

## **PROCESS FOR RESOLUTIONS FOR THE BCASW ANNUAL GENERAL MEETING**

BCASW provides an opportunity at the Annual General Meeting for BCASW members to identify issues and recommend action for consideration by the Board of Directors. To allow for informed debate, the BCASW Board has developed the following process for submitting Resolutions to the Annual General Meeting:

### **GENERAL GUIDELINES**

- Members will be reminded of the process for submitting resolutions at least twelve weeks prior to the AGM.
- Resolutions may only be submitted by BCASW members in good standing.
- Motions will not be accepted from the floor during the Annual General Meeting.
- Resolutions are advisory to the BCASW board. They cannot direct the BCASW board to adopt a particular course of action but must be worded as a recommendation or as a request for consideration of an issue.

### **FORMAT GUIDELINES**

The submission must include the following:

- The resolution
- Name and contact information of the person submitting the resolution
- A brief rationale for the resolution, clearly setting out what the resolution is meant to achieve, with a specific proposal for action. The wording should be straightforward and brief so that the intent of the resolution is clear. Generalization should be avoided.

### **SUBMISSION, DEBATE, VOTING AND FOLLOW-UP OF RESOLUTIONS**

- Resolutions must be forwarded by email to the BCASW office ([bcasw@bcasw.org](mailto:bcasw@bcasw.org)) at least six weeks in advance of the Annual General Meeting.
- The AGM Committee will review each resolution for clarity, duplication, format and content and will discuss any concerns with the author(s).
- Resolutions will be posted in the Members Area of the BCASW website so that all BCASW members are informed of them in advance of the AGM. A reminder to view resolutions will be included in the AGM notice sent to members prior to the AGM.
- Members who cannot attend the AGM will be invited to provide feedback about a resolution to the BCASW office via email, which will be read out at the AGM.

#### **At the Annual General Meeting:**

- The Resolution session of the AGM shall be chaired by the BCASW President or his/her designate.
- Only eligible voters with voting cards may vote. A quorum is required.
- The Resolution Chair or a designate will present the resolution if the person submitting the resolution is unable to attend the AGM

- Motions to adopt resolutions and amendments require a simple majority vote by eligible voters present, to be carried.
- There shall be no proxy votes.
- Amendments to resolutions may be presented from the floor and must be duly moved and seconded. Amendments shall supplement or clarify the original motion.
- Amendments shall not be used to represent a new motion. Debate and voting procedures shall be the same for both resolutions and amendments.

**Follow up**

- Subsequent to the AGM, the BCASW Board shall inform the membership in a timely manner of the disposition, including rationale, of each resolution. Action throughout the year on resolutions shall also be reported in a timely manner.