



**FAMILY AND COMMUNITY SUPPORT SERVICES  
ASSOCIATION OF ALBERTA**

**RESOLUTIONS PROCEDURES  
MANUAL**

April 2009

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## I. DEFINITIONS

(for the Resolutions Session of the AGM only)

**AGM** - the Annual General Meeting of the FCSS Association held once a year in conjunction with the Association's provincial conference.

**Assembly** - FCSS Association members in attendance to transact the business of the Association at the AGM.

**Association, Association Board, FCSS Association, FCSSAA** - the Family and Community Support Services Association of Alberta.

**Carried** - a resolution is carried when the majority of votes are in favour.

**Defeated** - a resolution is defeated when the majority of votes are opposed.

**Emergent** - a resolution that meets the criteria of "Emergent Resolutions" on page 5.

**FCSS Board** - any board or authority appointed by a municipality to advise, manage or operate an FCSS Program, as described in the Association's bylaws.

**Legislative Amendment** - a change to a law (or Act) that has been enacted by the provincial government.

**Member** - any Municipal or Métis Settlement board member, councillor, administrator, or staff person of an FCSS Program that is a member of the FCSS Association.

**Member Program** - any FCSS Board having paid the annual membership fee to the FCSS Association, as described in the Association's bylaws.

**Parliamentarian** - a person skilled in parliamentary procedure or debate, appointed by the Association Board to advise the Resolutions Session Chairperson on procedure whenever necessary.

**Quorum** - the number of members required to be present to transact business. Quorum for the Association's annual meetings is 50% plus one (1) of the voting delegates in attendance at the commencement of the meeting, as described in the Association's bylaws.

**Secretary** - the Secretary of the FCSS Association Board.

**Special Resolution** - Special resolutions are required only for amending or rescinding bylaws, altering objects, borrowing money, amalgamating societies, or dissolving societies. The requirements of the Societies Act and the Association's bylaws must be followed to submit a Special Resolution.

**Voting Delegate** - either of the two (2) members authorized by a member FCSS Board to represent the best interests of their board and to vote accordingly during the business meeting of the Association.

## II. RULES OF ORDER

1. All voting delegates must be registered by a designate of the FCSS Association prior to the opening of the AGM.
2. If an FCSS Board wishes or consents to withdraw its resolution, the Session Chairperson will notify the delegates prior to introducing the resolutions.
3. Resolutions will be debated in the order they appear in the Resolutions Section of the Annual Report, unless by a 2/3 majority vote of the AGM assembly, it is agreed to discuss a resolution out of order.
4. The Session Chairperson will introduce each resolution by number and name of the sponsoring FCSS Board, and ask a member of the Resolutions Committee to read the resolution to the assembly. He/she will then ask the sponsoring FCSS Board to move and second the resolution.
5. The Session Chairperson will then identify the mover and seconder, and invite the mover to be the first speaker. The Session Chairperson will then ask the seconder if he/she wishes to speak to the motion.
6. The mover and seconder may speak to the resolution for a combined total of five (5) minutes. All other speakers addressing the resolution may speak for a maximum of two (2) minutes.
7. Only authorized delegates may present motions and amendments and vote, but any Association member in attendance may speak to a question.
8. Persons in attendance at the AGM who are not members of the Association may speak to a motion by requesting a "special privilege to speak" of the Session Chairperson and agreed to by a 2/3 majority vote of the delegates.
9. A speaker should approach the microphone and wait for recognition from the Session Chairperson, announce his/her name, the name of his/her Board, and then proceed. Voting delegates must display their voting cards when presenting a motion or an amendment to a motion.
10. Once no other delegates indicate a desire to speak to the resolution, the mover will be offered a maximum of two (2) minutes to speak, and in doing so will close debate.
11. The AGM assembly will accept one amendment at a time, and one amendment to the amendment at a time, during a debate. All amendments must be submitted in writing to the Session Chairperson.
12. Friendly amendments will be accepted if consent is granted by the mover. Friendly amendments must not change or refocus the intent of the resolution.
13. Any other amendment requires a mover and a seconder and must be debated and either passed or defeated by the AGM assembly.

14. The Session Chairperson, in consultation with the Parliamentarian, will rule as to whether amendments comply with the intent of the original motion.
15. Special resolutions require a three-quarter (3/4) majority vote.
16. Resolutions requesting legislative amendments require a two-thirds (2/3) majority vote.
17. All other resolutions require a simple majority (50% plus one) vote.
18. Voting will be by show of voting cards, or as designated by the Session Chairperson.
19. Where the results of a vote are too close for the Session Chairperson to determine, or where requested by delegates, the Session Chairperson will ask for a standing vote. All delegates will be asked to stand at the appropriate time to signify their support or opposition to the question under consideration. Resolutions Committee members will circulate through the assembly to count the results of the vote, and will advise delegates to be seated as their votes are counted.
20. Resolutions that receive the endorsement of the AGM assembly are effective for five (5) years after their passage, unless later amended or rescinded.
21. "Robert's Rules of Order, Newly Revised", will govern this Association in all cases in which they are applicable and in which they are not inconsistent with the Rules of Order of the Constitution of this Association.

