

Provincial Agricultural Service Board Conference

Resolutions Rules of Procedure

Purpose: The purpose of this procedure is to formalize the parameters involved for the resolution process used by the Provincial Resolution Committee (PRC). It includes aspects of the resolution process including oversight, guidelines, resolution types, writing and submission guidelines, the resolution session and the handling of endorsed resolutions.

Scope: As a method of deriving member direction, the resolution process is fundamental to informing the Agricultural Service Board's advocacy priorities. As such, this policy formalizes all aspects of the resolution process to provide clarity and consistency.

1) Provincial Resolution Committee (PRC)

- a) Shall consist of members of the Agricultural Service Board Provincial Committee (ASBPC)
Specifically:
 - i) Five Regional Committee
 - ii) Director or executive member of Rural Municipalities of Alberta (RMA)
 - iii) First Vice President of the Association of Alberta Agricultural Fieldmen (AAAF) as Secretary
 - iv) Manager of the ASB Grant Program representing Alberta Agriculture and Forestry (AF)
 - v) ASBPC Executive Assistant

2) Responsibilities of Provincial Resolution Committee Members

- a) Chairman
 - i) Chairman of the ASBPC shall chair the presentation of Resolutions at the Provincial Conference
 - ii) Present a report card on previous years' resolutions
- b) Secretary
 - i) Receive resolutions from Regional Conferences within five working days of each conference
 - ii) Provide copies of draft Provincial resolutions to ASBPC
 - iii) Provide copies of approved Provincial resolutions to each ASB by December 1 of each year
 - iv) Record proceedings of Provincial ASB Conference Resolution Session(s)
 - v) Maintain minutes from Provincial ASB Conference
- c) Manager ASB Grant Program

- i) Time speakers to ensure each ASB member has adequate time to speak to the resolution
- ii) Provide support to the Chair, Secretary and Executive Assistant
- d) Executive Assistant
 - i) Provide support to the Chair and Secretary
 - ii) Ensure resolutions are in appropriate format
- e) All other members shall:
 - i) Assist with presentation of resolutions at the Provincial Conference
- f) All costs incurred by the members of the committee for attending meetings will be reimbursed by each individual member's employer

3) Authority

- a) The PRC, in its' entirety, has authority to review Provincial resolutions
- b) Responsibilities include:
 - i) Request clarification for a resolution from the sponsoring ASB in terms of wording, intent, etc. to:
 - (1) Amend the grammar, wording or format of the resolution provided it does not change the intent,
 - (2) Provide comments on each resolution with regards to its background,
 - (3) Inform the sponsoring municipality(ies) where the resolution will materially change or contradict a current ASB position,
 - (4) Notify the sponsoring municipality(ies) of any deficiencies in meeting the guidelines of resolutions as outlined in this policy, and
 - ii) Amalgamation of two or more resolutions between jurisdictions if several resolutions are of similar topic and content after consultation and approval of the sponsoring municipalities
 - iii) Request withdrawal of a resolution if the resolution:
 - (1) Has no bearing whatsoever with the agricultural industry
 - (2) Has been resolved prior to the resolution screening meeting, or
 - (3) Has been covered by another resolution
- c) Determine order that resolutions will be presented in
 - i) In the event of receipt by the Committee of two or more contradictory resolutions, the Committee will order the resolutions in such fashion that the contradictory resolutions are presented consecutively
 - ii) If the first of the resolutions is passed, the contradicting resolution(s) will be deemed defeated, and will not subsequently be brought to the floor
 - iii) If the first resolution is defeated, the contradictory resolution(s) will be brought to the floor of the conference for consideration

- d) Resolutions passed at an ASB Provincial Conference will be advocated on for a period of five years from the date of approval. A list of expiring resolutions will be placed in the report card annually.
 - i) If an ASB wishes the resolution to remain active, the resolution must be brought forward for approval again at the next ASB Provincial Conference
 - ii) Only resolutions from the previous two years will be reported on in the annual Report Card on the Resolutions
- e) The ASBPC may provide annual training on the resolutions policy for all committee members.
- f) A parliamentarian may be engaged to support the chair during the Resolutions Session. The parliamentarian shall be appointed by the ASBPC.
- g) The ASBPC shall have power to rank the resolutions per their relative importance thus determining the order paper.

