



POLICY AND PROCEDURE

Ontario Provincial Command

PROCESSING OF RESOLUTIONS



PREFACE

The use of resolutions by all facets of the Legion is the accepted mechanism available for Members to advance matters respecting a change of By-Laws, Terms of Reference, Policies, and/or other appropriate Legion matters. They can also be used to seek the support of and to direct the organization to advance its views and lobby government on matters held in high regard by the Legion.

It is imperative that the initiator of any approved Resolution consider the time required to advance it to and process it by Command. Thus, the Resolution should be submitted in a timely fashion to allow sufficient time for the proper review of the Resolution. There will be occasions when Resolutions can not be forwarded to the Provincial Executive Council for their review due to the pending impact of Convention timelines and thus will be reviewed by the Provincial Administrative Committee re concurrence or non-concurrence.

It is also important that the submitting entity submit a copy of the subject Meeting Minutes as confirmation that the Resolution was properly approved at a General Meeting; or in the case of a Provincial Standing Committee, approved by the Committee Members. Further, the documents received by Command must bear original signatures affixed thereto and thus provide another level of validity.

In order to ensure that resolutions are properly processed in preparation for their presentation at the next Provincial Convention, or if national in scope, for advancement to Dominion Command, once concurred by Provincial Command, the following policy and procedures will apply.

RESOLUTION PREPARATION

- Resolutions must be completed on the appropriate Resolution Submission Form found on the Command Website → Member Resources → Forms & Manuals → Committee Forms → Resolution Submission Form No. 1 or 2.
- These electronic Forms are fillable but may be completed by hand, if preferred by the crafting Member.
- The fillable electronic edition ensures legibility and may be corrected/amended by the originating source prior to presentation/submission.
- Proofread the Resolution prior to presentation to ensure the content is relevant to the subject matter and free of spelling and grammatical errors.

BRANCH RESOLUTIONS – PROCESSING TO COMMAND

- The Resolution is presented at a General Meeting of the Branch for approval.
- Create the applicable Branch Meeting Minutes. (*A signed draft copy is acceptable*).
- The appropriate original signatures are affixed to the original Resolution and Meeting Minutes.
- Forward a copy of the signed original Resolution and Branch Meeting Minutes to the Zone Secretary. (**See Note 1 and 2**)
- The Resolution is presented to the Zone Council and/or Zone Convention for concurrence or non-concurrence. (*Dependent upon the time of receipt*).
- The Zone Commander signs the original Resolution and indicates the decision of the Zone with any comments.
- The original Resolution and accompanying Branch Meeting Minutes are then forwarded to the District Secretary.
- The Resolution is presented to the District Council and/or District Convention for concurrence or non-concurrence. (*Dependent upon the time of receipt*).
- The District Commander signs the original Resolution and indicates the decision of the District with any comments.
- The original Resolution and accompanying Branch Meeting Minutes are then forwarded to the Provincial Executive Director.

NOTE 1: *The assessment of Resolutions by the Councils of Zone and/or District may be included as an Agenda Item at an in-person Meeting or the subject of discussion / vote via electronic communication.*

NOTE 2: *All resolutions from Branches may be processed through their respective Zones and Districts for their review and comment before submission to Provincial Command with the following exception:*

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PROCESSING OF RESOLUTIONS CONTINUED

*If the subject matter is National in scope and/or considered by the Branch to be of an emergency nature and the timelines in relation to the next appropriate pending Dominion and/or Provincial Convention do not permit the elevation through the Zone and District, the Branch may forward it and a copy of the applicable Meeting Minutes directly to the Provincial Executive Director. In these cases, to permit proper review and consideration by Provincial Command, it is critical that any such Resolution is received by the Provincial Executive Director at **least one (1) month prior** to the applicable cut off time limit of 112 days prior to the opening date of such Convention. The Branch may be requested to elaborate and justify their contention that the subject matter qualifies as an emergency if such rationale and information is not originally submitted with the Resolution.*

PROVINCIAL STANDING COMMITTEE RESOLUTIONS – PROCESSING TO COMMAND

- A Resolution is generated by a Member of the Committee and distributed to all Committee Members by the Chair.
- The Resolution may be included as an Agenda Item at an in-person Meeting or the subject of a vote via electronic communication dependent upon the subject matter and timelines associated with the appropriate pending Convention.
- Once approved, the appropriate original signature and date is affixed to the Resolution.
- The relevant Minutes are created. (*Signed draft copies are acceptable*).
- The original Resolution and Minutes bearing original signatures are forwarded to the Provincial Executive Director.

