

## **Resolutions Guide 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, or RM Regional Associations can submit resolution(s) to SARM. Resolutions can also be passed at June Division Meetings and then proceed 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. A declaration must be made on the submission form that includes the date and resolution # of the council/regional association decision to submit a resolution for consideration.*

### **Once a resolution is submitted:**

- Once the resolution is received at the SARM office:
  - i. Resolution sponsor(s) will be notified by the AC that the resolution was received.
  - ii. SARM Staff and the Resolutions Committee will review the resolutions as they are submitted and suggest wording changes to the resolution sponsor(s) if the resolution requires clarification.
  - iii. If the resolution is the same or similar to another resolution submitted, SARM Staff and the Resolutions Committee may recommend co-sponsoring a resolution.
  - iv. If the resolution is the same as a resolution that is currently active, the SARM Staff and Resolutions Committee will notify the sponsor.

### **How to write a resolution:**

- Whenever possible, the 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.
  - vi. Background information: Background information should be included on the submission form.

*NOTE: If you need assistance drafting a resolution please contact SARM's Policy Department –Aaron Holmes-Binns [aholmesbinns@sarm.ca](mailto:aholmesbinns@sarm.ca) (306)761-3742 or Brian Rakochy [brakochy@sarm.ca](mailto:brakochy@sarm.ca) (306)761-3735*

**How to submit a resolution to SARM:**

- A declaration must be made on the submission form that includes the council/regional association resolution # and date that it was passed. For example: “That RM #00 Council forward the following resolution to SARM for consideration at the March 2020 Annual Convention (include resolution text)”
- All completed resolutions should be submitted to the SARM Administrative Coordinator (AC) on the Resolution Submission Form by email at [sarm@sarm.ca](mailto:sarm@sarm.ca) or fax (email is preferred).

**For examples or to search for previously passed resolutions please visit -**  
<https://sarm.ca/advocacy/resolutions>.

**Other:**

- As time permits, reviewing resolutions prior to a convention with your RM council may be helpful prior to voting during the resolution session.
- When presenting resolutions on the convention floor, if the mover chooses not to provide additional information, reading the background could be helpful to other delegates.
- If questions arise regarding a resolution prior to convention, you may wish to contact the sponsoring RM to clarify or for more information.