

## FCM Procedures for Resolutions

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### Introduction

The resolutions process gives Members the opportunity to influence the direction of FCM's public policy and advocacy work, as well as FCM as an organization.

**The FCM resolutions process is a time-limited mechanism that allows Members to bring forward emerging policy issues, and is a complement to the standing policies on core advocacy priorities adopted by the Board of Directors. Resolutions remain active for a period of three (3) years; however, FCM Standing Committees may recommend that the Board of Directors adopt standing policy on the content of expiring resolutions.**

These procedures have been developed to assist Members in understanding when resolutions fall under the purview of FCM, how resolutions are categorized, and how to draft and submit resolutions to FCM's Board of Directors and Annual Conference.

In order to be considered for adoption by the Board of Directors or by delegates at the Annual Conference, resolutions must focus on issues that are the direct responsibility or concern of Canadian municipalities at a national level and fall within the jurisdiction of the federal government. Any local government or provincial/territorial-municipal association that is a FCM Member in good standing may submit resolutions following the process described in the procedures.

FCM's 3<sup>rd</sup> Vice-President is Chair of the Report on Resolutions at all Board Meetings and during the Resolutions Plenary Session at the Annual Conference.

The procedures include the following sections:

- **Section 1 – General.** This section outlines information about the management, timelines and roles of FCM Standing Committees and staff related to resolutions.
- **Section 2 – Guidelines for Drafting Resolutions.** This section provides members with instructions on what is required for resolutions to be considered by the Board of Directors or Annual Conference, and circumstances in which FCM staff will return resolutions to the sponsor for further clarification, amendments and/or requests for additional background information.
- **Section 3 – Categorization of Resolutions.** Resolutions submitted for FCM's consideration are placed in one of the categories outlined in Section 3. Follow-up action on adopted resolutions is determined by its assigned category.
- **Section 4 – Procedures for the Report on Resolutions at meetings of the Board of Directors.**
- **Section 5 – Procedures for Submitting Resolutions to the Annual Conference.**
- **Section 6 – Procedures for the Resolutions Plenary Session at the Annual Conference.**

## **1. General**

- 1.1. Any local government or provincial/territorial-municipal association that is a FCM Member in good standing may submit resolutions to FCM for consideration. Resolutions can also be sponsored by any of FCM's Regional Caucuses, Standing Committees, Forums or by the Executive Committee.
- 1.2. Resolutions shall be considered at the March and September meetings of FCM's Board of Directors, as well as the Annual Conference; in addition, FCM's Executive Committee, acting in its power on behalf of the Board, may consider resolutions in between these times if by majority vote it is agreed that the situation warrants.
- 1.3. The deadline for submission of resolutions to Board Meetings or the Annual Conference is posted on the FCM website.
  - 1.3.1 The deadline for resolutions submitted to the March Board meeting or Annual Conference is the second Monday of January every year.
  - 1.3.2 The deadline for resolutions submitted to the September Board meeting is the second Monday of July every year.
- 1.4. Resolutions received after the deadlines noted in sections 1.3.1 and 1.3.2 shall be submitted for consideration to a regularly scheduled meeting of the Board of Directors or the Annual Conference if determined by the Executive Committee, at a regularly scheduled meeting, to be of an emergency or time-sensitive nature; otherwise, these resolutions shall be held for action at the next scheduled Board meeting.
- 1.5. The Executive Committee will refer to, but will not be limited to, the following criteria to determine whether a late resolution should be considered an emergency or time-sensitive matter:
  - 1.5.1 The resolution addresses an issue that imposes a significant, immediate and direct impact on municipal operations;
  - 1.5.2 The issue can be resolved in the near term through an open federal decision-making window (i.e. legislative review underway; pre-budget; etc.) that will close before the resolution could be considered as part of the next deadline period.
- 1.6 FCM staff will review all submitted resolutions to ensure they meet FCM's Procedures for Resolutions and, if required, will contact the resolution's sponsor for any further information.
- 1.7 Resolutions which fall within the mandate of a FCM Standing Committee will be reviewed by that Standing Committee; otherwise, they will be reviewed by the Executive Committee for the purpose of presenting recommendations to the Board of Directors or to the Annual Conference.
- 1.8. In cases where additional information is required, Standing Committees may request that a resolution be referred back to staff for further research and analysis prior to being reported

to the Board. Resolutions that are referred back to staff will be brought forward at the next regular Board meeting when resolutions are considered.

