



Northern Association of Community Councils Inc.

2-565 Roseberry Street, Winnipeg, MB R3H 0T3

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Northern Association of Community Councils Process for Resolutions

1. All resolutions must first be passed by the local community council and an official/certified copy must be submitted to the NACC office prior to March 31 for consideration at the April Regional meetings.
2. All resolutions will be categorized at the Regional Meetings in April. A representative from each region will also sit on the NACC Resolutions Committee, which meets via teleconference in July and at the Annual Convention.
3. The Resolutions Committee will categorize each resolution.

RESOLUTION CATEGORIES

The following categories shall apply to all resolutions submitted for consideration by the Northern Association of Community Councils:

Category 1: Community Issues (presented at the Annual Meeting)

Category 1 resolutions are those that have the potential to impact a majority of communities. It is possible that the outcome of a Category 1 resolution might not immediately impact all communities, but the outcome has the potential to impact a majority of communities. This impact may be direct or indirect. Examples of Category 1 resolutions may include direct changes to legislation that govern communities, such as The Northern Affairs Act, changes to direct funding to communities, or more indirect changes that might impact communities, such as changes to provincial drainage regulations.

PROCESS:

1. Reviewed and categorized by NACC Regional Committee in April.
2. Presented and debated at the NACC Annual Meeting in August.

Category 2: Local or Regional Community Issues (presented at Regional Meetings)

Category 2 resolutions are those that affect one region or only a small number of communities. Category 2 resolutions will be presented at the August Regional Meetings; however, they will not be presented at the Annual Convention. Carried Category 2 resolutions at the August Regional Meetings will subsequently be dealt with by the NACC Board of Directors as they see fit.

PROCESS:

1. Reviewed and categorized by NACC Regional Committee in April.
2. If maintained as a 2, the resolution will be given to the NACC Board of Directors, who will decide what action should be taken.
3. If elevated to a category 1 by the Regional Committee, the resolution will be submitted to the Resolutions Committee for presentation at the Annual meeting.

Category 3: Non-Community Issues (presented to the NACC Board of Directors)

Category 3 resolutions are those that do not affect communities. Resolutions in this grouping will not be presented at the August Regional meetings or the Annual Convention; instead, they will be dealt with by the NACC Board of Directors as they see fit.

1. Reviewed and categorized by NACC Regional Committee in April.
2. If maintained as a 3, the resolution will be given to the NACC Board of Directors, who will decide what action should be taken.
3. If elevated to a category 1 or 2 by the Regional Committee, the resolution will be submitted to the Resolutions Committee for presentation at the Annual meeting.

Consideration will be given to whether other organizations are better equipped to deal with the issue(s) raised in Category 3 resolutions.

EMERGENT & LATE RESOLUTIONS

1. All resolutions should be brought forward through the Regional Committees in April; however, emergent resolutions may be accepted and considered for debate at the Annual Meeting.
2. A resolution may be sponsored by a community and forwarded to the Resolutions Committee teleconference meeting in July.
3. If the resolution is deemed to be emergent in nature by the Resolutions Committee, it will be forwarded for debate at the Annual Meeting. An emergent resolution is one that deals with an issue that is urgent and pressing in nature and could not have been dealt with prior to June. If the resolution is not deemed to be emergent in nature and therefore late, it will be forwarded to the following year's June District meeting for consideration.
4. Following the July Resolutions Committee meeting, a resolution may be sponsored and forwarded to the Resolutions Committee meeting at the Annual Convention.
5. If the resolution is deemed to be emergent in nature, it will be forwarded for debate at the Annual Meeting. An emergent resolution is one that deals with an issue that is urgent and pressing in nature and could not have been dealt with prior to April.
6. If the resolution is not deemed to be emergent in nature and therefore late, it will be forwarded to the following year's Resolution Committee for consideration.
7. Resolutions will be considered up until the time of the Resolutions Committee's meeting at the Annual Conference. Late resolutions submitted after the Resolutions Committee's meeting at the Annual Conference will not be accepted by the NACC for that year.
8. All resolutions must first be passed at a meeting of Council. If a resolution is not first passed by a local Council, it will not be accepted by the NACC.