4) Resolutions

- a) Provincial Resolutions
 - i) Resolutions Provincial in scope and having been passed by simple majority at a Regional Conference shall be submitted to the Secretary of the ASBPC within five working days of the Regional Conference. Each resolution submitted for consideration must be accompanied by background information consisting of the history of the issue and potential impacts for the sponsoring municipality and province-wide impacts for municipalities.
 - ii) After resolutions Provincial in scope are received by the ASBPC Secretary, the PRC will meet to review them.
 - iii) The PRC shall forward resolutions to each ASB by December 1 each year. Each ASB shall provide sufficient copies for their delegates and staff. Hard copies and/or digital copies of Provincial resolutions will be included in the Provincial Conference package available at registration.
- b) Regional Resolutions
 - i) Resolutions that are Regional in nature and that have been passed by a Regional Conference shall be sent by the Secretary of the Regional Resolutions Committee to whomever they are directed to for reply and a copy of the resolution and resolution response sent to the ASBPC for information only.
- c) Emergent Resolutions
 - i) A resolution received by the ASBPC that was not presented and voted on at a Regional ASB Conference may be considered by the Committee as a potential Emergent Resolution. It may be recommended for acceptance by the PRC if the resolution is deemed an emergency issue of provincial significance regarding Agricultural Legislation or Agriculture Policy that has arisen since the Regional ASB Conferences, or if the sponsoring ASB can justify to the Committee why the resolution did not come to the floor of a Regional Conference.

- ii) If a resolution is denied Emergent status by the PRC, the sponsoring ASB may appeal this ruling through the Chair to the floor of the Provincial ASB Conference Resolution Session, where it may be reconsidered as Emergent at the pleasure of the Voting ASB Conference Delegates. The vote for acceptance of an appealed Emergent Resolution must be carried by a 3/5 majority of voting Provincial ASB Conference delegates.
- iii) Sufficient copies of resolutions accepted as Emergent must be made available by the sponsoring ASB to all conference delegates.
- iv) Emergent Resolutions must be submitted to the Secretary of the ASBPC 24 hours prior to the start of the Provincial Conference.

5) Procedures

- a) Approved Provincial Resolutions
 - i) Resolutions approved for debate at the Provincial Conference by the PRC shall be handled in numerical order as recommended by the committee unless 3/5 of the voting delegates on the convention floor agree to accept a resolution out of that numerical order.
 - ii) Each resolution must have a Mover and a Secunder
 - iii) Only the "Therefore Be It Resolved" section will be read
 - iv) The Chairman shall call on the Mover and Secunder to speak to the resolution and then immediately call for anyone wishing to speak in opposition.
 - (1) If there is no one to speak in opposition, the question shall be called
 - (2) If there are speakers in opposition, the Chairman shall at his discretion call for anyone other than the Mover or Secunder to speak to the resolution before the debate is closed
 - v) Anyone wishing to amend a resolution must then speak to the resolution as written, or anyone wishing clarification must speak up. All amendments must have a Mover and a Secunder. The Committee requests the submission of proposed amendments prior to the resolution session for administrative ease
 - vi) Only one amendment will be accepted at a time, and only one amendment to the amendment is permitted at a time.
 - vii) The Chairman has the discretion to request a written amendment.
 - viii) The Mover and Secunder are allowed five minutes in total to speak to the resolution or amendment. The Secunder may waive his right to speak and the Mover would be allowed the full five minutes.
 - ix) The Mover and Secunder have the right to close the debate and a maximum of two minutes each will be allowed for this.
 - x) All other speakers, for or against the resolution, are allowed a maximum of two minutes.
- b) Emergent Resolutions
 - i) Resolutions approved as Emergent according to Section 4 shall be dealt with last.
 - ii) Chair will advise delegates of the ASB Committee comments with respect to recommending the resolution as emergent.

- iii) Chair will ask delegates if they wish to accept the resolution for debate.
 - (1) A mover and seconder are required to put a motion on the floor to accept the resolution for debate as emergent.
 - (2) Delegates have the right to speak to the motion regarding whether to accept the emergent resolution for debate.
- iv) A mover has the right to close debate.
- v) Chair will call the question.
- vi) 3/5 majority required for acceptance of the resolution as emergent
- vii) If accepted as an emergent resolution, follow procedure for Provincial Resolutions (Section 5a)

6) Voting and Speaking

- a) Two delegates from each municipality's ASB at the conference shall be recognized voters on any resolution.
- b) An Agricultural Service Board member may have any person speak to a resolution by their request.
- c) All Resolutions are passed or defeated by simple majority except where a change to legislation is asked for or acceptance of an emergent resolution for debate, when a 3/5 majority is required.

