

CANADIAN UNITARIAN COUNCIL

Resolutions Process

May 2011

APPLICABILITY OF THIS POLICY

This procedure is applicable to all resolutions and motions that are intended to be discussed and approved at an Annual General Meeting (AGM) of the Canadian Unitarian Council, except motions relating to parliamentary and statutory procedures at such a meeting.

WHO MAY PROPOSE A RESOLUTION?

A resolution may be proposed by any one of the following (“the Proposers”):

- a) The CUC Board;
- b) A Study Group established by resolution approved at a CUC General Meeting for the express purpose of recommending such a resolution covering the topic in question;
- c) An existing Social Responsibility Monitoring Group that is responsible for the topic in question, with at least 3 active members;
- d) A member congregation; or
- e) Twenty-five individuals who are members at least three different member congregations located in at least three of the four CUC Regions.

In the cases of a) through d), the Proposers must submit to the Executive Director a statement signed by the presiding officer of the group(s) involved, certifying that the resolution has been approved by a majority of the members of the Proposers’ group in a duly called meeting (held in person or by electronic means).

In the case of e), the Proposers must submit to the Executive Director a statement of support from each of the individual members, and a statement from the relevant member congregations, stating that the individual supporters are members of that member congregation. This information can be gathered electronically.

RESOLUTIONS PROCESS TIMELINES

Prior to Dec 15

Consideration of issues for resolutions at AGM.
Proposers consult with Resolutions Advisory Committee & draft resolution

December 15

Resolutions submitted to CUC’s Executive Director

January 15

Resolutions are distributed to congregations

January 15 - February 28

Congregations discuss resolutions, delegate selection & voting decisions

February 28

All proposed amendments must be submitted to Proposers to be eligible for consideration

February 28 - March 10

Proposers consider feedback

March 10

Proposers send resolution in final form to Executive Director

March 15

Amended resolutions are distributed to congregations

March 15 – AGM

Congregations discuss amended resolutions & revise voting decisions if necessary

Urgent Resolutions

For matters arising after December 15: submit to Executive Director as soon as possible but no later than 6 p.m. seven days before the AGM is to occur

HOW MUST A RESOLUTION BE SUBMITTED?

1. In considering a resolution, the Proposers are encouraged to consult with the Resolutions Advisory Committee (resolutions@cuc.ca) for assistance with process and wording.
2. The Proposers must cause to be delivered to the Executive Director one copy of the proposed resolution, not later than **December 15** prior to the Annual General Meeting at which it will be presented, so that it can be distributed to member congregations. A sample resolution is appended.
3. The Proposers must submit an explicit action plan appended to the Resolution, stating what action is desired to be taken, by whom, and by when.

WHAT WILL HAPPEN THEN?

Not later than **the first week in January** of that year, the Executive Director will arrange for the resolution and the action plan to be distributed to all member congregations and to the Board, soliciting consideration and feedback.

Not later than **February 28** of that year, member congregations and the Board must submit to the Proposers written comments, suggestions, and other feedback concerning the proposed resolution, in order for the amendments to be eligible for consideration.

Not later than **March 10** of that year, the Proposers must advise the Executive Director in writing whether, in consideration of the feedback that has been received, they wish to amend the wording of the resolution, continue to propose it unchanged, or withdraw it entirely (in which latter case no further action will be taken concerning it.) If the Proposers wish to amend the resolution, it must be submitted in final form on this date.

Not later than **March 15** of that year, the Executive Director must distribute to the member congregations copies of the amended resolutions, if any.

N.B.: If an Annual General Meeting is scheduled at any time other than the month of May, the dates in this procedure must be adjusted accordingly, and timely notice of the change provided to the member congregations. This draft policy applies only to proposals made at an Annual General Meeting. When calling any Special General Meeting, the Board will announce relevant dates and timelines for resolutions to be considered.

