

Guide to Writing Resolutions for Members

What is the purpose of a resolution?

Submitting and voting on resolutions is an important practice that directs the efforts of the Association. Resolutions are routinely used to guide internal policymaking as well as program and service delivery. Most commonly resolutions passed by SARM Members are used to guide the Association's provincial and federal lobbying efforts.

Who can submit a resolution to SARM?

1. Rural Municipalities (RM) individually, by way of June Division Meetings, or RM Regional Associations can submit resolution(s) to SARM for consideration at an upcoming SARM Midterm/Annual Convention;
2. The SARM Board of Directors can submit resolution(s) sponsored by the SARM Board to be considered at a convention.

IMPORTANT NOTE: All eligible resolutions have to be submitted prior to the designated deadline.

How to write a resolution:

- Whenever possible, a formal SARM Resolution Submission Form document should be used to draft and submit a resolution (See: attached).
- The language of the resolution should be clear and concise.
- A good resolution will also include the following information.
 - i. Suggested Resolution Title: The title of the resolution should clearly reflect the content of the resolution.
 - ii. Resolution Sponsor: For a resolution to be considered, the resolution sponsor(s) (RM, SARM Division, RM Regional Association) must be identified on the submission form.
 - iii. Convention and Year: Resolutions should indicate the specific convention for which they are being submitted, including the year of the convention.
 - iv. Preamble: This section should document facts or reasoning why an action needs to be taken by the Association. A resolution may include a number of preamble clauses (WHEREAS) to define the issue that needs to be addressed.
 - v. Action: This section should clearly outline the actions (BE IT RESOLVED) being voted on that are to be undertaken by the Association to address the problem.

NOTE: If you need assistance drafting a resolution please contact SARM's Policy Department –Shelley Kilbride, Director of Policy and Research, at 761-3729 or skilbride@sarm.ca or Libbey Morin, Senior Policy Analyst, at 761-3742 or lmorin@sarm.ca.

How to submit a resolution to SARM:

- All completed resolutions should be submitted to the SARM Administrative Coordinator (AC) by email at sarm@sarm.ca or fax (email is preferred).
- Resolution sponsor(s) will be notified by the AC that the resolution was received.
- SARM Staff review the resolutions as they are submitted and suggest wording changes to the resolution sponsor(s) if the resolution requires clarification.

For examples or to search for previously passed resolutions please visit -
<http://www.sarm.ca/policy/resolutions>.