HOW TO WRITE YOUR RESOLUTION

Resolutions are extremely important as they help determine the priority issues for NACC members and provide the basis for the NACC's lobbying activities and policies. Resolutions also provide our membership an additional opportunity to have a voice through sponsorship or voting at the August Annual Meeting.

Writing a resolution does not need to be a difficult task, but a clear resolution is more effective than one that is difficult to understand. Here are a few tips to assist you with writing a clear and concise resolution.

Tip #1: Remember the categories

Category 1 – Community Issues

- Resolutions whose outcome has the potential to impact all or a majority of communities, either immediately or at some point in the future.
- The impact can be direct or indirect.
- Examples: Category 1 resolutions may include direct changes to legislation that govern communities, such as The Northern Affairs Act, changes to direct funding to communities, or more indirect changes that might impact communities, such as changes to provincial drainage regulations.

Category 2 – Local or Regional Community Issues

- Local or regional issues that affect one region or a small number of communities.
- Resolutions in this category are presented at the August Regional meetings; however they are not presented at the Annual Convention.
- Carried Category 2 resolutions at the August Regional meetings will subsequently be dealt with by the NACC Board of Directors as they see fit.

Category 3 – Non-Community Issues

- Non-community issues do not affect community governments.
- Resolutions in this category are not presented at the Regional meetings or the Annual Meeting. These resolutions are dealt with by the NACC Board of Directors as they see fit.

Tip #2: Identify the problem

Clearly identifying the problem(s) you want addressed makes it easier for NACC Board members and staff to advocate on your behalf. A resolution has two components, the first being the WHEREAS clause which provides a small amount of background. This is where the issue(s) or problem(s) should be briefly stated. Ideally, there should not be more than two or three clauses.

Tip #3: Identify what you want the NACC to do to address the problem

The second component of a resolution is the THEREFORE BE IT RESOLVED clause, which states what the members would like the NACC to lobby for.

As the 'be it resolved' clause is ultimately what the NACC membership votes on, it should clearly convey exactly what the desired result is on its own. In other words, one should be able to understand what the NACC will lobby for without reading the WHEREAS clause(s).

Tip #4: Include additional background if needed

If your resolution relates to an issue that is particularly complicated, please include up to a page of background information to assist NACC staff in the preparation of a lobbying strategy if the resolution is carried at the Annual Convention.

Our resolution is ready...now what?

Your local Council must pass the resolution and submit it to the NACC office before the March 31 deadline. If your 'be it resolved' clause(s) are reasonably similar to those in another resolution in your district, NACC staff may approach both sponsors to combine the resolutions.

Every resolution will be categorized prior to the August Regional meetings by the Resolutions Committee, which consists of an elected district representative and the two members at large. The Chair of the Resolutions Committee in each district not only facilitates the resolutions session at their Division Meeting, (s)he also attends a teleconference meeting in July and another meeting during the Annual Convention to review all resolutions.

Honorariums

Resolution Committee members	\$250.00
Resolution Chair	\$500.00

What happens in August?

All resolutions carried at the Regional Meetings in April are reviewed by staff ensure clarity and conformity with NACC guidelines. Any revisions are reviewed and approved by the Resolutions Committee. Defeated or withdrawn resolutions do not go any further after the August Regional meeting.

Hopefully, these tips will help communities with issues they would like to draw attention to through the resolution process.

Please remember to submit your resolutions before the March 31 deadline!



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RESOLUTION

Community: _____ Date: _____

Moved by: _____ Signature: _____

Seconded by: _____ Signature: _____

Category (Categories will be reviewed at the regional meeting; and by the resolutions committee):

- Category 1: Community Issues
- Category 2: Local or Regional Community Issues
- Category 3: Non-Community Issues

WHEREAS

WHEREAS

WHEREAS

THEREFORE BE IT RESOLVED THAT



Northern Association of Community Councils Resolution Process