7) Procedures for Approved Resolutions

- a) Secretary of the ASBPC shall submit approved resolutions to the PRC members.
- b) Executive Assistant and Secretary of the ASBPC will submit resolutions to appropriate agencies and organizations for response.
 - i) Responses will be compiled, returned to the Secretary for distribution to the ASBPC and individual ASBs, and posted electronically.
- c) Chairman of the ASBPC shall:
 - i) Hold a committee meeting to review and discuss responses to resolutions.
 - ii) Request a committee meeting with RMA Executive.
 - iii) Request a committee meeting with the Resource Stewardship Committee to discuss or clarify resolution responses if deemed necessary.
 - iv) Request a committee meeting with the Ministers of appropriate ministries to discuss resolution responses if deemed necessary.
 - v) Direct the ASBPC to prepare and circulate a Resolutions Report Card itemizing actions that have been undertaken by the Committee in response to resolutions passed at previous conference.

8) Roberts Rules of Order

- a) The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the procedure of the Resolutions Committee in all cases for which they are applicable, except if the rules are not consistent with the Provincial ASB Conference Rules

of Procedure. The Provincial ASB Conference Rules of Procedure will take precedence. Attached are example excerpts from Robert's Rules of Order that apply directly to the Resolution Process.

9) Amendments to Provincial Rules of Procedure

- a) An amendment to these Rules of Procedure may be made by a simple motion from:
 - i) The ASBPC, or,
 - ii) Any voting delegate at the conference
- b) Amendments must be accepted by a simple majority of all voting delegates at the Provincial ASB Conference
- c) Amendments that are "Carried" will take effect at the next Provincial ASB Conference

10) ASB Provincial Committee Fees

- a) The Association of Alberta Agricultural Fieldmen will collect approved fees on behalf of the Agricultural Service Board (ASB) Provincial Committee to support the costs of the Committee.
- b) The recommended fee will be based on financial need and will be approved at the Provincial ASB Conference. Billing to all municipalities with Agricultural Service Boards the following year.
- c) Voting on the value of the fee will take place at the Provincial ASB Conference. The two municipal delegates at the conference from each municipality will vote on the value of the fees and must be accepted by a simple majority.

ROBERT'S RULES OF ORDER – EXCERPTS & CLARIFICATION OF PROCESSES

The ASBPC offers the following excerpts from Robert's Rules of Order as well as a few other suggestions for clarification of the resolution process. The intent is for the entire assembly to have a clearer understanding of the rules of procedure for each member to participate to the fullest extent.

MOTIONS & RESOLUTIONS

- A motion is a proposal that the assembly take certain action, or that it expresses itself as holding certain views.
- It is made by a member obtaining the floor and saying, "I move that," and then stating the action he proposes to have taken.
- Thus, a member "moves" that a resolution be adopted, or amended, or referred to a committee, or that a vote of thanks be extended, etc.

HANDLING OF A MOTION

What precedes a debate?

- Before any subject is open to debate it is necessary for the following 3 actions to occur.
 1. A motion is made by a member who has obtained the floor.

2. The motion is seconded (with certain exceptions).
 3. The question is stated by the chair.
- The chair must either rule the motion out of order or state the question on it so that the assembly may know what is before them for consideration and action, that is, what is the *immediately pending question*.

Stating of the question by the chair:

- When the motion that is in order has been made and seconded, it is the duty of the chair to formally place it before the assembly by “***stating the question***”; that is, he states the exact question that is before the assembly for its consideration and action.
 - For example, in the case of a resolution, the chair may state the question by saying, “It is moved and seconded to adopt the following resolution”.
- Until the chair states the question,
 - the mover has the right to modify his motion/resolution as he pleases, or to withdraw it entirely.
 - when the mover modifies his motion, the seconder has a right to withdraw his second.
- After the question has been stated by the chair, the motion becomes the property of the assembly,
 - the maker can not modify or withdraw his motion/resolution without the assembly’s consent.
- While the motion is pending or being debated,
 - the assembly can change the wording of the motion by the process of amendment.