NOTE 3: *The Provincial Administrative Committee may approve a motion respecting a matter falling under the mandate of a Provincial Standing Committee and advance such Motion to the appropriate Provincial Standing Committee for its review and action, if warranted, which may result in the drafting of a Resolution by the subject Provincial Standing Committee.*

RECEIPT AND PROCESSING BY PROVINCIAL RESOLUTIONS COMMITTEE

- All Resolutions received at Command shall be directed to the Provincial Resolutions Committee Secretary.
- The Secretary shall complete the Administrative record including the receipt details, originating source, subject, etc.
- All Resolutions and accompanying Minutes shall then be forwarded to the Provincial Resolutions Committee Chair.
- The Chair shall review the minutes and the Resolution to ensure its proper approval and adherence to all applicable By-Laws and procedures.
- The Chair will decide what entity will review those compliant Resolutions, bearing in mind the timelines applicable to the appropriate Convention which will dictate the consideration procedure utilized by the reviewing Committee e.g., Subject Matter, Physical Meeting, Virtual Meeting, Etc.
- The Chair or Secretary will direct the documents to the Chair of the assigned entity, or its Secretary, for Review.

NOTE 4: *Any Resolution deemed improperly approved by the originating body and/or failing to meet other provisions cited in the By-Laws and/or the Policy & Procedure Manual will be returned to that entity with a cover letter citing the reasons for return.*

NOTE 5: *Any Resolution involving the General By-Laws of either Command must be referred to the Provincial Constitution and Laws Committee, and dependent upon the subject content, expertise may be sought from other sources to assist in the Review; or the Resolution may be redirected to such other entity for its consideration and decision with any required assistance provided by the Provincial Constitution and Laws Committee.*

REVIEWS OF RESOLUTION

- The appropriate timelines, along with the urgency of the subject matter, if applicable, will dictate whether the resolution will be left for discussion at the next regular Committee Meeting, or the subject of a discussion/vote by electronic communication.
- The Provincial Standing Committee Chair or Secretary will distribute every Resolution to the Committee Members for their Review.
- The Committee shall either concur, or non-concur with each resolution and provide comments, where appropriate, in

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support of their decision. Such comments may also highlight grammar, spelling, or context errors/omissions.

- The Resolutions will be returned to the Provincial Resolutions Committee Chair or its Secretary.

NOTE 6: *When a number of resolutions addressing the same topic are received, the reviewing Committee will be required to draft a resolution combining all those of the same topic, if they concur with the original resolutions.*

NOTE 7: *Any Resolution in which the subject matter fails to correspond with the mandate of any Provincial Standing Committee may be assigned for review by the Provincial Administrative Committee re concurrence or non-concurrence along with appropriate comment, if applicable.*

RETURN OF REVIEWED RESOLUTIONS TO PROVINCIAL RESOLUTIONS COMMITTEE CHAIR

- The Provincial Resolutions Chair, upon receipt of reviewed Resolutions, will review their status and determine the next course of action dependent upon the status, content and pending Convention timelines.
- The Chair will forward the Resolutions to the Secretary who will complete the administrative record and distribute as directed by the Provincial Resolutions Chair which may be as follows:
 - To the Provincial Administrative Committee unless it was originally reviewed by this entity.
 - To the Provincial Executive Council unless its pending Meeting date or Convention timelines do not permit this action to be completed.
 - To Dominion Command, once reviewed by the Provincial Administrative Committee and/or Provincial Executive Council dependent upon the applicable timelines re a pending Convention.

RESOLUTION OF A NATIONAL SCOPE

All resolutions of a national scope must have been concurred by Provincial Command and shall include appropriate comment before being forwarded to Dominion Command. Any Resolution received by Provincial Command less than 112 days prior to the next Dominion Convention shall not be forwarded unless it has been determined by the Resolutions Committee Chair to be of an urgent nature and subsequently concurred by Provincial Command. All Resolutions meeting this criterion must be forwarded to Dominion Command by the Provincial Resolutions Committee Secretary at the earliest opportunity after the appropriate concurrence by Command.

RESOLUTION STATUS FOR PROVINCIAL CONVENTION

All Resolutions to be considered at the next Provincial Convention shall be classified into the following categories:

- ❖ Appendix I - Concurred Resolutions.
- ❖ Appendix II - Non-Concurred Resolutions.

The distribution of the Convention Proceedings Booklet will act as the Official notification respecting the status of each compliant resolution that has been reviewed by Command since the last Provincial Convention.

REFERENCES

DOMINION COMMAND – POLICY & PROCEDURE MANUAL – RESOLUTION PROCESSING

ARTICLE IX – THE GENERAL BY-LAWS - RESOLUTIONS

ARTICLE III – THE GENERAL BY-LAWS OF ONTARIO PROVINCIAL COMMAND - RESOLUTIONS