

## CACP Resolution Process – Adopted, 2014.

1. January of each year the Executive Director will communicate with the Board of Directors, Committee Chairs, Project Leaders and the Membership to consider the development and sponsorship of a resolution for submission to the CACP National office by **April 1<sup>st</sup>**.
2. The Executive Director will direct any potential resolution sponsor to the CACP website/resolutions for direction on format and expectations.
3. Expectations of Sponsor: Resolution format to be followed:
  - Title
  - Name of Sponsor
  - WHEREAS:
  - THEREFORE:
  - Background information, support references and commentary
  - Sponsor to ensure there is no duplication from previous years
  - Media Lines
  - Action Plan
- 3.1 Definition of a Resolution:
  - The Association's request of a Government's Ministry to create or amend legislation.
  - To outline a position of the Association.
  - A statement or belief of the Association.
  - A course of action.
  - A formal statement of a decision or expression of opinion.
  - A formal expression of intention.
- 3.2 WHEREAS:
  - Preamble
  - Background information
  - Reference to information
  - An introductory statement
  - A qualifying statement
  - Brief of the issue (purpose of the proposed item)
- 3.3 THEREFORE BE IT RESOLVED THAT THE CANADIAN ASSOCIATION OF CHIEFS OF POLICE: ...
  - The operative clause
  - As a result of...
  - Conclusion
  - Consequences of that...
  - Request/call to action
  - To what body, government department, agency or individual is the resolution directed to
4. On **April 1<sup>st</sup>** the CACP National office will ensure all resolutions are formatted correctly, and then forwarded to the LAC Resolution-Sub-Committee Chair to:
  - Review proposed resolutions for form and content
  - Check format, wording and grammar

- Ensure the proposed resolution is not a request of the Board (ie) endorsement
  - Analyze and communicate comments and concerns with sponsor
  - Ensure that the resolution is lawful and consider if there are any legal implications
  - Communicate with sponsor to ensure they have consulted with the committee or Board and that they have support for the submission
5. The Chair of the LAC Resolution Sub-Committee returns the draft resolution(s) to the CACP National office by **May 15<sup>th</sup>** for numbering and packaging for distribution to the Board of Directors
  6. In **mid-June** the Board receives the draft resolutions for review/consideration at the June Board of Directors telephone conference call meeting. The Chair of the LAC Resolution Sub-Committee speaks to the Board regarding each submission.
  7. The Board either approves the draft submission to be presented to the membership at the AGM or requests that the draft resolution is withdrawn or requests the sponsor of the resolution to amend the draft prior to its presentation to the membership.
  8. The CACP National office ensures that all modified resolutions are properly formatted, numbered and translated.
  9. In August at the Board of Directors meeting, the Board reviews the final drafts of the resolutions and approves their submission to the membership at the AGM.
  10. On Monday a.m., prior to the AGM, the Chair of the LAC Resolution Sub-Committee addresses the delegates at the Annual Conference and introduces the proposed resolutions.
  11. On Monday p.m., during the AGM the President of the CACP presents the proposed resolutions to the membership for discussion and acceptance.
  12. Once accepted, the CACP National office announces the accepted resolutions to the entire membership, posts the resolutions on the CACP website, and writes to Public Safety, Justice, or any other Ministry that the resolutions are directed to for their attention and action.
  13. The sponsor of each resolution is expected to implement their action plan until the resolution is adopted or concluded and to provide the CACP National office with a status report in August of each year. If the sponsor is a CACP committee the status of the resolution is to be addressed in the committee's annual report.
  14. Resolutions received after the April 1<sup>st</sup> deadline will not be accepted unless approved by the CACP Executive.