

CAPG Resolutions Guidelines

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Deadline for Resolutions

All resolutions must be received in the CAPG office by: [FRIDAY, APRIL 10, 2015](#)

Submission Requirements

Resolutions submitted to the CAPG for consideration shall be submitted as follows:

- One copy of the resolution;
- **Containing no more than four preamble “(WHEREAS)” clauses**; and
- Accompanied by background documentation explaining the nature of the issue or concern being addressed.
- Please send resolutions electronically in a word document in order to facilitate ease of circulation and amendment. A copy of all resolutions must be received by the deadline date of [FRIDAY, APRIL 10, 2015](#). Send to: jmalloy@capg.ca

Resolutions Committee Consideration

The Resolutions Committee will review all submitted resolutions following the deadline date of [APRIL 10, 2015](#). Resolutions will be assessed for adherence to the Guidelines and will make every effort to ensure that sponsors' resolutions are clear and concise. Resolutions that require amendments will be sent back to sponsoring boards for consideration of committee input and subsequent revision and re-submission.

The Resolutions Committee shall consider all submitted resolutions and either recommend ENDORSEMENT or NO ENDORSEMENT. Resolutions that have been previously considered at CAPG Annual Conventions will be noted as such.

Late Resolutions

Resolutions received after the (**APRIL 10**) deadline will not be included in the Resolutions Section of the convention package and can only be admitted for debate by special motion during the Convention.

- i. Resolutions submitted following the expiry of the regular deadline shall comply with all other submission requirements and be forwarded to the CAPG by the Friday (at noon) preceding the date of the Convention.
- ii. Resolutions received after the **APRIL 10** deadline shall be examined by the Resolutions Committee and shall be separated into the following categories:
 - **Emergency and Extraordinary** resolutions recommended to be placed before the Convention for Plenary discussion.
 - **Late** resolutions not recommended to be admitted for Plenary discussion.

Other Matters Affecting Resolutions Process

The Resolutions Committee:

- Will be strict in adhering to the guidelines and will make a determined effort to ensure that sponsor's resolutions are clear and concise; and
- Will attempt to have submitted resolutions that do not meet guidelines corrected and resubmitted by sponsoring boards; and
- Will endeavour to have all resolutions submitted (as per guidelines) considered during the time allocated at the Convention.

Guidelines for Drafting Resolutions

(a) Background

To assist members in reviewing proposed resolutions, boards shall provide a one-page summary that includes the rationale for the resolution and relevant, factual background information.

(b) Construction of a Resolution

All resolutions contain a preamble and an 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 recital, "**WHEREAS**" clause. Each clause is a separate but concise paragraph providing information as to the nature of the problem or reason for the action being requested. The preamble should not contain more than four "WHEREAS" clauses.

“WHEREAS” clauses are clear and concise; they are factual clauses to support your resolution. Resolutions that have more than four “WHEREAS” clauses become confusing and difficult to understand for the reader; intent is not clear.

Operative Clause:

The operative clause begins with the words “**THEREFORE BE IT RESOLVED**”. This clause should be as short as possible and must clearly describe the action being requested by the CAPG (actions that require consideration by other agencies should be directed to those agencies); the intent must be clear, stating a specific proposal for action by the CAPG. Resolved clauses should be only one sentence in length and must be able to stand alone as they are the only part of the resolution that will be debated or considered.

(c) Keys to Drafting a Successful Resolution

- i The language of the resolution should be simple, action-oriented and free of ambiguous terms.
- ii Each resolution should embody only one specific subject.
- iii Resolutions should be accompanied by supporting facts.
- iv Resolutions should be properly titled.
- v Resolutions should contain accurate legislative reference.
- vi Resolutions should deal with issues that have national implications.
- vii Resolutions should have some relation to and/or impact on the role of police governance bodies.

Helpful Hints for Presenting Resolutions

- 1) **Be realistic.** The resolved statements should include specific actions that are realistic and implementable. Resource availability (both human and financial) will affect the implementability of resolutions.
- 2) **Be positive.** A positive approach always works better than a negative one. Write positive statements, and address the issue positively when you are speaking to it.
- 3) **Be knowledgeable.** Know the facts about all parts of your resolution. Be aware of other resolutions that have been passed on your issue and be sure to state in your resolution why reaffirmation of the same stand is timely.
- 4) **Gather support and assistance.** Try to involve other members in supporting your resolution. Share your facts and ask others to speak pro to your resolution. This will not only help you get your resolution passed, it will also encourage other members to get involved.
- 5) **Present the resolution.** Ensure that a member from the Sponsoring Board is available to present the Resolution.

- 6) **Use your time on the floor wisely, time is limited.** As the author, you will have an opportunity to speak to the resolution first. Remember that the delegates have a copy, so don't read it to them. Instead, take this opportunity to state some of the facts that might not be included in the "whereas" clauses.
- 7) **Be available.** Make sure you are available to the Delegates to answer questions.

(see attached Pro-Forma)

PRO-FORMA OF PROPOSED RESOLUTIONS

- A. Author (name of Board).

- B. Background (purpose of the proposed resolution) supporting documentation and/or information (up to one page).

- C. To what body, government department, agency or individual is the Resolution directed?

WHEREAS, etc. _____

_____ and:

WHEREAS, etc. _____

THEREFORE BE IT RESOLVED by the Canadian Association of Police Governance:

_____, and:

BE IT FURTHER RESOLVED, etc. _____
