



FCSSAA Resolution Manual

2026



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DEFINITIONS

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

Association Board- the Board of Directors of the FCSS Association of Alberta; Director means a member of the Association Board

Carried - a resolution is carried when 2/3 of votes are in favour.

Emergent - a resolution that meets the criteria of "Emergent Resolutions" on page 11.

Executive Director- the person responsible for the day to day operation of the FCSSAA

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 program 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.

FCSSAA RESOLUTION COMMITTEE/BOARD OVERSIGHT

1. A Call for Resolutions will be sent out by the FCSSAA administration on behalf of the FCSSAA Secretary. The resolution manual will be attached.
2. The Board shall establish a Resolutions Committee that is comprised of at least three members of the Board.
3. The FCSSAA and/or Resolutions Committee may, in consultation with the sponsoring community or communities:
 - a. amend the grammar, wording or format of the resolution provided it does not change the intent;
 - b. provide comments on each resolution with regards to its background; consolidate resolutions of similar intent or subject matter and notify sponsoring communities of the consolidation;
 - c. inform the sponsoring community(ies) where the resolution will materially change or contradict a current FCSSAA position;
 - d. notify the sponsoring community(ies) of any deficiencies in meeting the guidelines of resolutions as outlined in this policy; and
 - e. refer resolutions that duplicate the requests made in an active resolution(s) either directly or indirectly back to the resolution sponsor.
4. The FCSSAA Board shall have the power to accept or reject submitted resolutions based on the criteria. The reason for rejection will be submitted in writing to the submitting party.
5. A parliamentarian shall be engaged to support the chair during the Resolutions Session. The FCSSAA Board of Directors shall appoint the parliamentarian on an annual basis.

ADMINISTRATIVE REVIEW

1. The FCSSAA Resolutions Committee, through the Executive Director, may return any submitted resolution to the sponsoring community to have deficiencies corrected or to clarify details of the resolution.

Deficiencies may include but are not limited to:

- a. absence of any indication of the resolution being endorsed by the FCSS Board or Council of the sponsoring municipality;
 - b. the preamble includes statements contradictory to the operative clause or lacks necessary details;
 - c. lack of a clear supporting narrative where the rationale of the resolution is unclear;
 - d. unclear background and preamble; and
 - e. incorrect or misleading statements within the resolution or within the supporting background information and/or documentation.
2. Each resolution and accompanying background information may undergo fact-checking to ensure details relating to the resolution are accurate.
 3. The return by the FCSSAA Executive Director of any proposed resolution for the correction of any deficiencies will not affect its categorization nor will it disqualify a resolution submitted on time.
 4. The FCSSAA Resolutions Committee shall review each proposed resolution for format and content and may recommend that the FCSSAA Board of Directors refuse to submit to the Resolutions Session

any resolution deemed inappropriate for consideration by the FCSSAA.

5. When the FCSSAA Resolution Committee determines that a proposed resolution is appropriate for submission to the Resolutions Session, it shall confirm the resolution meets the criteria outlined in the FCSSAA Resolution Manual.
6. The FCSSAA Resolutions Committee will prepare a Resolutions Report, which will include all proposed resolutions determined appropriate for submission to the Resolutions Session, including the following information on each resolution:
 - a. number and title of resolution;
 - b. name of sponsoring member(s);
 - c. proposed resolution;
 - d. resolutions category; and
 - e. resolutions will appear in the Resolutions Report and the Resolutions Session Agenda at the AGM.
7. The Resolutions Report will be forwarded to the FCSSAA Board of Directors, and upon the FCSSAA Board of Directors approving the Resolutions Report, the sponsoring community will be notified.
8. The FCSSAA will electronically publish and distribute the list to the members at least 30 days prior to the AGM session.

PROCEDURE FOR AUTHORIZING VOTING DELEGATES

1. Each Member Program can have two voting delegates, with those delegates being either paid staff or a person approved by the Member program. Each delegate is entitled to one vote.
2. Voting delegates must register prior to entering the AGM.
3. Voting instructions will be provided to the authorized delegate(s) when they register.

RESOLUTIONS COMMITTEE

1. A Resolutions Committee will be appointed by the Association Board. 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 agree, 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 review, arrange and group resolutions according to topic.
 - c. To be responsible for providing 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 prior to the AGM to ensure the Resolutions Session is conducted in a thorough and timely manner.

- g. To confirm that voting delegates have registered and received voting information prior to the AGM.
- h. To provide a registration count of voting delegates for establishing a quorum.

RESOLUTION SESSION CHAIRPERSON

1. The Resolution Session Chairperson is:
 - a. to be appointed by the Resolutions Committee;
 - b. to preside over the Resolutions Session of the AGM;
 - c. to be familiar with the business to be presented and all procedures necessary to expedite the business; and
 - d. to act as Chairperson of the delegates' briefing at the AGM and review the Resolutions Session Rules of Order with delegates.

