

VII. FPSE AGM Resolutions Policy

1. GLOSSARY OF ABBREVIATIONS

AGM – Annual General Meeting
 FPSE – Federation of Post Secondary Educators
 PC – Presidents' Council
 RSC – Resolutions Screening Committee
 SC – FPSE Standing Committee
 SGM – Special General Meeting

2. DEFINITIONS

“Director” means a member of the Presidents' Council;
 “Emergency” means an event that calls for “the suspension of normal activities and assignment of most [FPSE] personnel to tasks defined by the emergency” (Hagan, Staler & Penuel, 2013);
 “General meeting” means a meeting of the member organizations of the Federation, whether an Annual General Meeting or a Special General Meeting;
 “Member organization” means a body described in Article 5.2 of the Constitution of the Federation of Post-Secondary Educators of BC;
 “Officer” means a member of the Executive Committee;
 “Presidents' Council” means the body described in Article 7.1 of the Constitution of the Federation of Post-Secondary Educators of BC; and,
 “Special resolution” means a resolution passed at a general meeting by at least 2/3 of the delegate votes cast.

3. PREAMBLE

The Federation of Post-Secondary Educators assumes and gives an increasingly important voice to the post-secondary narrative in BC and Canada. As a part of that mission, the Federation holds annual general meetings that are inclusive and democratic. To reflect the past and present dedication of its overall membership and employees, and to help ensure their vision is realized, it is essential that FPSE's general meetings be procedurally just.

The following policy, and its accompanying procedures, provide the rules for the introduction of resolutions to FPSE AGMs. The intent of this policy is to recognize and codify the various pathways by which resolutions appear on the agenda of an FPSE AGM. This policy, and its accompanying procedures, bring transparency to an important function of FPSE's governance, to ensure stakeholders have confidence in the predictability, reasonableness and fairness of the process. Ultimately, a smoothly executed AGM will ensure a greater number of more varied resolutions come to the floor for discussion and consideration.

4. SUBMITTING RESOLUTIONS TO THE AGM

The Purpose of Resolutions in the Governance of FPSE

The main forum for FPSE's policy-making is the AGM resolution cycle. It provides an opportunity for member Organizations to express concerns, share their experiences and take a united position.

The Purpose Of The Resolutions Screening Committee And Its Membership

The Resolutions Screening Committee's (RSC) primary role is to adjudicate resolutions to be considered by FPSE at its AGM. Adjudication includes receiving, screening (i.e. accepting and or consulting and or recommending), editing and sorting of resolutions for inclusion at FPSE's AGM. This work is undertaken with the aim of ensuring the business of FPSE's AGMs can be conducted in a timely, measured and fair manner.

Composition of the Resolutions Screening Committee

The Resolutions Screening Committee is appointed by the Presidents' Council.

The committee shall consist of at least three members.

The one-year term of appointment shall be from the immediate end of the March PC meeting up until the end of the following March PC meeting.

Committee members may be reappointed by PC.

RSC quorum comprises a majority of the current Screening Committee membership present.

The deliberations of the RSC regarding the adjudication of resolutions will be treated as confidential.

A person shall cease to be a member of the committee:

- At the expiration of the appointment period.
- Through a decision of PC terminating the appointment.
- On a member's written notice to the President, or designate, of resignation from the appointment.
- On the date that the Committee member ceases to be a member of PC

Where membership in the Screening Committee falls below three, PC, at its next meeting, will appoint more members to restore the desired complement of the Screening Committee.

Support for the Resolutions Screening Committee

The FPSE President assigns a staff representative to work with the Resolutions Committee. The staff representative is responsible for:

- Working with the Resolutions Screening Committee to review all resolutions that arise during the AGM.
- Maintaining close liaison with the committee chair regarding the need for the calling of committee meetings.
- Vetting the final draft of each resolution with the committee, prior to reproduction of the document.
- Alerting the FPSE President to any issues related to resolutions that may arise.

Responsibilities of the Committee

Review all resolutions prior to AGM debate to ensure the following:

- The intent of the resolution is clear.
- The resolution is not contrary to the FPSE Constitution or its governing Policies or Procedures.
- The resolution does not conflict with existing positional policy. If so, the committee will bring this to the attention of the AGM.

- The resolution is not redundant (an area in which the Federation already has policy). If a resolution relates to existing policy, the Resolutions Committee may recommend that it be rewritten as an action recommendation rather than as policy.

The Resolutions Committee, in consultation with the Executive, will prioritize AGM motions that have a financial impact on the operating budget prior to their being debated by AGM delegates. Where necessary, the Resolutions Committee will report to the AGM concerning recommended changes to resolutions.

REFERENCES

Hagen R, Statler M, Penuel KB. Encyclopedia of Crisis Management. Los Angeles, Calif:SAGE Publications, Inc; 2013. Retrieved from <http://ezproxy.viu.ca/login?url=http://search.ebscohost.com/login.aspx?direct=true&AuthType=ip,cookie&db=e000xna&AN=592559&site=ehost-live>. Accessed February 24, 2019.

The Saskatchewan Teachers' Federation (n.d.). Resolutions Committee Terms of reference. Retrieved from https://www.stf.sk.ca/sites/default/files/terms_of_reference_resolutions_committee.pdf. Accessed April 5, 2019.

Union of BC Municipalities (n.d.) Resolutions Procedures. Retrieved from <https://www.ubcm.ca/EN/main/resolutions/resolutions/resolutionsprocedures.html>. Accessed April 5, 2019.

5. FPSE AGM RESOLUTIONS PROCEDURES

Origins of Resolutions

The following sections outline:

- Who may submit a resolution to the AGM;
- Timelines for submitting resolutions to the AGM; and,
- Handling of resolutions by the Resolutions Sub Committee

Who may submit a resolution to the AGM?