- 1.9. Adopted resolutions are valid for a period of three (3) years immediately following the meeting where they were adopted, after which time they expire and cease to be FCM policy.
- 1.10. FCM Standing Committees will review all resolutions prior to their expiry and may recommend that the Board of Directors adopt standing policy on the content of expiring resolutions subject to criteria established by the Board of Directors. Sponsoring local governments or affiliate member(s) will be notified of the status of adopted resolutions prior to expiry, and, where applicable, decisions by FCM to adopt standing policy as per this process.
- 1.11. Standing Committees shall recommend whether resolutions are compatible with existing policy as established through previously adopted resolutions, decisions of the Board of Directors, Executive Committee and policy statements. This provides some measure of protection against contradiction or inconsistency in FCM's positions or actions. Approved resolutions shall be forwarded to the Board Members or to the entire Membership at an Annual Conference for approval with the determined recommendations.
- 1.12. Standing Committees, the Executive Committee or the Board may amend a resolution if deemed necessary to align with the general direction of FCM's strategic policy and advocacy priorities.
- 1.13. FCM will not entertain resolutions that involve disputes between or amongst municipal governments.
- 1.14. All Members who have submitted resolutions shall be notified of the decision taken by the Board of Directors or by the delegates at the Annual Conference and of any action(s) taken by FCM.
- 1.15. Besides FCM's governing by-laws and these written rules of procedures, *Roberts Rules of Order, Newly Revised (RONR)*, current edition, shall also assist with the governing authorities.

## **2. Guidelines for Drafting Resolutions**

- 2.1. Resolutions should focus on issues that are the direct responsibility or concern of Canadian municipalities and fall within the jurisdiction of the federal government, and/or provincial and territorial governments acting at the inter-provincial/territorial level.
- 2.2. Resolutions should be drafted with a national focus at all times. FCM Staff will remove references to local, regional or provincial governments in the resolution's operative clauses that may detract from the national significance of the resolution. Where appropriate, FCM Staff may amend the title of a resolution for the sake of clarity and/or brevity.
- 2.3. Members submitting resolutions regarding Community Safety and Crime Prevention matters are advised to focus on the "principle" of the issue being addressed and avoid attempts to reword the Criminal Code.
- 2.4. All Members must use the following format when preparing resolutions for submission to FCM:

- 2.4.1 The TITLE should be short and refer to the key intent of the resolutions.
- 2.4.2 The DESCRIPTIVE CLAUSES (WHEREAS...) should clearly and briefly set out the reasons for the resolution and how it relates to municipal-federal issues. If the sponsor believes that the rationale cannot be explained in a few preliminary clauses, the problem should be stated more fully in supporting documentation as described in Section 2.4.
- 2.4.3 The OPERATIVE CLAUSE (RESOLVED, That...) must clearly set out the intent of a resolution and state a specific proposal for any action with which the sponsor wishes FCM to take (i.e. **RESOLVED, That FCM urge/endorse/petition/write...**) with the federal government. The wording should be clear and brief. Generalization should be avoided.
- 2.4.4 Resolutions that request FCM's support without clearly explaining the action that should be taken with the federal government will be returned to the sponsor with a request for clarification, and will not be brought forward to the Board of Directors for consideration until the resolution has been re-worded.
- 2.5. Background information, such as a Council report, demonstrating the resolution's adherence to FCM's categorization guidelines outlined in Section 3, must be submitted with resolutions. When a resolution is not self-explanatory and when adequate information is not attached, FCM will return a resolution to the sponsor with a request for additional information or clarification before it is further considered.
- 2.6. Proof of endorsement by the sponsoring local government or affiliate member must accompany all resolutions submitted to FCM.
- 2.7. All Resolutions must be submitted electronically, by e-mail to [resolutions@fcm.ca](mailto:resolutions@fcm.ca). Please send resolution text in a word document format although scanned hardcopy document files will be accepted.

### 3. Categorization of Resolutions

- 3.1 FCM actively engages with the federal government on a wide variety of issues that impact Canadian municipalities. FCM works to bring municipal priorities to the table in Ottawa, ensuring that local voices are heard and that federal legislation works for municipalities. Resolutions submitted for FCM's consideration shall be placed in the following categories to guide subsequent action related to the above noted work.
- 3.2 **Category "A" – Municipal-Federal Issues, Concurrence (adopted as FCM policy)** – this category contains resolutions that are the direct responsibility or concern of Canadian municipalities beyond a regional level, and fall within the jurisdiction of the federal government. Category "A" resolutions adopted with concurrence will be sent to the relevant government minister, and will remain FCM policy for a period of three (3) years.
- 3.3 **Category "A" – Municipal-Federal Issues, Non-Concurrence (not adopted as FCM policy)** – this category contains resolutions that meet the criteria for municipal-federal issues as

outlined in section 3.2, but are not endorsed by FCM. Category “A” resolutions categorized as non-concurrence shall require no further action.

