

## **RESOLUTIONS**

- Resolutions may be submitted to FPEIM by **4:00 pm, on March 9, 2012.**
- Proof of endorsement by the sponsoring council must accompany all resolutions submitted to FPEIM.
- Late resolutions shall be handled according to the FPEIM Constitution which states: Resolutions received prior to the annual meeting, but following the deadline shall be held for consideration at a meeting of the FPEIM Board of Directors, unless the sponsoring municipality requests that the resolution be brought forward at a subsequent general membership meeting.

However, a resolution that has been received following the deadline may be forwarded to the annual meeting by the Board of Directors, if:

- i) the resolution is of an emergency nature;
- ii) sufficient research has been done to understand the implications of the resolution; and
- iii) the resolution concerns a matter that has clear implications for municipalities;

however, the resolution may only be brought to the floor of the said meeting on a two thirds (2/3) majority vote by the accredited voting delegates at the said meeting.

\* Guidelines for Preparing Resolutions are enclosed.

## **GUIDELINES ON PREPARING RESOLUTIONS FOR FPEIM**

### **THE CONSTRUCTION OF A RESOLUTION**

Resolutions generally contain a preamble and operative clause. The preamble describes the issue and the operative clause outlines the action being requested. The resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

#### **Preamble:**

The preamble commences with a "WHEREAS" clause. Each clause is a separate but concise statement providing information as to the nature of the problem or the reason for the request.

The preliminary clauses should clearly and briefly set out the reasons for the resolution, including the implications for municipalities. If the sponsor believes that the rationale cannot be explained in a few preliminary clauses, the problem should be more fully stated in supporting documentation.

#### **Operative clause:**

The "operative clause" begins with the words "BE IT RESOLVED". This clause should be as short as possible and it must clearly describe the action being requested.

The operative clause of the resolution must clearly set out the intent of the resolution, stating a specific proposal for action by FPEIM. The wording should leave no doubt as to the action being requested and be appropriate to the problem outlined in the preamble.

### **HOW TO DRAFT A RESOLUTION FOR FPEIM**

1. *The language of a resolution should be simple, action oriented, and free of ambiguous terms.*

A resolution that contains well-chosen words will be easier to understand, and increase the likelihood that the municipality will achieve its objective.

2. *Each resolution should embody only one subject.*

Since your municipality seeks to influence attitudes and actions, the resolution should directly state the desired action. The delegates need to have a clear understanding of the action that is being requested.

3. *Council resolutions submitted to FPEIM should be accompanied by additional information.*

Where appropriate, a resolution should be accompanied by background information to ensure that the "intent" of the resolution is understood, and to facilitate efforts by the FPEIM Board of Directors to achieve the objectives outlined in the resolution.

Consideration of resolutions submitted without adequate background documentation/information may be delayed until the sponsor has been consulted and material has been provided that outlines the intent of the resolution.

4. *Resolutions should be properly titled.*

A title will assist in identifying the intent of the resolution and, reduce the possibility of misinterpretation.

A title is usually determined from the "operative clause" of the resolution. For ease of printing in the Annual Report and for clarity of intent, a title should not be comprised of more than three or four words.

5. *Resolutions should contain accurate legislative references.*

The municipality that is sponsoring the resolution should ensure that jurisdictional responsibility has been correctly identified (e.g. department within the federal or provincial governments).

When references are made within a resolution to particular legislation and responsible ministry, the municipality should ensure that the correct Act has been identified.

6. *Resolutions should deal with issues that are province-wide.*

It is important to ensure that the issue identified in the resolution is relevant to other municipalities across the province so the proper debate on the issue can be undertaken and so FPEIM can effectively represent the concern to the provincial/federal government on behalf of all of the municipalities in the province.

**FPEIM Resolution Form**

Proposed Title: \_\_\_\_\_

Preamble  
WHEREAS

WHEREAS

WHEREAS

Operative Clause  
BE IT RESOLVED

Submitted by: \_\_\_\_\_  
(Name of municipality)

Approved by Council on: \_\_\_\_\_  
(Month/day/year)

Signed: \_\_\_\_\_  
(Signature of Mayor/Chair)

**SEAL OF MUNICIPALITY**

\_\_\_\_\_  
(Signature of Administrator)

Contact person: \_\_\_\_\_

Date of submission: \_\_\_\_\_  
(Month/day/year)

Please attach any supplementary information that may assist FPEIM in consideration of this resolution.

\_\_\_\_\_  
FOR FPEIM OFFICE USE ONLY.

Resolution Number:

Recommendation of FPEIM Resolutions Committee:

Recommendation of FPEIM Board:

Decision of FPEIM Board: