

4-H Nova Scotia Resolutions Process



1. What is a Resolution

A resolution is the formal position of a group (Program Committee and/or County).

Resolutions are used to recommend changes and/or make proposals for 4-H projects/competitions as described in project newsletters.

2. Resolution timeline and key activities?

TIMELINE	ACTION
September 15	Scratch Date for Provincial Show Deadline for submission of Resolutions to 4-H Nova Scotia
	4-H Nova Scotia compiles all resolutions and have checked for format
	Resolutions circulated to staff and Sub-Committees where appropriate for input and comment
October	Resolution Book reviewed the 4-H Nova Scotia Board of Directors (Resolutions to include input from staff and Sub Committees) October 4-H NS Board Meeting (Generally third week end of October)
	Resolution Book circulated for review by County Councils Directly after October board meeting (allows month to review)
November	Annual General Meeting Review and approval of resolutions by AGM Voting Delegates Results of votes recorded at the AGM
December	Project Newsletters will be updated based on changes approved at the Annual General Meeting and communicated with all Counties & Clubs

3. Who initiates a resolution?

Resolutions can be initiated by Counties and 4-H Nova Scotia Program Committees.

When considering the introduction of a resolution, the following questions should be considered:

- How does this resolution address a needed change or improvement for a project or program of 4-H Nova Scotia?
- What the focus of the resolution?
- Does this resolution make sense for the program province wide?
- What is the desired outcome/goal of the resolution?
- What concerns or questions could be raised by the resolution?

If a group is not sure whether a resolution should be initiated, they should contact 4-H Nova Scotia to discuss. There may be times when an issue should come to the Board of Directors of 4-H Nova Scotia as a recommendation or issue to be explored/addressed outside of the formal Resolution process.

4. How is a resolution developed?

A resolution should deal with one issue per resolution.

There are two components to a resolution:

- 1) **“Whereas”** provides the background and supporting rationale for the resolution
- 2) **“Therefore be it resolved”** provides the proposed solution or development.

The “be it resolved” section is what will be added to the newsletters.
This section must be clear and make sense on its own.

When writing a resolution:

- ✓ Consideration and debate on the proposed resolution will focus on “Therefore be it resolved” - so the specific request/proposal/change must be in this section of the resolution.
- ✓ Be sure to include an explanation that makes the intent very clear. And be sure to include enough information to clearly convey the meaning and intent.
- ✓ Please use the attached Resolution Form Template. This template ensures that all resolutions presented for consideration by Counties and then the Annual General Meeting are consistent in their presentation and content. There is an example for reference.

5. How is the resolution submitted?

All resolutions are to be submitted to:

4-H Nova Scotia

P.O. Box 30066 Robie PO, Truro, NS B2N 7J1

Email: iola.crowe@4hnovascotia.ca

Fax: 902-843-3990

DUE: September 15. No late resolutions will be accepted.

6. What does 4-H Nova Scotia do when it receives resolutions?

Resolutions are received, reviewed and compiled by 4-H Nova Scotia.

4-H Nova Scotia's review and compilation process includes:

- ✓ Ensuring that all resolutions have been submitted as per the Resolution Form Template
- ✓ Coordinating and consolidating any resolutions addressing the same or common content or issues
- ✓ Editing wording to improve clarity or clarify the intent of resolution in consultation with the resolution author
- ✓ Reviewing with staff/committee for feedback and comment

Further to this review and development, all resolutions are collated into the Resolution Book and circulated to Counties for review in advance of the Annual General Meeting.

7. The Role of the Annual General Meeting General Members/Voting Delegates

Each County appoints 2 AGM Voting Delegates for a one year term. Voting Delegates represent and vote at the 4-H Nova Scotia Annual General Meeting. Voting Delegates hold their position for one year and could be convened if required in accordance with the By-laws of 4-H Nova Scotia.

It is important that the AGM Voting Delegates understand the rationale for resolutions coming from the county as they may be asked to speak to the resolution when it is presented.

AGM Voting Delegates need to vote based on what is in the best interests of 4-H across Nova Scotia. This will be informed by the discussion and information presented at the Annual General Meeting.

It is important for Counties and Voting Delegates to hold that there may be situations where the Voting Delegates need to vote differently than originally planned based on County discussions. It is important for Counties to empower and have confidence in the Voting Delegates to make informed decisions that reflect the discussion and input of the respective county while focusing on the best interests of the province as a whole.

Delegates report back to Counties on the decision-making process and the rationale used in the voting on resolutions.



4-H Nova Scotia Resolution Form

TO: 4-H Nova Scotia
P.O. BOX 30066 ROBIE PO, TRURO, NS B2N 7J1

DATE: _____

FROM (4-H COUNTY OR COMMITTEE): _____

REPRESENTED BY:

NAME: _____

POSITION: _____

TELEPHONE: _____

EMAIL: _____

We present the following Resolution for consideration at the Annual General Meeting of 4-H Nova Scotia.

WHEREAS

WHEREAS

WHEREAS

BE IT RESOLVED THAT (Motion/Resolution)

MOVED BY:

SECONDED BY:

TO BE RECEIVED BY 4-H NOVA SCOTIA BY SEPTEMBER 15. No late resolutions will be considered.