

Guidelines to Drafting Resolutions

MNL Resolution Classification System

The MNL Advocacy Committee is responsible for reviewing each resolution, determining whether the issue is municipal in nature, and recommending how MNL can best lobby for the issues identified or otherwise contribute to their resolution.

MNL has instituted a Resolutions Classification system that allows each resolution to be assessed and given one of three priority levels. These levels help the Advocacy Committee and Board determine which resolutions are most important and require more attention. All adopted resolutions are also assigned to at least one of MNL's Standing or Ad Hoc Committees to follow-up and monitor as appropriate through the year.

Category A

Core Municipal Issues - these are resolutions that are the direct responsibility of, or directly affect municipal councils and where municipalities play a clear **leadership role**. These resolutions, if approved, will be aggressively researched and pursued by the MNL Advocacy Committee as priorities, and the findings communicated back to the membership.

Example of a Category A Resolution: Resolution seeking legislative measures to allow for the more effective collection of the poll tax. Tax collection is an essential component to local government, and therefore, it is a category "A" resolution.

Category B

Issues not within Municipal Jurisdiction - these resolutions are those that are not a direct municipal responsibility, but which have some impact on municipalities. In general, these are matters where municipalities would be a **key partner to actions** led by another party. Adopted Category B resolutions will be dealt with by an appropriate level of committee research and monitoring, a letter outlining our position on the resolution, and ongoing engagement with the partner organization(s).

Example of a Category B Resolution: A resolution lobbying for the paving of the Trans-Labrador highway. This is an important issue for municipalities in Labrador, as it improves healthcare, communications, and economic development. Nonetheless, municipalities have no direct control over such transportation issues.

Category C

Non-Municipal Issue - these are resolutions which fall outside of municipal responsibilities, but which broadly address campaigns led or positions held by other organizations that the membership is prepared to express solidarity with. If adopted, the matter would be monitored by a Standing and Ad Hoc Committee and the membership's **support** for the issue noted in news releases and letters as appropriate. It would not receive significant additional resources.

Example of a Category C Resolution: Mandatory winter tires for all vehicles driven in the winter in the province. This may be an example of an important idea; however, it has no direct impact on the municipal sector and is beyond a municipality's jurisdiction.

All resolutions and their classifications will be approved by the Board of Directors.

The Advocacy Committee will make recommendations on whether a submitted resolution meets MNL's procedures for resolutions and will contact the resolution's sponsor for any further information. The MNL Advocacy Committee will provide comments to the membership for each resolution.

Members, if they disagree with the classification given to a particular resolution, may vote to change the classification of the resolution at the Resolutions Session. A two-thirds majority of the voting delegates is required to change the classification given to a resolution. A motion to change the classification shall be made prior to any debate or discussion on the resolution.

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All members are urged to observe the following format when preparing resolutions for submission to MNL:

- The title should be short and refer to the key intent of the resolution
- The **Descriptive Clause (Whereas...)** should clearly and briefly set out the reasons for a resolution. 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 provided to the Advocacy Committee.
- The **Operative Clause (Be It Resolved...)** must clearly set out the intent of the resolution and state a specific proposal for any action, which the sponsor wishes MNL to take (i.e., **Be It Resolved** that MNL urge/endorse/petition/write...). The wording should be clear and brief. Generalization should be avoided.

It should be noted that if your Council has background information, such as a Council report, it should be provided to the Advocacy Committee. When a resolution is not self-explanatory and when adequate information is not attached, the MNL Advocacy Committee may return a resolution to the sponsor with a request for additional information or clarification before it is considered.

Information for all Delegates attending the Resolutions Session

Speaking to a resolution will be done in order of a speaker for the resolution and then a speaker against the resolution. If there is no contrary view after two successive speakers, then the question shall be called.

The length of speeches will be two minutes.

Only Voting Delegates in possession of voting credentials shall be allowed to vote.

Only Voting Delegates in possession of voting credentials shall be allowed to make and second motions to change the classification of resolutions.

When developing your resolutions, you should also keep in mind the following:

- **Resolutions** should be Regional, Provincial or National in scope
- **Resolutions** that would have a negative impact on any region are not accepted
- **Resolutions** put forward for the benefit of a single municipality or councillor will not be accepted
- **Ensure** that the resolution is properly worded and is logical and clearly stated
- **Resolutions** will not be accepted if they have been considered at the MNL Annual General Meeting within the past two years
- **Resolutions** developed from MNL regional meetings are encouraged and acceptable.
- **Resolutions** are deemed to be moved and seconded by a member municipality

Keep in mind that it often takes longer than a year to realize the desired ends of a given resolution. The Advocacy Committee will coordinate MNL staff and other internal committees to obtain the best possible outcomes, however, its advocacy activities must be balanced with other MNL projects and arising priorities. To this end, the Committee reserves the right to decide the appropriate level of effort for each active resolution and may on occasion recommend the suspension or closure of advocacy files no longer progressing for reasons determined to be outside the control of MNL.

Please remember that the Resolutions Session is a forum to address and support the concerns of member councils at the provincial level. The Resolutions session is not a forum for addressing concerns of individual councillors, therefore local resolutions are not accepted.

Late Resolutions and resolutions resulting from MNL Convention sessions **SHALL NOT** be considered. An **EMERGENCY RESOLUTION** will only be considered with the approval of the Board of Directors.

Resolutions, which do not meet these criteria, will be returned to sponsoring municipalities for clarification and/or re-writing.

The MNL Board will determine which resolutions are put forward at the Resolution Session. The decision of the MNL Board to include or exclude resolutions is final. If you require assistance drafting your resolutions, please contact the MNL office at info@municipalnl.ca.