Throughout the year, the following can put forward resolutions for the upcoming AGM:

Standing Committees

- FPSE Standing Committees may recommend resolutions for the AGM to Presidents' Council. Such recommendations must be received by PC no later than the March PC meeting. PC may refer a recommendation back to the SC or approve it to become a resolution at the AGM.
- Any SC recommendation for an AGM resolution, received after the conclusion of the March PC meeting will be deemed to be late by the RSC.

Presidents' Council

- All action resolutions made by FPSE Presidents' Council, during the year, shall appear in the AGM program, in order to provide an opportunity for the AGM to confirm actions taken by Presidents' Council between AGMs.
- PC can recommend resolutions at any time.

Individual Member Organizations

- Individual member organizations can put forward a local resolution to the AGM at any time.
- Local resolutions, received before the conclusion of the March PC meeting, may be reviewed by PC and may be recommended by PC to the AGM.
- Local resolutions received by the March PC deadline but not reviewed or recommended by PC, will proceed to the AGM as local resolutions.
- Local resolutions received after the conclusion of the March PC meeting will be deemed to be late.

Individuals

- Individual persons cannot advance a resolution on their own.
- Resolutions made by individuals must be:
 - (a) Moved and seconded by member organizations
 - (b) Endorsed by the Presidents of the moving and seconding member organizations
- Individual resolutions which meet the conditions above become a resolution from the member organization that moved the motion.
- Up through to the March PC meeting, an individual's resolution will either be referred back to the member organization that moved the resolution or recommended by PC for inclusion at the AGM.
- Any resolution submitted under this section, after the conclusion of the March PC meeting, will be deemed to be late by the RSC.

6. TIMELINES FOR SUBMITTING RESOLUTIONS TO THE AGM

Before the AGM

Resolutions may be, and are, submitted throughout the year. To be included in, or considered for, a particular year's AGM, the following cut-off dates apply:

- Resolutions coming from member organizations are due by the conclusion of the March PC meeting. Member organizations' resolutions that miss this deadline will be considered to be late.
- Special resolutions are due the sixth Friday before the start of the AGM. Special resolutions that miss this deadline, will have to be considered at the following general meeting.

During the AGM

- The RSC will accept late resolutions, for consideration up until 13:30 local time each day for possible inclusion in the next day's proceedings.
- For all resolutions received from the floor, AGM Rules of Order #1 applies: "All resolutions moved at AGM must be endorsed by the mover's and seconder's local presidents prior to submission to the Resolutions Committee and allow for distribution at least one hour before debate."

7. HANDLING OF RESOLUTIONS BY THE RESOLUTIONS COMMITTEE

Ordering of Resolutions

The RSC considers resolutions taking the following (in order of importance) guidelines into account:

1. Monetary
 - a. Motions requiring a 2/3's super-majority (i.e., related to Bylaws and the FPSE Constitution)
 - b. Emergency
 - c. FPSE Policy or Position
 - d. Standing Committee
 - e. Late

2. Non-monetary
 - a. Motions requiring a 2/3's super-majority (i.e., related to Bylaws and the FPSE Constitution)
 - b. Emergency
 - c. FPSE Policy or Position
 - d. Standing Committee
 - e. Late

Resolutions are prioritized based on the relative importance of each resolution. Consideration is given to ensuring a diversity of discussion and the resolution's complement to the remaining convention schedule.

Monetary Resolutions

AGM motions submitted by Locals with financial implications to the operating budget of more than \$100,000 must be submitted at least 10 days prior to PC's March meeting. PC will make a recommendation to the AGM on each motion of more than \$100,000.

Late Resolutions

Resolutions received by the RSC, after the conclusion of the March PC meeting, will be deemed to be late. Late resolutions will be added to the end of the AGM resolution list in the order they were received by the Chair of the RSC.

Emergency Resolutions

Late resolutions that qualify as an emergency with respect to FPSE's normal activities will be inserted into the agenda subject to the above "Ordering of Resolutions".

Amending Resolutions

Normal resolutions can be amended from the floor. Amendments must be moved and seconded by member organizations.

Special resolutions cannot be amended.

8. AGM INTERNAL POLICY

- 8.1 From 2012 forward the Annual General Meeting delegate count will be capped at 136 delegates, on a proportional basis. *(2012)*
- 8.2 The incoming Standing Committee Chairs shall attend the Annual General Meeting and present the committees' annual report *(PC 2012)*
- 8.3 The budget presented shall include all four funds of the organization: Operating, Capital, Defence and Professional Development Funds. *(2006)*
- 8.4 Annual General Meeting delegate fees shall be paid by the locals at the time of registration. *(2005)*
- 8.5 The FPSE Annual General Meeting package, including all reports, resolutions, and background materials, shall be circulated to all voting delegates at each local at least ten working days ahead of the AGM, through the local presidents. *(2005, 1996)*
- 8.6 The guide for the rotation of the FPSE convention shall be as follows: Vancouver Island (2017), Lower Mainland (2018), Kootenays (2019), Lower Mainland (2020), North Central (2021), Lower

Mainland (2022), Thompson-Okanagan (2023); Lower Mainland (2024); Northwest (2025), Lower Mainland (2026) with a rotation among the Lower Mainland locals. *(2016, 2013)*

8.7 Resolutions shall be administered as per the Resolutions Committee's terms of reference. *(2018, 2022)*

8.8 Following the AGM:

- Resolutions not addressed at the FPSE AGM will be advanced to a Special General Meeting, to be held by November 30th.
- The FPSE Policy and Procedures Manual will be updated after each AGM and SGM for distribution by December 31st.

(2022)