Debate

- After the chair states a question, it is before the assembly for consideration, debate, and action.
- No member should speak twice to the same issue until everyone else wishing to speak has spoken to it once.
- Any member who wished to force an end to debate (prior to the chair) must first obtain the floor by being recognized to speak by the chair. Once the member has obtained the floor he must then move to “*Call or put the Question (before the assembly)*”. This motion must be seconded and adopted by unanimous consent.
- All resolutions, reports of committees, communications to the assembly, and all amendments proposed to them, and all other before final action is taken on them (unless by a two-thirds vote the assembly decides to dispose of them without debate). debatable motions may be debated

Modifying a Motion

- A motion can be modified or amended after the chair states the question.
- **Friendly amendments** will only be considered for punctuation or spelling corrections.
 - As the chair would already have stated the motion, it is now the property of the assembly and therefore the chair will ask the assembly if there are any objections.
 - If no objection is made, the chair will declare the amendment adopted.
 - If even one member objects (which includes the mover and seconder), the amendment is subject to debate and votes like any other amendment.
- The chair will determine if **an amendment is germane**.
 - An amendment must be germane to be in order.
 - To be germane, an amendment must in some way involve the same question raised by the motion to which it is applied.
 - An amendment cannot introduce an independent question.
 - An amendment can be hostile to, or even defeat the spirit of the original motion and still be germane.

Putting the Question and Announcing the Vote:

- When the debate appears to have closed, the chair asks,
 - "Are you ready for the question?" If no one rises he proceeds to **put the question** – or to take the vote on the question.
- In putting the question, the chair should make perfectly clear what the question is that the assembly is to decide.
 - For example, "The question is on amending the resolution by [insert amendment]. Those in favor of the amendment, etc. The question is now on the resolution as amended, which is as follows [read resolution as amended]. Are you ready for the question?"
- The vote should always be announced, as it is a necessary part of putting the question. The vote does not go into effect until announced.
- If a vote is too close to call, a standing vote will be required. Voting delegates are to remain standing while the count is taken. The Chair will indicate when to sit once the vote is counted.

REQUEST FOR PERMISSION TO WITHDRAW OR MODIFY A MOTION

- Conditions for withdrawing or modifying a motion depend upon how soon the mover states his wish to withdraw or modify it.
 - Before a motion has been stated by the chair, it is the property of its mover, who can withdraw it or modify it without asking the consent of anyone. Thus, in the brief interval between the making of a motion and the time when the chair places it before the assembly by stating it, the maker can withdraw it.
 - After a motion has been stated by the chair, the mover requires permission from the assembly to withdraw or modify a motion.

SECONDING A MOTION

- A motion is seconded by a member saying, "I second the motion," or "I second it."
 - Members seconding a motion are also required to stand and identify themselves. This is especially important in large assemblies where non-members are scattered throughout the assembly.

"The assembly rules – they have the final say on everything!" (Robert's Rules of Order)

"Silence means consent!" (Robert's Rules of Order)

Note: Content is taken from Robert's Rules of Order as well as clarification of processes suggested by the ASBPC.

Appendix A

Resolution Writing Guidelines

1. Resolutions must include a title, preamble (whereas), operative clause (therefore be it resolved) and member background and shall be in the form:

TITLE

WHEREAS ...;

WHEREAS ...;

WHEREAS

THEREFORE, BE IT RESOLVED

THAT THE ALBERTA'S AGRICULTURAL SERVICE BOARDS REQUEST...

SPONSORED BY:

MOVED BY:

SECONDED BY:

CARRIED DEFEATED

Background

1. Resolutions must address a topic of concern that is relevant to municipalities on a provincial or federal basis.
2. The title must provide a clear indication of the resolution's intent.
3. The preamble must provide clear, brief, factual context for the operative clause.
4. The operative clause must clearly set out what the resolution is meant to achieve and indicate a proposal for action. The wording should be straightforward and brief so that the intent of the resolution is clear. Resolutions requesting legislative changes must clearly identify the legislation that the resolution is directing changes to.
5. Resolutions must be accompanied by background information outlining the following where appropriate:
 - a. The history of the issue,
 - b. Issue impacts, noting the provincial and/or federal impacts of the issue, where applicable,
 - c. Past or current advocacy efforts by the ASB or other organizations,
 - d. Recent incidents or developments,
 - e. Specific legislation linkages, and
 - f. Other stakeholders with a vested interest.