



# Alberta Beekeepers Commission

## Resolution Policy

- Resolutions for the Alberta Beekeepers Commission's (ABC) Annual General Meeting (AGM) must be received no less than 10 business days prior to the AGM to allow for background to be collected and resolutions to be prepared for presentation at the meeting.
- Any Resolutions presented from the floor of the AGM, will be determined by the current ABC Board if they get voted on, or tabled for further discussion/review at the next board meeting.
- The mover and/or seconder of a submission will be given time to present their submission to the AGM. Members present at the AGM may make comments/edits and discuss the resolution once it has been presented. The mover and/or seconder of a submission will be allowed a closing statement.
- The ABC board will review submitted resolutions to ensure no overlap with ongoing resolutions and that the resolution contains correct information.
- Any passed resolutions directed at the Canadian Honey Council (CHC) will be forwarded to CHC within 10 business days of the AGM by ABC staff.
- Resolutions that have not been successfully actioned within three years are to be reviewed by the ABC board to determine if the resolution is still relevant and achievable within the commission's abilities/budget.
- If a carried resolution is deemed no longer relevant /applicable following the term of three years, any related ABC funds assigned to support that resolution will be moved back into ABC's general operating fund.

### **Guidelines for writing resolutions:**

Resolutions should contain a title, preamble, and enactment clause – and be signed by a mover and a seconder. The preamble identifies and describes the issue, and the enactment clause outlines the action being requested. Resolutions should: address one subject; use simple language; and include factual background information or supporting documents, if necessary.

- The preamble clause starts with the words "WHEREAS". This concise paragraph briefly identifies and describes the issue or the reason for the resolution.
- The enactment clause begins with the words "THEREFORE BE IT RESOLVED". This short clause clearly describes the action being requested and highlights the resolution's intent.



- A single issue should be addressed in each submission.
- Research is the first step in developing a submission. Solid data must be presented that supports the requested action. – it will be the commission’s responsibility to research and verify resolutions, as well compare to prior/current resolutions to ensure no overlap.
- Provide background information on the submission to help provide for a well-informed debate at the AGM.
- Resolutions are to be submitted to the ABC, no less than 10 business days prior to the AGM.
- Current resolutions from the previous 2 Annual General Meetings are listed on the commission’s website, please review these resolutions to ensure your draft resolution is not already being worked on or has been completed.