

# Regional Agricultural Service Board Conference

## Resolutions Rules of Procedure

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**Purpose:** The purpose of this procedure is to formalize the parameters involved for the resolution process used by the Regional Resolution Committee (RRC). It includes aspects of the resolution process including oversight, guidelines, resolution types, writing and submission guidelines, the resolution session and the handling of endorsed resolutions.

**Scope:** As a method of deriving member direction, the resolution process is fundamental to informing the Agricultural Service Board's advocacy priorities. As such, this policy formalizes all aspects of the resolution process to provide clarity and consistency.

### 1. Regional Resolution Committee

- a. Shall consist of:
  - i. A representative or alternate elected at the Regional Conference to sit on the ASB Provincial Committee and to act as the Chairman of the Regional Resolutions Committee.
  - ii. The Agricultural Fieldman or their designate who must be an Association of Alberta Agricultural Fieldmen (AAAF) member from the hosting Agricultural Service Board as Secretary.
  - iii. The Regional Director of AAAF.
  - iv. An Agricultural Service Board member from the hosting Board selected by that Board.
  - v. An Agricultural Service Board member from the ASB hosting the Regional ASB Conference in the following year, or the alternate ASBPC Regional Representative.
  - vi. The ASB Grant Program Manager representing the Ministry that has the agriculture portfolio or their designate.
- b. The representative and alternate elected at the Regional Conference to sit on the ASB Provincial Committee shall be an elected or appointed member of an ASB in that region.
- c. Election of the representative and alternate shall take place at the beginning of the Resolution session in odd numbered years at each ASB Regional Conference, term of office to be two years. The representative (or alternate) shall assume the chair immediately following the conclusion of the resolution session.

### 2. Responsibilities of Regional Resolution Committee Members

- a. The Chairman shall:
  - i. Chair Regional Resolutions Committee meetings
  - ii. Chair the presentation of Resolutions at the Regional Conference
  - iii. Attend all ASB Provincial Committee meetings
  - iv. Assist in presenting Resolutions at the Provincial Conference
- b. The Secretary shall:

- i. Advise Agricultural Service Boards that Resolutions must be forwarded four weeks prior to the Regional Conference
  - ii. In conjunction with the Regional Resolutions Committee, review, seek clarification if necessary, compile, and distribute resolutions to Agricultural Service Boards in the Region, at least one week prior to the Regional Conference
  - iii. Record proceedings of Regional Resolutions Committee meetings, and the presentation and voting on resolutions at the Regional Conference
  - iv. Forward all approved resolutions to the ASB Provincial Committee Secretary.
- c. All other members shall:
  - i. Assist with presentation of resolutions at the Regional Conference
- d. All costs incurred by the members of the committee for attending meetings will be reimbursed by each individual member's employer.

### **3. Resolutions**

- a. Resolutions shall be submitted in an approved format and shall follow the procedures for selecting, preparing and drafting resolutions as set out in Appendix "A" attached to this document.
- b. Resolutions, regional or provincial in scope, and having been passed by a majority at a local Agricultural Service Board meeting shall be forwarded to the Secretary of the Regional Resolutions Committee four weeks prior to the Regional Conference.
- c. Late resolutions must be either:
  - i. Submitted to the Regional Conference with sufficient copies for all voting delegates and attendants (approximately 125); or
  - ii. Be displayed in a manner that all persons are able to review the resolutions, for example, projected on a screen for all to read.
- d. Late resolutions must be accepted by a simple majority of the assembly.

### **4. Procedures**

- a. Resolutions submitted to the Regional Conference shall be handled in the numerical order assigned by the Chairman unless 3/5 of the voting delegates on the floor agree to accept a resolution out of numerical order.
- b. Each resolution must have a Mover and a Seconder.
- c. Only the "Therefore Be It Resolved" section will be read.
- d. The Chairman shall call on the Mover and Seconder to speak to the resolution and then immediately call for anyone wishing to speak in opposition.
  - i. If there is no one to speak in opposition, the question shall be called
  - ii. If there are speakers in opposition, the Chairman shall at his discretion call for anyone other than the Mover or Seconder to speak to the resolution before the debate is closed
- e. Anyone wishing to amend a resolution must then speak to the resolutions as written, or anyone wishing clarification must speak up. All amendments must have a Mover and Seconder.
- f. The Committee requests the submission of proposed amendments prior to the resolution session for administrative ease.

- g. Only one amendment will be accepted at a time and only one amendment to the amendment is permitted at a time.
- h. The Chairman has the discretion to request a written amendment.
- i. The Mover and Seconder are allowed five minutes in total to speak to the resolution or amendment. The Seconder may waive his right to speak and the Mover would be allowed the full five minutes.
- j. The Mover and Seconder have the right to close the debate and a maximum of two minutes each will be allowed for this.
- k. All other speakers, for or against the resolution, are allowed a maximum of two minutes.

## **5. Voting and Speaking**

- a. Voting members of Agricultural Service Boards/Agricultural Committees shall be recognized voters on any resolution.
  - i. In the South Region, each ASB shall select two voting delegates to the Regional Conference who shall display the voting credentials and be recognized voters on any resolution (October 1997).
  - ii. In the Peace Region, each ASB shall select two voting delegates to the Regional Conference who shall display voting credentials and be recognized voters on any resolution (ratified by ASB Provincial Committee November 2016).
- b. An Agricultural Service Board member may have any person speak to a resolution by their request.
- c. All resolutions are passed or defeated by simple majority.