- 3.4 **Category “B” – Issues not within municipal and/or federal jurisdiction at the national level** – this category contains resolutions that address issues that are not the direct responsibility or concern of Canadian municipalities and/or are not municipal-federal issues beyond a regional level. No action is taken on category “B” resolutions.
- 3.5 **Category “C” – FCM Issues** – this category contains resolutions directed at FCM Members or at FCM as an organization. Category “C” resolutions adopted with concurrence will be forwarded to the Executive Committee for review and action; the Executive Committee will report on its progress to the Board.
- 3.6 **Category “D” – In accordance with existing FCM policy** – this category contains resolutions on issues dealt with by FCM in the previous three (3) years or that are in accordance with FCM’s standing policy and advocacy priorities. These resolutions will be received by the Board of Directors for information only. FCM staff is authorized to inform a sponsoring local government or affiliate member that its resolution will be categorized as “D”.
- 3.7 **Category “E” – Not in accordance with existing FCM policy** – this category contains resolutions on issues that have been considered by FCM within the previous three (3) years and are not in accordance with standing FCM policy and advocacy priorities. These resolutions will be presented to the Board of Directors for information only. FCM staff are authorized to inform a sponsoring local government or affiliate member that its resolution will be categorized as “E”.
- 3.8 Whenever possible, FCM staff will work with the sponsoring local government or affiliate member to provide guidance and ensure that the full intent of the resolution is understood and considered before its recommended categorization is made.

#### **4. Procedures for the Report on Resolutions at meetings of the Board of Directors**

- 4.1. Standing Committees at the March and September Board Meeting(s) shall review and provide recommendations to the Board of Directors on resolutions received and processed as detailed under Section 1.
- 4.2. Resolutions may be categorized for adoption as one motion under a Consent Agenda.
- 4.3. Any Resolution may be removed from the Consent Agenda, for separate consideration, upon request by any Board Member. The Resolution shall be removed and placed at the end of the current list of other Resolutions listed for separate discussion and voted on separately. The remainder of the Consent Agenda shall be voted on as one motion.
- 4.4. The Operative Clause(s) of all resolutions categorized under “A”, “B” and “C” and that are considered outside of the Consent Agenda shall be read aloud, followed by the recommendation of the Standing Committee or Executive Committee. Only the titles and recommendation of the Standing Committee shall be read aloud for resolutions packaged in the Consent Agenda that are categorized under “A”, “B” and “C”.

- 4.5. At the close of debate, for resolutions proposed as Category A (either concurrence or non-concurrence) a vote shall be called on the Operative Clause(s) which asks if voters support or do not support the Operative Clause. If voters support, the resolution is adopted as Category A concurrence (adopted as FCM policy). If voters do not support it, the resolution is considered Category A non-concurrence (not adopted as FCM policy).
- 4.6. At the close of debate, for resolutions proposed as Category B or Category C, a vote shall be called on the Operative Clause(s) together with its categorization.
- 4.7. Resolutions received and that have been categorized under “D” and “E” shall be presented to Board Members as information only and shall not be read or debated.
- 4.8. Should a Board Member wish to introduce an amendment to the proposed categorization recommended on any resolution, the Chair shall ask for a seconder before allowing debate on the amendment.
- 4.9. Only FCM Board Members are entitled to speak to and debate resolutions and must confine their remarks to a maximum two (2) minutes.
- 4.10. No Board Member will be permitted to speak more than once on any resolution until other Board Members wishing to speak have been heard.
- 4.11. If requested by the Chair, FCM staff may provide clarification on any resolution prior to debate. FCM staff may also speak to a resolution during debate to provide additional clarification that may assist with the Board’s consideration of the resolution. The Chair shall retain discretion on whether to request additional clarification from staff, or if it would be more appropriate to ask the relevant Chair or Vice-Chair of a Standing Committee to provide clarification.
- 4.12. Amendments to a resolution of more than four (4) words in length must be submitted in written form to the Chair of the Resolutions Committee to ensure the suggested wording is reflected in the official record.
- 4.13. Motions to refer a resolution will be in order at any time. Debate on a motion to refer must be confined to the merits of the referral motion.
- 4.14. Motions to refer a resolution shall be referred to either staff for further analysis, the Executive Committee or to the appropriate Standing Committee for review.
- 4.15. Only FCM Board Members are entitled to vote on resolutions. They will do so by a show of hands and where the vote is too close to determine, a counted vote shall be conducted.

