

College and Association of Nurses of the Northwest Territories and Nunavut



Category: Administration - General

POLICY NAME	Resolutions	POLICY NO.	AG13
EFFECTIVE DATE	December 11, 2024	DATE OF LAST REVISION	N/A
		VERSION NO.	1
APPLIES TO Apply group names to define applicable areas of staff.			
CANNN Registrants			

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Board of Directors	December 11, 2024	Creation	Executive Director

PURPOSE

Describe to what and to whom this policy applies.

To outline the expectations and processes for presented resolutions at annual general meetings or special general meetings.

POLICY

- Resolutions must be submitted in writing to CANNN, no less than 30 days prior to the Annual General Meeting (AGM).
- Resolutions that are received after the deadline may be discussed at the AGM, should the resolutions committee feel that they can adequately speak to the resolution at the AGM.
- A resolution committee will be established with a chairperson elected from the BOD, and – at minimum, no more than 5 members from the membership, and with at least one public representative.
- The resolution committee takes responsibility for making recommendations on the proposed resolutions, and may rewrite, combine or substitute resolutions. The resolution committee may prepare a discussion paper or provide guidance to their recommendation of the resolution.
- Resolutions will not be accepted should they contravene CANNNs policies on conduct, or privacy, or any section of the Canadian Human Rights Act.
 - Resolutions that do contravene the above, will be returned to the resolution provider and they will be given the opportunity to revise and resubmit their resolution.
- All eligible registrants will be provided the opportunity to vote on the resolution, should they be in attendance at the AGM.

PROCEDURES

Resolutions must be submitted to CANNN 30 days prior to the meeting.

Members must use the provided form for submitting resolutions and include a written submission with at minimum:

- A heading
- Preamble
- Operative Clause

TERMS AND DEFINITIONS

Define any acronyms, jargon, or terms that might have multiple meanings.

TERM	DEFINITION
Resolution	A main motion that needs to be expressed in writing.

CONDITIONS AND EXCEPTIONS

Describe exceptions here.

N/A

AUTHORITY AND ACCOUNTABILITY

This policy is issued under the authority of the CANNN Board of Directors and is governed by the Nursing Profession Act (2023), s20(1)(z.37) and The Nursing Professions Act (2023) s16(1)(av), and CANNN Bylaws, Part 10, S.32 – 36.2.

ROLE	RESPONSIBILITY
Executive Director	To implement the policy.
Resolutions Committee Chairperson	To properly implement this policy.
President	To assign a resolutions committee chairperson from the Board of Directors.
Registrants	To participate and provide their vote in accordance with the resolutions.