



OSCIA Resolutions Guidelines

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

Questions or clarification can be obtained from any Provincial Director or the Chair of the Resolutions Committee, John Poel, or the Director of Member Services and Business Development, Nicole Mackellar.

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

Writing Resolutions: A resolution is a formal written proposal to be considered at a membership meeting. Resolutions should focus on areas where there are concerns about the organization's direction or on gaps that members feel OSCIA should be addressing. Steps to follow include:

1. Define the concern.
2. Develop arguments, selecting valid and relevant ideas to support the concern.
3. Decide on the ideal solution.
4. Write the desired resolution, including a title, arguments and solution. Be clear and concise.
5. Local/regional associations are encouraged to ask the provincial director for assistance. Sharing the resolution with someone less familiar with the concern can also help provide clarity of wording.
6. Re-write if necessary.
7. The resolution must comply with the organization's constitution and bylaws and align with its strategic direction. As OSCIA is not a registered lobbying organization, resolutions cannot be aimed at lobbying activities.

Example Resolution:

Niagara SCIA – OSCIA Emailing Membership Renewal Notices (Local/Regional Association – Title)

WHEREAS *OSCIA has recently increased Membership fees thus making it necessary for Local Associations to renew Memberships annually, and;*

WHEREAS *OSCIA would have the Data Base and the technical ability to easily send out renewal notices annually, and;*

WHEREAS *It would greatly reduce the workload of all the hard-working Secretaries who do so much for Local Associations, OSCIA, and the Membership.*

THEREFORE, BE IT RESOLVED, *that OSCIA send out email renewal notices to all Members as their Memberships expire.*

Submitting/Presenting Resolutions:

1. Resolutions passed at local/regional AGMs must be sent to the provincial office by January 15.
2. Resolutions are first reviewed by the Resolutions Committee. Additional clarification may be asked of the association providing the resolution. Similar resolutions may be combined to reduce repetition.
3. Once reviewed by the Resolutions Committee, resolutions are compiled and provided to the delegates prior to the OSCIA Annual Meeting on the first Tuesday in February. The OSCIA Board of Directors will review the resolution package prior to the AGM.
4. At the AGM, the chair of the Resolutions Committee will read the resolution to the gathered delegates and move the resolution. A representative from the local/regional association will be called on to second the resolution and provide additional clarification as necessary.
5. The seconder of the motion is the first to speak on the motion. The committee lets debate continue. The seconder usually is the last person to speak on the resolution.
6. The committee chair will call 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, defeated, or tabled.

If the show of hands cannot be accurately judged, a full count shall take place.

7. If a resolution requires minor adjustment, it can be amended with the agreement of the delegate from the sending local association. The amended resolution will be recorded with the voting results.

Considerations When Creating Resolution:

- Local and regional associations may form their own resolutions committee.
- Resolutions going to the OSCIA annual meeting must comply with the organization's constitution and bylaws and align with its strategic direction. As OSCIA is not a registered lobbying organization, resolutions cannot be aimed at lobbying activities. The provincial directors are available to assist with any questions or clarifications regarding potential resolutions.
- Resolutions must be passed at the local/regional annual meetings before being accepted by the provincial resolution committee for the provincial annual meeting.
- The provincial resolution committee has the authority to reject or accept resolutions.
- All delegates, both official and additional, are eligible to vote for/against resolutions.

For votes concerning the constitution/by-laws, each local association has only one vote.

- Provincial directors do not vote on resolutions or constitutional changes and will only speak to motions to help clarify the understanding of the motion.

Frequently-Asked-Questions:

What is a Resolution?

- A resolution is an opportunity for the local associations to provide input on concerns to the provincial association. Resolutions should focus on areas where there are concerns about the organization's direction or on gaps that members feel OSCIA should be addressing.
- The resolution defines the problem (*title*), develops relevant arguments (*whereas*), and decides on the best solution (*be it resolved*) to deal with the problem.
- The resolution provides a desired direction from the membership to the board of directors. After the AGM, the directors will debate the resolution at the board level and decide what action, if any, should be taken. It is important to note that resolutions provide directions to the board; not all resolutions will be actionable as proposed.
- A resolution from the delegates to the board provides direction whereas a motion passed by the board provides action.

What happens to the resolutions that are "Passed" at the Annual Meeting?

- The resolutions are reviewed by the directors at the board meeting immediately following the Annual Meeting.
- 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.
- Resolutions are forwarded to appropriate individuals or agencies for their consideration and reply. The letter requests action and/or reply.
- Resolution letters are usually forwarded to agencies by the end of March.
- 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.
- OSCIA receives replies, usually by mid-July, to approximately two-thirds of the resolutions that are sent out.
- The responses to resolutions are inserted after the resolutions as they were presented at the Annual Meeting and posted on the OSCIA Website.