## **5. Procedures for Submitting Resolutions to the Annual Conference**

- 5.1. The deadline for submission of resolutions to FCM’s Annual Conference is posted on FCM’s website (<https://fcm.ca/home/about-us/corporate-resources/fcm-resolutions/aboutresolutions.htm>).
- 5.2. The Board of Directors, taking into account the recommendation of the Standing Committee responsible for the subject area of a resolution, will determine whether a resolution

submitted for consideration by the entire membership at the Annual Conference should be dealt with at the Annual Conference.

- 5.3. Standing Committees or the Executive Committee may recommend that resolutions previously dealt with by the Board in that given year be submitted to the Annual Conference for consideration by the entire membership. These resolutions may be amended to ensure that their content clearly reflects the key issue, yet maintain its intent.
- 5.4. Resolutions to be considered at the Annual Conference will be available on FCM's member website 14 days prior to the Conference, and distributed to delegates at the Annual Conference.
- 5.5. Resolutions received after the deadline will be held for action by the Board of Directors at its next meeting in September, except for those resolutions that are determined by the Executive Committee to be of an emergency or time-sensitive nature (refer to section 1.4 for criteria).
- 5.6. Resolutions submitted after the regular deadline as an emergency or time-sensitive nature, must be received a minimum of six (6) business days prior to the Annual Conference to allow sufficient time for staff analysis and subsequent consideration by the Executive Committee.
- 5.7. Resolutions that are not debated at the Annual Conference because of insufficient time or lack of quorum of Accredited Representatives (quorum consists of 50 Accredited Representatives in attendance, as per section 7.04 of the By-laws, or because it was submitted past the deadline, will be presented at the first meeting of the new Board of Directors in September.

## **6. Procedures for the Resolutions Plenary Session at the Annual Conference**

- 6.1. The Board of Directors may, at the March and September Board meetings, package selected resolutions into a Consent Agenda to be voted on as one motion by voting members at the Annual Conference.
- 6.2. Resolutions may be removed from the Consent Agenda, for separate consideration, upon a motion by any accredited FCM Member or Affiliate in good standing, and with a majority vote of the Conference delegates. Only the mover will be permitted to speak to such a motion. The remainder of the Consent Agenda shall be voted on as one motion.
- 6.3. The Operative Clause(s) of all Resolutions categorized under "A", "B" and "C" shall be read aloud, followed by the recommendations of the Board or Executive Committee.
- 6.4. At the close of debate, for resolutions proposed as Category A (either concurrence or non-concurrence) a vote shall be called on the Operative Clause(s) which asks if voters support or do not support the Operative Clause. If voters support, the resolution is adopted as Category A concurrence (adopted as FCM policy). If voters do not support it, the resolution is considered Category A non-concurrence (not adopted as FCM policy).
- 6.5. At the close of debate, for resolutions proposed as Category B or Category C, a vote shall be called on the Operative Clause(s) together with its categorization.

- 6.6. All resolutions presented at the Annual Conference Resolutions Plenary, as well as emergency resolutions that are provided onsite, are deemed to be duly moved and seconded by the originating local government, affiliate member or FCM committee.
- 6.7. An accredited representative from the sponsoring local government, affiliate member or FCM committee will be given the first opportunity to speak on the resolution.
- 6.8. Only accredited representatives of FCM Members or affiliate members in good standing are entitled to speak from the plenary floor. All speakers must identify themselves and their municipality or association and must confine their remarks to a maximum two (2) minutes.
- 6.9. No delegate will be permitted to speak more than once on any resolution until other delegates wishing to speak have been heard.
- 6.10. Proposed amendments to a resolution of more than four (4) words in length must be submitted in written form to the Chair of the Resolutions Plenary Session to ensure the correct wording is voted on and reflected in the official record.
- 6.11. Should a Conference Delegate wish to introduce an amendment to the categorization of any Resolution, the Chair shall ask for a seconder before allowing debate on the amendment. A two-thirds vote is required on the proposed re-categorization.
- 6.12. Motions to refer a resolution will be in order at any time. Debate on a motion to refer must be confined to the merits of the referral motion only.
- 6.13. Motions to refer a resolution shall be referred to the Executive Committee or to the appropriate Standing Committee for review or to staff for further analysis.
- 6.14. Only duly Accredited Representatives of FCM Members and Affiliate Members, in good standing, are entitled to vote on resolutions. They will do so by showing their voting credentials when the vote is taken or by use of their assigned voting devices.

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Adopted, June 1998 FCM Annual Conference

Revised, February 2020 Executive Committee meeting