URGENT RESOLUTIONS

Procedure:

Occasionally a matter arises too late for a resolution concerning it to follow the normal procedure, but is important enough to warrant attention and action by the delegates at the Annual General Meeting. For this situation an extraordinary procedure is provided for what will be termed an Urgent Resolution.

An Urgent Resolution may be proposed by any of the same five groups that may propose an ordinary resolution. The action proposed in the resolution must be limited to advising the member congregations and recommending that if they concur, they take appropriate action individually.

Proposers of an Urgent Resolution shall submit their motion to the Executive Director **as soon as possible, but no later than 6 p.m. seven days before the AGM is to occur**. Consent (from 25 individuals as specified under "Proposers") may be gathered through electronic means.

The motion shall be accompanied by a statement as to why it is urgent, why it was not known of before the closing date for regular motions, and what immediate action steps are recommended for congregations.

To avoid redrafting at the AGM and save time there, the proposers are strongly encouraged to have the draft reviewed by the Resolutions Advisory Committee. If there is time, copies must be distributed in advance to the delegates, or if time does not permit, it must be made available at the time of registration.

When the Urgent Resolution is moved at the AGM, the presiding officer must make a ruling as to whether the matter arose too late to follow the normal procedure. Of course, like all rulings, this ruling is subject to appeal of the delegates.

The Urgent Resolution is debated and voted on in the usual manner, except that because it has not been distributed to the member congregations, it can be substantively amended during debate. If it is approved by a majority vote of the delegates voting on it, the CUC Board promptly communicates to the member congregations the recommendations contained in the resolution.

At times the CUC President may take action or make a public statement in the name of CUC on a matter of important current interest.

STUDY GROUP PROCEDURE

Whenever a resolution provides for referring a question to a Study Group for a one or two-year study process, the following guidelines apply:

- a. The resolution shall name either the initial members of the Study Group or, in the case where the reference is to an existing committee or monitoring group designated to act as a Study Group, its chair.
- b. The resolution shall specify whether the Study Group is to furnish its final report at the first or second next succeeding Annual General Meeting.
- c. In the latter case, the Study Group shall, at the first next succeeding Annual General Meeting, submit an interim report and organize a workshop on the subject of the motion.
- d. In the case where the members of the Study Group are named in the motion, a member wishing to resign shall furnish a written resignation to the Study Group Chair; and a further member or members may be added from time to time with the consent of at least two thirds of the existing members. The Study Group Chair shall keep the CUC Board's Social Responsibility Liaison and the Executive Director informed of such changes.
- e. If the Chair of the Study Group resigns, s/he shall furnish a written resignation to the CUC Board's Social Responsibility Liaison and the Executive Director. A succeeding chair shall be approved by the CUC Board.

- f. In the case where the members of the Study Group are not named in the motion, the named chair shall keep the Executive Director informed of the composition of the Study Group.
- g. The Study Group shall, in the conduct of its activities, adhere to the principles set out in the CUC document entitled The Principles and Sources of Our Religious Faith.
- h. The Study Group shall study the question referred to it, provide educational and discussion materials to the member congregations of the CUC, encourage feedback from them, and compile results.
- i. A Study Group shall not be obliged to return with a resolution if, after study, it does not believe one is appropriate. In the event that a resolution will not be forthcoming, the Study Group shall report this conclusion and the reasons for it to the Board through the CUC Board's Social Responsibility Liaison and the Executive Director and later to the Annual General Meeting. Subsequently, a report shall also be distributed to the congregations.
- j. Any motions that the Study Group proposes to submit with its final report (not exceeding four in number, unless the president of the CUC agrees otherwise) shall be furnished to the CUC Board's Social Responsibility Liaison and the Executive Director not later than the December 15 preceding the Annual General Meeting at which the report is to be considered, for circulation to the member congregations of the CUC.
- k. The Study Group shall revise its resolution(s) based on the feedback it receives from the congregations and shall then provide the revised text to the Executive Director for dissemination by March 15.
- l. The Study Group is encouraged, in the drafting of its motions, to consult the Resolutions Advisory Committee.

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