RESOLUTION PROCEDURAL ADVISORS

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

DELEGATES

1. Delegates are expected to:
 - a. be familiar with the Resolutions Procedures Manual;
 - b. identify themselves as voting delegates, if applicable, and receive voting information prior to entering the AGM;
 - c. attend the AGM;
 - d. be familiar with the resolutions package;
 - e. represent the best interests of their FCSS Board or member municipality and vote accordingly during the AGM; and
 - f. report to their Board or member municipality on the decisions and outcomes of the conference and the AGM.

AGM RESOLUTION SESSION RULES OF ORDER

1. If an FCSS Member Board wishes or consents to withdraw its resolution, the Session Chairperson will notify the delegates prior to introducing the resolutions.
2. Resolutions will be debated in the order they appear in the Resolutions Section of the Annual Report, unless it is agreed by a 2/3 majority vote of the AGM assembly to discuss a resolution out of order.
3. The Session Chairperson will introduce each resolution by number and the name of the sponsoring FCSS Board and ask a member of the Resolutions Committee to read the resolution to the assembly. They will then ask the sponsoring FCSS Board to move and second the resolution.

4. The Session Chairperson will identify the mover and seconder and invite the mover to be the first speaker. The Session Chairperson will then ask the seconder if they wish to speak to the motion.
5. 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.
6. Only authorized delegates may present motions, amendments, and vote, but any Association member in attendance may speak to a question.
7. 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, which must be agreed to by a 2/3 majority vote of the delegates.
8. A speaker should approach the appropriate microphone; upon recognition from the Session Chairperson they will state their name, the name of their Board, and then proceed
9. 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 the debate.
10. 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.
11. Friendly amendments will be accepted if consent is granted by the mover. Friendly amendments must not change or refocus the intent of the resolution.
12. Any other amendment requires a mover and a seconder and must be debated and either passed or defeated by the AGM assembly.
13. The Session Chairperson, in consultation with the Parliamentarian, will rule as to whether amendments comply with the intent of the original motion.
14. Special resolutions require a three-quarter (3/4) majority vote.
15. All other resolutions require a two-thirds (2/3) majority vote.
16. Voting will be completed electronically, or as designated by the Session Chairperson.
17. The results of a vote as tabulated by the electronic voting system will be considered by the Session Chairperson to be accurate and final.

If voting occurs in person, 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 voting 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.

18. Resolutions that receive the endorsement of the AGM assembly are effective for five (5) years after their passage, unless later amended, rescinded, or considered resolved.

19. "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.

CARRIED RESOLUTION PROCEDURE

1. Resolutions carried by the membership:
 - a. Shall not be amended or modified by the FCSSAA Resolutions Committee or the FCSSAA Board of Directors except as provided for in this Section.
 - b. Will be referred to the relevant FCSSAA Standing Committee which will:
 - develop policy statements and make a recommendation to the FCSSAA Board of Directors; or
 - recommend to the Board any amendments to background information or Preamble as needed.
2. The policy statements developed by the relevant FCSSAA Standing Committee(s) shall be reviewed and approved by the FCSSAA Board of Directors, following which each statement will be sent to the appropriate Ministry.
3. The FCSSAA Executive Director will collect all advocacy responses and prepare an action on resolutions inventory on the FCSSAA website. The status of resolutions inventory will include the responses and an indication of what (if any) follow up action FCSSAA will take with regards to any resolution for which the advocacy was not successful.
4. The FCSSAA Board of Directors will oversee the implementation, advocacy, and reporting related to carried resolutions. The Board may determine that a resolution is resolved, inactive, or superseded where the objective has been achieved, circumstances have materially changed, or a subsequent resolution has replaced it. The Board shall not amend or alter the intent of a resolution carried by the membership.
5. Resolutions are active for three years and shape the FCSSAA's key messaging and advocacy efforts.
6. A resolution that has been deemed to be closed or inactive may not be submitted again for a period of three years from the time that determination was made. Exceptions may be made in the case of significant legislative or policy change.

RESOLUTION PREPARATION

1. Resolutions **must address only one clearly defined concern.**
2. Resolutions **must meet at least one of the following criteria:**
 - a. The resolution must 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 FCSSAA Regional Board Representative*
 - b. The issue must have a direct financial impact on FCSS programs.
 - c. This issue must have a direct impact on FCSS service/program delivery.
 - d. This issue must 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. 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.
4. 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.
5. 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 resolutions following the proper format are attached in Appendix A.
6. Resolutions may be submitted by any FCSS Board or Municipal Council that is a member of the FCSS Association and is in good standing. Associate members may not submit resolutions.

FCSSAA ANNUAL GENERAL MEETING RESOLUTIONS INFORMATION

The Secretary of the Association (via email to the Executive Director) must receive resolutions at least 60 days prior to the AGM.

1. Should there be a request to **amend a proposed resolution prior to the AGM, it must be done 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 the amendment. Clearly state the resolution that is being requested to be revised on the submission.