### **III. THINGS TO CONSIDER WHEN PREPARING TO SUBMIT A RESOLUTION**

1. Resolutions **must address only one clearly defined concern.**
2. Resolutions **must meet at least one of the following criteria:**
  - a) Does the resolution address a topic that is of significance to FCSS programs in municipalities and Métis settlements throughout the province? In other words, does the topic potentially affect the majority of FCSS Programs? *NOTE: Concerns specific to one municipality or region should be dealt with locally, or forwarded to the FCSS Program Advisory Team.*
  - b) Does the issue have a direct financial impact on FCSS programs?
  - c) Does this issue have a direct impact on FCSS service/program delivery?
  - d) Does this issue fall within the FCSS mandate? For example, education, justice, health, and services that are not preventive in nature are outside of FCSS legislation. If the issue is not within the FCSS mandate, why is it important for FCSS to address it?
3. Resolutions will be evaluated against the criteria by the Resolutions Committee to determine if the topic falls within the scope of the FCSSAA to address. If Committee members are not in unanimous agreement about whether to accept or reject a resolution,

it will be forwarded to the FCSSAA Board to make the final decision.

4. The **format for the wording of a resolution must be:** BE IT RESOLVED THAT [your motion, worded concisely], followed by a concise RATIONALE or BACKGROUND.
5. BE IT RESOLVED is the operative clause of the resolution. This clause **must clearly set out what the resolution means to achieve**, and must be brief and straightforward so that the intent of the resolution is clearly understood. Do not generalize.
6. The **RATIONALE or BACKGROUND following the BE IT RESOLVED clause should be as concise as possible and must relate to at least one of the criteria listed above.** Examples of three resolutions, following the proper format are attached in Appendix A.
7. Resolutions may be submitted by any FCSS Board or Municipal Council that is a member of the FCSS Association. Associate members may not submit resolutions.

#### **IV. FCSS ASSOCIATION ANNUAL MEETING RESOLUTIONS INFORMATION**

1. **Resolutions must be received by the Secretary of the Association at least 60 days prior to the AGM.**
2. Should you wish to **amend a proposed resolution prior to the AGM, you must do so in writing.** The format should be as follows:

WE WISH TO AMEND THE PROPOSED RESOLUTION NUMBER [X]  
BY [choose one of the following: adding; striking out; striking out and inserting;  
inserting; substituting ...]; followed by your RATIONALE.

Do not include the original proposed resolution in your amendment. Clearly state on your submission which resolution you wish to amend.

3. Should you wish to **amend a proposed resolution from the floor at the AGM**, simply move to the microphone, and after being recognized by the Session Chairman, state how you wish to amend the resolution. (Example: "I move to amend the proposed resolution by ..."). **The written amendment must then be passed to the Session Chairman.**
4. Should you wish to amend the Association Constitution, a Special Resolution is required. Constitutional amendments cannot be made from the floor.
5. If you have any questions, regarding resolutions or procedures to be followed during the AGM, please contact a member of the Resolutions Committee or the Secretary of the Board.
6. **A late resolution will not be considered by the AGM assembly.** A late resolution is a resolution received after the deadline of 60 days prior to the AGM, and not fitting the definition of an emergent resolution.

## V. EMERGENT RESOLUTIONS

1. **To be considered emergent, a resolution must meet the following criteria:**
  - a) it must deal with an issue of significance to FCSS Programs which arises after the deadline for submission of resolutions and before the date of the next AGM; and
  - b) members of the Resolutions Committee must agree that the issue requires debate prior to the next AGM due to a deadline for action or response.
2. Emergent resolutions **must be received by the Resolutions Committee at least 3 days prior to the AGM.**
3. The Resolutions Committee may provide comment on each proposed emergent resolution; however, the decision as to whether the emergent resolution will be accepted for debate rests with the AGM assembly.
4. Emergent resolutions will be dealt with after resolutions contained in the Resolutions Section of the Annual Report, unless an emergent resolution is accepted out of order by a 2/3 majority vote of the delegates.
5. Each proposed emergent resolution must be moved and seconded by eligible voting delegates for acceptance by the AGM assembly. Each emergent resolution will be considered separately.
6. A 2/3 majority vote of delegates is required to accept an emergent resolution for debate.
7. Emergent resolutions that are accepted for debate must then be moved and seconded by eligible voting delegates for consideration of the AGM assembly. Each emergent resolution will be considered separately, and will be subject to the same rules of majority as regular resolutions.
8. A member wishing to submit an emergent resolution must provide sufficient copies for distribution to all delegates (approximately 300 copies). It is strongly encouraged that the copies of the emergent resolution be available at the registration desk for delegates to receive as they register for the conference.

