



## Guidelines for Submitting Resolutions to AAHP's 2017 Biennial General Meeting

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AAHP Members are **invited to submit resolutions** for our 2017 Biennial General Meeting (BGM) to be held on June 8<sup>th</sup> and 9<sup>th</sup>, 2017 at the Hampton Inn and Suites, St. John's. These guidelines provide information about resolutions to assist AAHP Members with the submission process.

*Note: AAHP Members may contact the AAHP Office at any time to seek assistance with developing a proposed resolution by email ([info@aahp.ca](mailto:info@aahp.ca)) or by calling 722-3353.*

A copy of the Resolution Submission Form is included at the end of this document.

### What are Resolutions?

- Resolutions are recommendations for constitutional amendments or more general recommendations for new or amended AAHP policies, actions or changes to help address Member issues and help guide future directions and operations of the Association.
- Resolutions are discussed, debated and voted on by delegates at each BGM, the highest legitimate source of authority of the Association.
- It is important to note that **Collective Bargaining** proposals are **not accepted** as proposed resolutions for the BGM. There is a separate process for submission of Collective Bargaining Proposals for the AAHP.

### Submission of Resolutions

- **Any AAHP Member (or group of Members)** is eligible to submit resolutions for consideration at the BGM, whether or not they attend the BGM as a delegate.
- Resolutions to **amend the AAHP Constitution MUST BE submitted by April 7<sup>th</sup>, 2017** on the **Resolution Submission Form** (attached) or using the **OnLine Resolution Submission Form** (follow link or visit [www.AAHP.ca](http://www.AAHP.ca) to access the form).
- Members may also raise proposed resolutions from the floor during the BGM, **provided they do not require Constitutional Amendments**. However, it is strongly recommended that Members use the **Resolution Submission Form** to submit any proposed resolutions as this will ensure time for full consideration by the delegates and for debate and discussion at the BGM.

### Ratification of Resolutions

- Once proposed resolutions are received, they will be reviewed and edited to ensure appropriate structure and for greater clarity by AAHP staff (which may require follow-up with the submitter).
- AAHP's Constitution Committee will review and make recommendations to AAHP's Board to accept/reject any proposed resolutions to amend the Constitution.
- AAHP's Board of Directors will review and make recommendations to accept/reject all proposed put forward by the Constitution Committee and AAHP Members.
- The proposed resolutions, along with the Board's recommendations to accept/reject, will be distributed to all AAHP Members thirty (30) days prior to the BGM. AAHP Members not attending the BGM may raise any concerns with the proposed resolutions to their On-Site Representative, Board Member and/or a BGM delegates to be brought forward during the discussion/debate at the BGM.

### Structuring a Resolution

- Each resolution brought forward for consideration at the BGM includes a "Whereas..." section that outlines a current issue or existing term or condition in the AAHP Constitution, policies or practice.

- This is followed by a “Therefore, be it resolved...” section that outlines the proposed amendment or addition.
- Example:
  - Whereas...** Article 4 “Revenues” for AAHP’s Constitution and By-Laws currently focuses on Revenue activities of the Association, it remains silent on the Association’s investment activities, and namely the Defense Fund; and
  - Whereas...** the AAHP needs to ensure appropriate funds are held in reserve to meet demands associated with Collective Bargaining, including Strike Pay for Members if required;
  - Therefore be it resolved...** that Article 4 be amended to read: Article 4: “Revenues and Defense Funds” and that a new Article 4.07 be introduced to read: “The Association shall administer a Defense Fund in accordance with policies and regulations established by the Board of Directors. The fund shall be funded in the main by: (a) a per capita amount taken from the regular dues of the members. Such amount will be determined and approved at the Biennial General Meeting; (b) interest income earned by the Fund; and (c) Special Contributions from time to time, such as accrued operating surpluses.
- AAHP Members may contact the AAHP Office at any time to seek assistance with developing a proposed resolution by email ([info@aahp.ca](mailto:info@aahp.ca)) or by calling 722-3353.

**Thank you!**



AAHP's Biennial General Meeting 2017  
**Resolution Submission Form**

- Proposed resolutions for the 2017 BGM must be submitted to the AAHP Office by **Friday, April 7<sup>th</sup>, 2017 by:**
  - Email: [Info@aahp.ca](mailto:Info@aahp.ca) or Fax: (709)-722-0987 or
  - Mail: AAHP Office, 6 Mount Carson Avenue, Mount Pearl, NL A1N 3K4; or
  - Web: Online Resolution Submission Form
- Resolutions may be submitted by any AAHP Member (or group of Members). There is no restriction on the number of resolutions that may be submitted.
- AAHP Members may call (722-3353) or email ([info@aahp.ca](mailto:info@aahp.ca)) the AAHP office for assistance with developing Resolution proposals or consult the **Resolution Submission Memo** at [www.aahp.ca](http://www.aahp.ca). The AAHP Constitution and By-Laws is available in the Resources section of the [www.aahp.ca](http://www.aahp.ca) website.

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**1. Resolution Information**

**Please select the type of resolution**

Constitutional Amendment  Policy Amendment  Future Action for the AAHP  Other

**Proposed Resolution**

**Whereas...** (use this section to outline the current issue or Constitutional Article to be referenced)

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**Therefore Be it Resolved That...** (use this section to outline the proposed change)

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**2. AAHP Member Information**

**a. Submitted By:**

**First Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Worksite:** \_\_\_\_\_

**Community:** \_\_\_\_\_

**Email (Home):** \_\_\_\_\_

**Phone (Home):** \_\_\_\_\_

**Phone(Work):** \_\_\_\_\_

b. Is this resolution being submitted on behalf of a group of AAHP Members?  Yes  No

c. If yes to #2 above, please indicate which group or list of Members included:

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d. Date: \_\_\_\_\_