



Northern Association of Community Councils

# How to write a Resolution

An informative guide to assist community councils on how to write a resolution.

## How to write a resolution

Resolutions from your community is very important as they are a valuable tool to help determine the major issues for NACC's membership and helps provide information for NACC to lobby for on your behalf. They also provide the membership a chance to have a voice through voting at the Annual General Meetings (AGM) held each year.

Creating a resolution can feel like a big task, but using the information below will help clarify which category to file your resolution under. It is also important to give as much detail as possible as it is more effective than a resolution without proper directions.

Before submitting the resolution, be sure to review the requirements list below.

### **Resolutions must:**

1. First be passed by the local community council and an official/certified copy must be submitted to the NACC office prior to May of each year for consideration.
2. All resolutions will be categorized at the Board Meeting in May. 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 CATAGORIES**

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 to NACC by May of each year however, emergent resolutions may be accepted by the Resolutions Committee at any time.
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.

A NACC resolution form is included in this guide see pg. 3



**Northern Association of Community Councils Inc.**

9-395 Berry Street, Winnipeg, MB R3J 1N6

Telephone: (204) 947-2227 Fax: (204) 947-9446

Toll Free: 1-888-947-6222

Email: [adminasst@naccmanitoba.com](mailto:adminasst@naccmanitoba.com)

**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

AND WHEREAS

AND WHEREAS

THEREFORE BE IT RESOLVED THAT