

**CALL FOR RESOLUTIONS**  
**114<sup>TH</sup> ANNUAL SUMA CONVENTION – FEBRUARY 3 TO 6, 2019**

Members are encouraged to submit resolutions anytime throughout the year. However, the **DEADLINE for receipt of council resolutions for Convention 2019 is November 15, 2018.**

Late resolutions will be reviewed by the Resolutions Committee, but only those considered to be newly emergent and urgent will be presented to the Convention as emergency resolutions. Other late resolutions could be sponsored by the Board of Directors or considered after Convention.

Members are encouraged to review the revised [Resolutions Policy](#) before crafting their resolution.

**RESOLUTION PROCEDURES**

Submissions should be forwarded to the Resolutions Committee at the SUMA office in Regina. The committee – and SUMA’s Board of Directors – will review the resolutions, combine similar ones, and provide a package to all members prior to December 31, 2018.

**All resolutions must be submitted with confirmation of endorsement by council (with date).**

Resolutions should also be accompanied by background information, which will help both the committee and Convention delegates fully understand the issue. Municipalities will be contacted if the committee requires more than minor editing of the resolution.

The Resolutions Committee will determine the order in which resolutions are presented at Convention, partly based on whether the concern is likely to be widely shared among urban councils or is of more limited interest and application.

SUMA bylaws dictate that issues of purely local interest are not appropriate for presentation at Convention, and resolutions will not be accepted from third-party individuals or organizations unless endorsed by a member council.

**PURPOSE OF CONVENTION RESOLUTIONS**

Issues confronting urban councils often require action either by the provincial or federal government, or another agency. These issues are usually of concern to many if not all urban municipalities. SUMA members submit resolutions to gain the endorsement of the Association through support by a majority of Saskatchewan urban municipalities represented at the Annual Convention. It is important that the wording of the resolution be as clear as possible, and that its relevance to other municipalities be clearly explained.

**GUIDE TO WRITING RESOLUTIONS**

All resolutions should take the form of a preamble followed by an operative clause. The preamble briefly explains the issue and persuades the reader that the call to action is needed. The operative clause outlines the action being requested.

All preamble clauses (usually no more than three or four) begin with **WHEREAS** and, where appropriate, should refer to the applicable legislation. Use the proper title of the act or number of the bill in question, and list the particular sections of the act or bill to which the resolution refers.

Using examples of actual incidents that prompted the resolution may be helpful. However, care must be taken to ensure that this does not localize the resolution and place it in jeopardy of being seen as a single municipality's issue.

All operative clauses begin with "THEREFORE BE IT RESOLVED THAT the Saskatchewan Urban Municipalities Association..." followed by an action verb like "endorse," "support," or "request." The choice of verb will depend on the course of action you feel best resolves the issue. The operative clause is the **MOST IMPORTANT** part of the resolution—the very reason the resolution was drafted in the first place. It must be written clearly and leave no doubt as to the action being requested, and it must be appropriate to the problem outlined in the preamble.

When the operative clause requests action by a government minister, department or agency, the full name of the department or agency should be used. If the resolution calls for amendments to legislation, the operative clause should clearly state the objectives of the amendments or, better yet, provide the preferred wording of the amendment.

When drafting resolutions, ask yourself three questions:

- 1) What is the problem?
- 2) What is causing the problem?
- 3) What is the best way to solve the problem?

If the resolution answers these questions, then both the issue and the need for action will be clearly understood by convention delegates.

**Supplementary background information can be very helpful.** Ideally, it should note whether the resolution is related to other resolutions previously adopted by SUMA. If the resolution is based on a report prepared by administrative staff, please include a copy with your submission.

The following resolution form outlines the proper format. Please contact SUMA's Senior Policy Advisor, Sean McKenzie, at 306-525-4388 or [smckenzie@suma.org](mailto:smckenzie@suma.org) to submit your resolutions, or if you have any questions about the content or process for resolutions.

#### STANDARD RESOLUTION FORMAT

Submitted by Council of \_\_\_\_\_ by motion passed on (date) \_\_\_\_\_.

#### 1. Resolution

*(Preamble)*

WHEREAS.....  
.....; and

WHEREAS.....  
.....;

*(Operative Clause)*

THEREFORE BE IT RESOLVED THAT the Saskatchewan Urban Municipalities Association  
.....  
.....

#### 2. BACKGROUND INFORMATION (Attach additional sheets, if necessary.)