## VI. MOTIONS ARISING FROM CONFERENCE PROCEEDINGS

1. Requests for the FCSS Association Board or the membership to take action on topics arising from the proceedings of the Conference will be dealt with as motions presented from the floor (for example, a motion in response to a key note speaker's presentation).
2. Motions presented from the floor will be dealt with after regular resolutions and emergent resolutions.
3. Motions from the floor must be moved and seconded by eligible voting delegates. Each motion from the floor will be considered separately, and will be subject to the same rules of majority as regular resolutions.

## VII. PROCEDURE FOR AUTHORIZING VOTING DELEGATES

1. At a regular meeting, **a member Board may authorize two (2) of its members to be voting delegates for the AGM.** Delegates so authorized should represent the best interests of their boards at the AGM.
2. Voting delegates must register as the authorized member from their respective Board, prior to entering the AGM assembly hall.
3. A voting card will be issued to the authorized delegate when he/she registers. Only authorized delegates will be issued a voting card. Delegates who do not receive a voting card may not vote.

## VIII. COMPOSITION AND DUTIES OF COMMITTEE, OFFICERS AND DELEGATES

### A. RESOLUTIONS COMMITTEE

1. A Resolutions Committee will be appointed by the Association Board in accordance with the Constitution, at the beginning of each term. The Committee shall consist of no fewer than three (3) members. The Committee shall appoint a Chairperson from its membership.
2. Duties of the Committee are as follows:
  - a. To review all proposed resolutions submitted. In the event of duplication, the Committee will draft a combined resolution and discuss it with those members involved. If those members involved are in agreement, the revised resolution will be included with other resolutions submitted. If the members involved do not agree to combine their resolutions, the resolutions will be submitted separately, as originally prepared.
  - b. To categorize, arrange and group resolutions according to topic.
  - c. To be responsible for mailing all proposed resolutions and amendments to all member Boards.
  - d. To maintain an up-to-date file of resolutions duly presented at Annual or Special Meetings to provide valuable resource material and continuity, and to record the disposition of said resolutions.
  - e. To review the rules and procedures of the Resolutions Sessions and make recommendations to the Association Board regarding amendments.
  - f. To hold a Committee meeting at the conference prior to the Association Board meeting, to finalize details to ensure the Resolutions Session is conducted in a thorough and timely manner.
  - g. To ensure that voting delegates register and receive a voting card prior to entering the AGM assembly hall.
  - h. To provide a registration count of voting delegates for establishing a quorum.



B. SESSION CHAIRPERSON

1. To be appointed by the Resolutions Committee.
2. To preside over the Resolutions Session of the AGM.
3. To be familiar with the business to be presented and all procedures necessary to expedite the business.
4. To act as Chairperson of the delegates' briefing at the AGM and review the Resolutions Session Rules of Order with delegates.

C. PROCEDURAL ADVISORS

1. One will be a member of the Resolutions Committee.
2. One will be a Parliamentarian selected by the Resolutions Committee and approved by the Association Board.
3. The Procedural Advisors will have a good working knowledge of the Association's Constitution, Rules of Order, and any other rules governing this Association.
4. The duty of the Procedural Advisors is to advise the Session Chairperson on procedure whenever necessary.

D. DELEGATES

1. To be familiar with the Resolutions Procedures Manual. Concerns must be expressed to the Resolutions Committee before the AGM.
2. To identify themselves as voting delegates, if applicable, and to receive voting cards prior to entering the AGM assembly hall.
4. To attend the AGM.
5. To represent the best interests of their FCSS Boards and to vote accordingly during the AGM.
6. To report to their Boards on the decisions and outcomes of the conference and the AGM.

**SAMPLE RESOLUTION A**

SUBMITTED BY: Jasper Community and Family Support Services Board

TOPIC: Funding for Out of School Care of Elementary School Age Children

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**BE IT RESOLVED THAT** the Family and Community Support Services Association of Alberta (FCSSAA) advocate to the Government of Alberta for the provision of funding for the creation and operation of licensed care of *elementary school age children* during out of school time periods including before and after school, at lunch time, during summer and other vacation periods and during professional development days.

