

**NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION  
POLICY REGARDING THE RESOLUTION PROCESS**

Policy Number: A013

POLICY STATEMENT

Policy resolutions of the Association are developed by members. The policy resolution process is driven in two ways:

- Through resolutions submitted by District Associations or member municipalities
- Through resolutions submitted by the Board of Directors

I. SUBMISSION OF RESOLUTIONS

Resolution proposals are accepted at any time for consideration by the Board. To ensure timeliness, only those resolution proposals received within 90 days of the Annual General Meeting will be referred to the Resolutions Committee (as outlined in the Constitution) for recommendation to the membership at the AGM. If the matter is urgent in nature, the submitting party may request that the Board consider immediately in lieu of waiting for the AGM.

II. GENERAL CRITERION

Resolutions for consideration by the Northwestern Ontario Municipal Association shall be related to issues that are regional in nature and not specific only to an individual municipality or district.

III. FORMAT

The format of a resolution consists of five main parts:

1. **Date** – year resolution proposed
2. **Name of Submitting Organization**
3. **Title** – reflects the nature of the resolution
4. **Background** – an outline of the problem at hand and a brief assessment of available policy options. The background should include all relevant data and information (sources shown) and arguments should be clear and concise.
5. **Recommendations** – lists the preferred policy option. The recommendation should be directed to the specific Government(s) or Ministry(ies) for its action and begins with “Be it resolved that the Northwestern Ontario Municipal Association...”

Resolution submissions should also include a covering letter providing a contact name and number for any questions or comments regarding the resolution.

#### IV. PROCESS FOR CONSIDERATION AT THE AGM

1. Resolutions for consideration at the AGM must be received a minimum of 30 days in advance of the start of the AGM. Any resolutions received after that time will be considered as a “late resolution”.
  - a. LATE RESOLUTIONS
    - i. The Executive Director will advise of the number of copies needed for distribution to the delegates. It is the responsibility of the submitting party to provide sufficient copies and to ensure that the resolution complies with the required format as outlined in Section III above.
    - ii. Late Resolutions will be reviewed at the end of the plenary.
2. The Resolutions Committee will review all resolutions to ensure that the resolution is formatted correctly and provides sufficient information regarding the issue. If further information is required, the Resolutions Committee will contact the submitting party to amend as needed.

The Resolutions Committee shall recommend as to:

- Concurrence;
  - Non-Concurrence;
  - Concurrence as Amended; or
  - any other direction as they find appropriate.
3. All pending resolutions will be posted on the NOMA website no later than 20 days in advance of the start of the AGM and a notice of posting will be sent to all members.
  4. Resolutions will be included in the AGM resolution package as outlined in the Constitution.
  5. There are three possible courses of action for each resolution:
    - a. Adopt it – with or without amendments;
    - b. Defeat it; or
    - c. Refer it to the NOMA Board of Directors.
  6. A majority vote carries the resolution.
  7. Adopted resolutions will be posted on the NOMA website and will be added to the NOMA compendium of resolutions.
  8. Letters relating to each adopted resolution will be sent to the appropriate parties within 10 working days of the end of the AGM.

## V. LIFESPAN

1. Each resolution has an effective lifespan of three years once approved.
2. Sunsetting resolutions will be reviewed in advance by the Resolutions Committee who will determine whether the resolution should:
  - a. be updated and/or put forward to the membership for renewal; or
  - b. allowed to expire.
3. The Resolutions Committee will prepare and circulate a report to the membership at least 20 days in advance of the AGM regarding the status of all resolutions and advising of any change of status (ie: sunsetting, complete, etc).