



## Resolutions Procedures

The main forum for UBCM policy-making is the annual resolutions cycle. It provides an opportunity for local governments of all sizes and from all areas of the province to express concerns, share their experiences and take a united position.

### Submitting Resolutions

Members are urged to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

Please contact your Area Association for resolution submission procedures at the regional level.

Both UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council- or board-endorsed resolutions directly to UBCM prior to June 30, each year.

Details on submission of resolutions, including late resolutions, are included in the Procedures for Submitting Resolutions linked below.

[Procedures for Submitting Resolutions to UBCM \[PDF - 241 KB\]](#)

### Drafting Resolutions

Staff and elected officials are strongly encouraged to follow the writing guidelines set out by UBCM. A clear, concise resolution is easier to understand, and this increases the likelihood that the membership will grant it their endorsement. Further, clear resolutions will prompt more direct responses from the provincial or federal government, or relevant organization.

[Writing Guidelines for Resolutions \[PDF - 239 KB\]](#)

Use the sample resolution [\[PDF - 220 KB\]](#) for formatting guidelines.

For more extensive examples of quality resolutions, refer to the criteria and past winners of the Gold Star Awards for Resolutions.

### Organization of Resolutions

Following the June 30 deadline, the Resolutions Committee meets to review, organize and make recommendations on all resolutions. Resolutions are organized in three sections, described below.

Section A resolutions address priority issues relevant to all local governments.

Section B is divided into three parts:

Part 1: Resolutions that support established UBCM policy

Part 2: Resolutions on new issues or issues considered previously but not endorsed, within the jurisdiction of local government

Part 3: Resolutions on new issues or issues considered previously but not endorsed, outside the jurisdiction of local government

Section C contains resolutions that are referred to similar resolutions in the Resolutions Book; to policy papers, reports, or special sessions at Convention; or to Area Associations.

### Order of Consideration

Section A and B resolutions are introduced for debate in the order in which they appear in the Resolutions Book.

Selected Section B resolutions are considered as a block. Any voting delegate may withdraw a resolution from a block to speak in opposition or propose an amendment.

Section C resolutions are not admitted for debate.

Analysis of late resolutions—those received after June 30—is undertaken in the Resolutions Committee's "Report on Resolutions Received After the Deadline." This report may be considered after Section A has been debated, but not before the time printed in the Convention program. Historically, this report has been presented to the membership on the last day of Convention, at the beginning of the final policy session.

For detailed information on the consideration of resolutions, see [Handling of Resolutions at Convention \[PDF - 242 KB\]](#).

## Contact

For any questions or concerns about the resolutions process please contact:

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