

**CALL FOR RESOLUTIONS**  
**109<sup>TH</sup> ANNUAL SUMA CONVENTION – FEBRUARY 2-5, 2014**

We encourage members to submit resolutions anytime throughout the year, but for Convention 2014, council resolutions must be received by **Friday, November 22, 2013**. Submit via email to [smckenzie@suma.org](mailto:smckenzie@suma.org).

The Resolution Committee and SUMA's policy committees will review the resolutions, combine similar ones, and provide a package to all members before Monday, December 31, 2013.

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.

**RESOLUTION PROCEDURES**

Your resolution submission **must include** confirmation of endorsement by council (with date).

Also include background information, to help the Committee and convention delegates fully understand the issue. We will contact you if the Committee requires more than minor editing of the resolution.

The Resolutions Committee will determine the order in which resolutions are presented at the convention.

SUMA bylaws dictate that issues of purely local interest are **not appropriate** for presentation at convention. Bylaws also do not allow resolutions from third party individuals or organizations unless endorsed by a member council.

**PURPOSE OF CONVENTION RESOLUTIONS**

Issues confronting urban councils often require action by the provincial or federal government, or another agency. These issues are usually of concern to many – if not all – urban municipalities. Members submit resolutions to gain SUMA's endorsement through support by a majority of Saskatchewan urban municipalities represented at the annual convention. It is important that you word the resolution as clearly as possible and clearly explain its relevance to other municipalities.

**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, take care 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 clearly written, leaving no doubt about what action is requested. It must be appropriate to the problem outlined in the preamble.

When the operative clause requests action by a government minister, department or agency, use the full name of the department or agency. 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. You can also find examples in the Resolutions Database available on our website ([www.suma.org](http://www.suma.org)) under Advocacy.

Please contact the SUMA office if you have questions or need clarification on any aspect of the resolutions process. You can call Policy Advisor Sean McKenzie at 306-525-4388 or [smckenzie@suma.org](mailto:smckenzie@suma.org).

### STANDARD RESOLUTION FORMAT

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

#### 1. Resolution

*a) Preamble:*

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

**WHEREAS** .....

*b) Operative Clause:*

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

.....  
.....

#### 2. Background information

*(attach additional sheets)*