## **6. Procedures for Approved Resolutions**

- a. Secretaries of the Regional Resolutions Committee shall:
  - i. Submit Regional Resolutions to the appropriate agencies as soon as possible following the Regional Conference.
  - ii. Regional Resolutions shall also be submitted to the Provincial ASB Committee for information.
- b. Submit Provincial Resolutions to the ASB Provincial Committee Secretary within five working days of the Regional Conference.

## **7. Amendments to the Regional Rules of Procedure**

- a. An amendment to Regional Rules of Procedure may be initiated by simple motion from:
  - i. The ASB Provincial Committee
  - ii. Any Voting Delegate at the ASB Provincial Conference
  - iii. The Regional Resolutions Committee if the proposed amendment were to affect only that Regional, subject to ratification by the ASB Provincial Committee
  - iv. Any Voting Delegate at a Regional Conference if the proposed amendment were to affect only that region, subject to ratification by the ASB Provincial Committee.

- b. Amendments must be accepted by a simple majority of all voting delegates at the Provincial ASB Conference.
- c. Amendments that are carried will take effect at the next Regional Conference.

## **REGIONAL PROCEDURES FOR SELECTING, PREPARING AND WRITING RESOLUTIONS**

1. Well in advance of the regional conference, discuss as a board the concerns of your farmers. Determine the factors affecting their economic well-being as well as those limiting their capability to maintain or improve agricultural production.
2. Make a list of concerns and rate each as to its level of importance.
3. Divide your concerns into the following categories:
  - a. Local Concerns
    - i. Concerns that are local in nature.
    - ii. Your board has the authority and capability to deal with these concerns. If local or provincial finances are available you may wish to initiate programs or projects or policy to satisfy these concerns.
  - b. Regional Concerns
    - i. Concerns that are regional in nature.
    - ii. You have the authority and capability to deal with these concerns but wish to request the support (cooperative action) of bordering Agricultural Service Boards, government departments or other agencies. Note: These concerns may be taken to the regional conference with a request for action at the regional level. e.g. You may be concerned about scentless chamomile, its movement and spread in hay, crop seed in the region, etc. You would like the support of all boards in the region as well as government agencies in slowing down spread and in working towards common objectives. If such a resolution was passed at the regional conference, your regional resolutions would forward the request for support to all boards in the region plus the appropriate government agency.
  - c. Provincial Concerns
    - i. Concerns that are provincial in nature.
    - ii. In order to deal with these concerns at the local level, you require a change in provincial policy. Note: When writing your resolutions make certain you do not ask the province to do something that you already have authority at the local level to do. Because most concerns will ultimately need to be dealt with locally, ask for a change in provincial policy that would enable you as a board to take the necessary action. Resolutions that are provincial in scope, if passed by the regional conference, could be forwarded to the provincial conference for action.
4. Conduct some research on your regional and provincial concerns to:
  - a. Ensure that these concerns were not submitted as resolutions previously and that action has already been taken regionally or provincially.
  - b. Check with those agencies that you expect to respond to your concern (resolution). Determine if they are aware of the need and whether any action is being considered.
  - c. Obtain sufficient background information to be able to write and defend your resolution.
5. Write your resolutions with sufficient "whereas" statements to ensure that those reading the resolution will be able to understand your request.
  - a. All "whereas" statements should relate specifically to your request.

## APPENDIX "A" – AGRICULTURAL SERVICE BOARDS

- b. Resolutions need to be presented with only one "Therefore Be It Resolved" statement.
    - i. If other closely related requests are required in the resolution, it may be appropriate to add no more than two 'Further Therefore Be It Resolved' statements.
    - ii. If you wish to make additional requests for action, it is appropriate to write another resolution.
- 6. Each resolution submitted for consideration must be accompanied by background information consisting of the history of the issue and potential impacts for the sponsoring municipality and the province-wide impacts for municipalities.
- 7. The resolution shall be presented in the approved format as indicated on the following page.

## Regional Resolutions Format

### RESOLUTION XX TITLE

**WHEREAS** insert your words here.....;

**WHEREAS** insert your words here.....;

**WHEREAS** insert your words here.....;

### THEREFORE BE IT RESOLVED THAT ALBERTA’S AGRICULTURAL SERVICE BOARDS REQUEST

(Insert your words here. Be concise and specific. Outline clearly WHO you want to do WHAT specifically. Think about the letters that will be written to address this resolution, who do they need to be written to and what is your request. What is the intended result that you hope to achieve.)

**SPONSORED BY:** (name of sponsoring municipality)

**MOVED BY:** \_\_\_\_\_

**SECONDED BY:** \_\_\_\_\_

**CARRIED:** \_\_\_\_\_

**DEFEATED:** \_\_\_\_\_

**STATUS:** (Local, Regional or Provincial?)

**DEPARTMENT:** (which government ministries, programs or departments will be contacted to address this resolution?)

### BACKGROUND INFORMATION

(Your words here. Background information should include the history of the issue, potential impacts for the sponsoring municipality and the province wide impacts for the municipalities. Previous related resolutions can help with the background information. It is always good to align and build on past resolutions. Be sure to list any attached supporting documents)