at the Annual Conference?

- I) The resolutions are reviewed by the directors at the board meeting immediately following the Annual Conference.
- II) The directors decide if the motion will be forwarded or not, based on content of the motion, the number of people who voted on it, and general interest in the topic.
- III) Resolutions are forwarded to one, two, three, or more appropriate persons or agencies for their consideration and reply. The letter requests action and/or reply.
- IV) Resolution letters are usually forwarded to agencies by the end of February.
- V) Updates will be sent to the President and Secretary of the local/regional SCIA that submitted the resolution and copied to the local/regional SCIA of the seconder of the motion at the annual conference to notify them of the direction decided by the Board.
- VI) OSCIA receives replies, usually by mid-July, to approximately two-thirds of the resolutions that are sent out.
- VII) The responses to resolutions are inserted after the resolutions as it was presented at the Annual Conference.
- VIII) Responses received at the Guelph office a copy will be sent to the same representative as listed above (item V).
- IX) Resolutions are also posted on the OSCIA website. Responses are added to the website as soon as they are received.
- X) Printed copies are available on request from the Provincial office.
- XI) The resolutions, along with documentation of responses are compiled and included every other month with the OSCIA Brief Meeting Highlights. These Brief Highlights are shared with staff, RCCs, and Regional Presidents, along with OSCIA Board of Directors following each monthly Executive Committee or Board meeting. The document will direct viewers to the website for more details.