

*CSHP Board and Branch Reference Manual*

<b>CATEGORY: 1.6 Annual General and Special General Meetings</b>	<b>PAGES: 3</b>
<b>NUMBER: 1.6.2</b>	<b>EFFECTIVE: August 11, 2006</b>
<b>TITLE: Resolutions</b>	<b>REVISED: April 25, 2007 June 15, 2007 March 9, 2008</b>

## **POLICY**

Resolutions will be accepted from voting members of CSHP only and are to be submitted in writing at least 60 days prior to the date of the Annual General Meeting (AGM).

Resolutions submitted after the advertised due date will be considered for urgent matters only, and presentation to the membership at the AGM will be subject to the approval of the Board.

Resolutions will not be accepted from the floor during the Annual General Meeting.

Recognizing that the CSHP Board is charged with the responsibility of controlling the property and affairs of the Society (Bylaw 6.6.1), resolutions approved by the membership will be considered in subsequent deliberations by the Board but will not be binding on the Society.

*This policy applies to CSHP National and all its branches.*

## **DEFINITIONS**

**Resolution:** A resolution is a formal, written motion, usually used to address important or complex questions, or when greater formality is required. A resolution usually includes the reasons for the motion (background) as well as the action that is being proposed.

## **PROCEDURES**

1. A call for resolutions will be issued by the CSHP office at least 120 days prior to the date of the Annual General Meeting and will include the closing date for submission of resolutions to be presented at the current year's AGM.
2. Resolutions must be submitted in writing using the attached form and signed by the submitter plus one other voting member.
3. All resolutions will be reviewed by the CSHP Executive, serving in the capacity of the Resolutions Committee, to ensure they conform to the guidelines specified in this policy and that they support CSHP's Mission, Vision, and Values. Submissions found to be deficient in one or more of these criteria will be returned to the originator for reconsideration. A resolution cannot be withheld from circulation to the membership.

*CSHP Board and Branch Reference Manual*

4. Copies of all resolutions received will be circulated to all members by email or mail 2 weeks prior to the AGM, and printed copies will be made available to the membership attending the AGM.
5. The process for presentation of resolutions at the AGM will be:
  - a) The procedures and rules specified in *Robert's Rules of Order* pertaining to motions and debate will be followed when not in conflict with CSHP's established policies and procedures.
  - b) Each resolution will be projected for viewing by the membership and read by the Chairperson.
  - c) The mover of the resolution will be asked to speak first, and if desired, have the final comment.
  - d) If the debate does not appear to be reaching a conclusion, the Chairperson will ask for a motion to table or refer the resolution to a committee.
6. Resolutions passed by the membership will be referred to the CSHP Board for careful consideration and decision.
7. The disposition of passed resolutions will be reported at the next Annual General Meeting.

## **GUIDELINES FOR DEVELOPING A RESOLUTION**

1. Resolutions must reflect and support the Mission, Vision, and Values of the Society.
2. A resolution should address only one subject.
3. A resolution should be factual.
4. A resolution should present a positive position.
5. A resolution should direct CSHP to take action, but cannot direct a third party to take action.
6. Statistics and statements should be supported by primary reference sources and included by the submitter in the background information.
7. Background material must not be included in the resolution statement, but should follow the statement. Essential material usually presented in the "whereas" statements of a resolution is to be provided in the background.
8. Background material should give reasons for supporting the motion, including how it supports CSHP's Mission, Vision, and Values; respond to foreseeable negative aspects that might influence the decision; and include a proposed disposition of the motion, if approved.

## **Resolution Submission Form**

**Resolution Subject:**

**Motion:**

**Background:** *(include brief description of how the resolution relates to the goals and objectives of the Society)*

**Proposed Disposition:**

**Submitted by:**

**1.**

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*Name and Membership Number*

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*Signature*

*Date*

**2.**

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*Name and Membership Number*

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*Signature*

*Date*

Please submit completed form to the Executive Director of CSHP by email at [mroy@cshp.ca](mailto:mroy@cshp.ca), or  
c/o Canadian Society of Hospital Pharmacists, by fax to 613-736-5660, or by mail to 30 Concourse Gate, Unit 3,  
Ottawa, ON K2E 7V7.