



**NOTICE FOR SUBMITTING RESOLUTIONS
FOR THE
2020 AKBLG ANNUAL GENERAL MEETING**

Deadline for submitting Resolutions is 4:00 pm February 13th, 2020

AKBLG Ordinary Resolutions:

- Resolutions are only accepted from AKBLG member local governments and **must have been endorsed by the board or council.**
- Resolutions must be relevant to other local governments within AKBLG rather than specific to a single member government.
- Each resolution **may** include a separate backgrounder that is a maximum of 3 pages and specific to a single resolution. The backgrounder may include links to other information sources and reports.
- Each resolution shall be prepared on a **separate sheet of 8 1/2” by 11” paper** with the **name of the sponsoring member(s)** and shall bear a short **descriptive title.**
- Each resolution must be submitted in **both a word doc and a pdf.**
- All resolutions, along with any supportive background information, shall be sent to the AKBLG office **BY 4:00 pm** your local business time **FEBRUARY 1st, 2020.**
- Resolutions are required to be received by email at resolutions@akblg.ca
- Receipt of emailed resolutions will be confirmed by return email.
- Hard copies *may* be forwarded to:
AKBLG
c/o 4979 Falcon Drive
Fairmont Hot Springs, BC
V0B 1L1

If choosing to send hard copies by mail, be sure to send by *registered mail* and confirm receipt.

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Resolution Preparation Assistance:

If you have any questions regarding resolution preparation please contact the AKBLG Resolutions Chair, Ange Qualizza at resolutions@akblg.ca

The AKBLG Resolutions committee will provide advice on proper resolution wording if requested.

UBCM Resolutions Continuum Diagram can be viewed [here](#)

UBCM Resolution Articles of Interest:

<https://www.ubcm.ca/EN/main/resolutions/resolutions/2019-resolutions-articles.html>

Drafting Resolutions

Staff and elected officials are strongly encouraged to follow the [UBCM Writing Guidelines](#). A clear, concise resolution is easier to understand, and this increases the likelihood that the membership will grant it their endorsement. Further, clear resolutions will prompt more direct responses from the provincial or federal government, or relevant organization.

[UBCM Writing Guidelines](#)

Sample Resolution:

[UBCM Sample Resolution](#)

Submission of Resolutions to AKBLG:

Both UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. UBCM encourages all members to submit resolutions first to Area Associations for consideration.

Sponsors should be prepared to introduce their resolutions at the AKBLG Convention floor.

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LATE AND SPECIAL RESOLUTIONS (from AKBLG Bylaws)

- 9.4 Resolutions received after the annual submission date and at least twenty-four (24) hours prior to the Annual General Meeting shall be categorized as:
- a. A *Late Resolution*, which shall be held over until the next Annual General Meeting; or,
 - b. A *Special Resolution*, defined by the *Resolutions Standing Committee* as concerning a unique and unforeseen event or circumstance requiring time-sensitive attention and having occurred since the submission deadline.
- 9.5 A *Special Resolution* requires a two-thirds vote in support of consideration prior to being introduced onto the floor of the Annual General Meeting, and may only be introduced after all *Ordinary Resolutions* have been considered or if two-thirds of the Delegates present determine to hear the resolution immediately.

For 2020 Resolution Submissions