



RESOLUTION SUBMISSION PROCEDURE

Resolutions are an important opportunity for Members to participate in the shaping of BC Hockey. The Resolution Submission Procedure is to detail clear rules and a transparent process for resolutions to be brought forward at General Meetings.

Parties and Responsibilities

The parties involved in the process and their responsibilities are:

- 1) Sponsoring Member of the Resolution
 - a. submit resolution in plain English that demonstrates the intent of the proposed resolution together with any additional important background and support identifying any opposition to existing BC Hockey bylaws, regulations, policies, programs or practices and the proposed outcome of the resolution if accepted
 - b. provide point of contact information for communications
 - c. be available for communications regarding the resolution

Note: Resolutions can be submitted at any time however the timeliest is January 1 to March 1 each year. Resolutions received after the March 1 deadline are considered for the following year's Annual General Meeting (AGM).
- 2) Governance Committee
 - a. review and identify validity and any issues or concerns with proposed resolutions
 - b. communicate any identified issues and concerns to the Sponsoring Member together with any recommended amendments/changes to alleviate such issues and concerns
 - c. if desired by the Sponsoring Member, assist to make any desired amendments to the proposed resolution
 - d. advise the Board of Directors of any issues or concerns and make recommendations regarding each resolution
 - e. create the resolutions package to be circulated to the Members which shall include, for each resolution, a history of the formation and development of the resolution outlining:
 - i. in the case of Member's resolutions, the Sponsoring Member of each resolution, all steps taken to finalize the resolution and any unresolved issues or concerns;
 - ii. in the case of Board generated resolutions, how the resolution was initiated and all steps taken to finalize the resolution;
 - iii. each committee or group that reviewed the proposed resolution and any issues or concerns they identified together with such committee's recommendation;
 - iv. Board of Directors review and any issues or concerns identified together with the Board's recommendation; and
 - v. if the Board of Directors recommends that a resolution is out of order, the resolution package shall clearly identify the Board's recommendation and the reasons for such recommendation and the procedural rules for out order motions.
- 3) Board of Directors
 - a. review resolutions and recommendations from the Governance Committee.
 - b. identify any issues or concerns with resolutions moving forward for the AGM and obtain appropriate input and expert advice regarding same.



- c. approve the resolutions package so that it may be circulated to the Members at least 30 days prior to the AGM.
- 4) Members
 - a. Debate and vote at AGM.

Timelines

Resolutions for the Annual General Meeting should proceed in accordance with the following schedule:

- March 1 - Deadline for Member Resolutions to be Submitted (Bylaw 423.a.) All valid Member Resolutions will be included in the resolutions package.
- March 30 – Deadline for Governance Committee to communicate any issues and concerns regarding the Proposed Resolutions to the Sponsoring Member.
- April 20 – Deadline for Sponsoring Member to agree to withdraw or amend the resolution and agree to final form of resolution desired by the Sponsoring Member to be included in the resolutions package.
- May 12 – Deadline for the Board of Directors to approve the resolutions package to go to the Members
- May 13 - Resolutions must be communicated to Members at least 30 days prior to the AGM (Bylaw 423.b.)
- June 12 (tentative) - AGM