**RATIONALE**

In accordance with Alberta Children’s Services’ stated goals to promote the development and well-being of children, youth and families; to keep children, youth and families safe and protected; to promote healthy communities for children, youth and families; and

Being appreciative of the Alberta Government’s investment in a range of programs and services to meet the needs of families; and

Recognizing that many municipalities are undergoing accelerated growth from economic development, which has led to growing demands for childcare services; and

Recognizing that family support networks have changed in our society and that most parents can no longer rely on extended family, friends or neighbours to provide childcare for their elementary school age children; and

Recognizing that the circumstances that create the need for childcare in the early years often continue throughout the elementary school years and that quality care is still essential during these years; and

Recognizing that there is no childcare subsidy for the care of elementary school age children; and

Recognizing that without the option of affordable licensed care parents are forced to put together makeshift care arrangements which do not necessarily meet the social, emotional, physical or mental needs of children and create stress and hardship for families across the province; and

Finally, we recognize that licensed out of school care programs provide children with adequate supervision and opportunities to participate in activities which increase resilience and build protective factors which are important in a child's development.

## **SAMPLE RESOLUTION B**

SUBMITTED BY: City of Lethbridge Community & Social Development

TOPIC: Staffing Crisis in the Human Service Sector

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**BE IT RESOLVED THAT** the Family and Community Support Services Association of Alberta advocate to the Ministry of Children's Services, as well as other related Ministries, for the provision of decent wages and benefits in the not-for-profit human service sector, the investment in long term post secondary education opportunities, and the development of a social infrastructure plan including an FCSS Growth Strategy, for the quality of life of Albertans and strong healthy and connected communities.

### **RATIONALE**

The impact of the growth economy in Alberta on the ability of not-for-profit human services to recruit and retain adequate staffing to fulfill their mandates is escalating. There is a related need for government to acknowledge the current labour crisis for human service agencies and the provincial government has a role in addressing these needs.

FCSS is grounded in its dependency on the not-for-profit sector to provide and support preventive social services in Alberta communities. Community based not-for-profit organizations in the human service sector receive grants from the provincial government, some through FCSS Agreements. An increasing staffing crisis in the human service sector is compromising the vulnerability of people and communities as services may not be available to meet their needs.

The current and future social impact of the current economic growth in Alberta is unprecedented. The reality is that for human service organizations, the crisis is worsening. The demand for human services is growing and organizations are having difficulty attracting and retaining the required staffing to meet the needs in their communities. This is also a critical time to strengthen prevention strategies in our communities including addressing the labour shortages in the human service field. This is marked with the value placed on the contributions of the dedicated workers in this sector.

Lastly, it is important that the provincial government acknowledge its role in addressing the staffing issues in the human service sector and that their intervention can make a difference in working towards the quality of life of Albertans and for strong, healthy and resilient communities.

## SAMPLE RESOLUTION C

SUBMITTED BY: Red Deer & District Family and Community Support Services Board  
and Vegreville Family and Community Support Services Board

TOPIC: FCSS Funding

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**BE IT RESOLVED THAT** the Family and Community Support Services Association of Alberta continue to strongly advocate to the Ministry of Children's Services for additional funding for Family and Community Support Services to address:

- The full implementation of the funding allocation model as outlined in 1997, in order to meet the original commitment of an additional \$13.9 million;
- The increases in provincial population each year;
- The addition of new communities who wish to have FCSS;
- The increases in costs of doing business;
- The increases in demands for preventive programming and the reductions in services from other providers;
- The grandfathering of programs which would lose funding as a result of the model, to allow them to maintain this funding until such time as a detailed review is complete, and after the above funding issues are addressed.

### RATIONALE

A new funding allocation model for Family and Community Support Services was developed in 1997. At the time this was implemented, it was understood that a commitment was being made to increase FCSS funding by \$13.9 million. As of the 2000/2001 budget, only \$6.5 million has been added. Grandfathering was also implemented such that communities who would lose funding under the new allocation model would be protected at their level of funding in 1998. This provision is still in effect, however, it means that the majority of FCSS programs in Alberta have not received an increase for several years.

Since the implementation there has also been a significant increase in the provincial population; several communities that did not have FCSS in their communities have or want to come on stream; the cost of doing business has increased; and there is an increase in demand for preventive services. The \$13.5 million, originally suggested as "full funding" did not take any of these issues into consideration.

In 2000, a detailed review was done of the funding allocation model, using extensive consultation with FCSS programs and participating municipalities and Métis settlements, along with other stakeholders. The primary concern expressed was the need for adequate funding to address the issues as noted above. The first recommendation of the Review suggests the total amount required to meet the need is \$16.2 million. The Review also suggests that the practice of grandfathering continue until the necessary funding is added to the FCSS budget, and then that a review of the impacts of removing grandfathering be undertaken.