2. Should there be a request to **amend a proposed resolution from the floor at the AGM**, the proposer must move to the microphone, and after being recognized by the Session Chairperson, state how they wish to amend the resolution. (Example: "I move to amend the proposed resolution by ..."). **The written amendment must then be passed to the Session Chairperson.**
3. Should there be a request to amend the Association's Constitution, a Special Resolution is required. Constitutional amendments cannot be made from the floor.
4. If there are any questions regarding resolutions or procedures to be followed during the AGM, a member of the Resolutions Committee or the Secretary of the Board can be contacted.
5. **The AGM assembly will not consider a late resolution.** 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.

EMERGENT RESOLUTIONS

1. To be considered emergent, a resolution must meet the following criteria:
 - a. it must deal with an issue of significant importance to FCSS Programs, 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. The Resolutions Committee must receive emergent resolutions **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 an electronic version for distribution to all delegates through the Executive Director.

Appendix A

SAMPLE RESOLUTION A

TOPIC: Centralized Call Centre Process to Access Alberta Supports Services

SUBMITTED BY: Lac La Biche County Family and Community Support Services

BE IT RESOLVED THAT the FCSSAA work with the Provincial Government to reduce barriers for accessing Alberta Supports Services for people who do not have the financial or technological means for reliable telephone or internet service. Utilizing call centres to access services created barriers for people who need Alberta Supports Services the most.

RATIONALE

During the pandemic the Alberta Government launched a centralized process for people to access services through Alberta Supports. People are expected to either go on-line or phone a call centre to get the vital supports needed. Going to this process meant many assumptions were made, which do not bear out. Using on-line services presumes people are literate with internet usage, have ready access to internet or cellular service and have a device they can use.

People living on income supports often cannot afford internet or cellular services or devices, and in rural areas these services are often not be reliable. The Alberta Rural Connectivity Coalition states that only 37% of rural Alberta households have access to an internet connection speed that meets the federal government's basic service speed.¹¹ If someone with constricted finances does have a cellular phone, they often use phone service by the minute or straight texting plans. Reports of having to be on a phone for lengthy periods of time on hold, sometimes more than an hour at a time, means these people cannot access services they need. Also, when we view the seniors' population or people with limited intellectual abilities, they may not be able to navigate web systems to access services or use a cell phone for this purpose.

The barriers created by utilizing an on-line access portal or call centre has further disenfranchised people who are often at the fringes of society already. Community agencies and services are feeling the impact of this change in process. This includes some rural FCSS offices, especially where there are no other human services organizations in a community. Non-profit agencies have people coming to utilize their Wi-Fi, phones, faxes and get help completing forms – services previously offered through Alberta Supports. Regular services or case loads these agencies typically provide are disrupted by people who would ordinarily go to the local Alberta Supports office for services.

While utilizing a centralized approach to accessing services appeared to be a reasonable approach while pandemic protocols were are their most stringent, there is a significantly negative impact for people living in rural communities. This negative impact is to people needing Alberta Support services and people who would have been normally served by non-profit agencies being overwhelmed by the extra workload.

SAMPLE RESOLUTION B

TOPIC: CONTINUED FUNDING WITH MULTI-YEAR FUNDING CYCLES

SUBMITTED BY: Red Deer & District FCSS Board

BE IT RESOLVED THAT the Family and Community Support Services Association of Alberta (FCSSAA) advocates to the Government of Alberta to commit to continual financial support of Family and Community Support Services on multi-year budget cycles that reflect population change, and other commensurable factors such as cost of living, and evidence-based statement of need.

RATIONALE

In accordance with the *Municipal Government Act 2017*², municipalities are required to adopt, at minimum, three-year operating plans and five-year capital plans and

Recognizing that Family and Community Support Services (FCSS) is an 80/20 financial partnership between the Government of Alberta and participating municipalities or Metis Settlements and

Recognizing the Blue Ribbon Panel on Alberta's Finances Report recommendations to "explore new approaches and alternatives for delivering public services, improve Alberta's competitive position, and focus on achieving a sustainable financial situation and long-term results for Albertans"³ and

Recognizing that the Red Deer and District Family and Community Support Services Board Funding Guide commits to the principle of *Responsiveness* meaning that consideration is given to the need for stable funding and the ability to address emerging issues through a three year funding cycle for all local projects and

Recognizing that the method of allocating provincial funding to participating municipalities and Métis Settlements was last revised during the 2006 FCSS Program Review as stated in the FCSS Handbook⁴ and

Finally, that the Government of Alberta is committed to the principles of efficiency, accountability, volunteerism, and supporting a civil society which are the foundational pillars of the Family and Community Support Services Program.

² http://www.qp.alberta.ca/1266.cfm?page=M26.cfm&leg_type=Acts&isbncln=9780779811519

³ <https://open.alberta.ca/dataset/081ba74d-95c8-43ab-9097-cef17a9fb59c/resource/257f040a-2645-49e7-b40b-462e4b5c059c/download/blue-ribbon-panel-report.pdf>

⁴ <https://open.alberta.ca/dataset/18ffaf4e-db3b-476c-8901-9a9d825c366b/resource/2589adce-09c5-4830-9ba2-406c5ae4f4c7/download/2010-family-and-community-support-services-fcss-program-handbook.pdf>