



MEMORANDUM

To: Executive Committee, Council Members, Committee Chairs Date: January 21, 2003
From: Sharon Matthews, Chair, Resolutions and Bylaws Committee
Re: Process for Resolutions Pertaining to S.32 of the Bylaws

Background

At the June 2002 Council Meeting a resolution was passed amending s.32 of the Branch Bylaws pertaining to proposed resolutions at council meetings and Annual General Meetings.

Section 32 contains deadlines as well as requirements for input from the Executive Director, the Secretary Treasurer, as well as Section and Committee Chairs, followed by a review of all such input by the Resolutions and Bylaws Committee ("R&B Committee") and a recommendation by the R&B Committee for how the resolution should be handled. The timelines will be exceedingly tight. Section 32 (10) does permit for a resolution to be considered notwithstanding the failure to go through or meet all of the requirements of s.32.

The Process

Highlights and important deadlines for the process are as follows:

1. Proposed resolutions must be given to the Executive Director, in the form of a submission addressed to the Resolutions and Bylaws Committee, at least 30 days prior to the commencement of the meeting at which the resolutions is to be presented. This includes both Council Meetings and AGMs (s.32(2)).
2. There are specific requirements pertaining to the form of the submission to the R&B Committee which can be found in s.32(3). It is important to note that submission must include the estimated cost of the implementation, the names of the persons proposing the resolution which will assist in its implementation, an implementation calendar, and an indicator of success (s.32(3))
3. The ED will forward the submission to the R&B Committee, the Secretary Treasurer, and the Chair of each Section and Committee and other persons within the Branch whose terms of reference are pertinent to the subject matter (s.32(4)).
4. Within 10 days of the receipt of the submissions, the Secretary-Treasurer and the ED will advise the R&B Committee whether the proposed resolution can be accommodated within the Branch's budget (s.32(5)).
5. Within 10 days of receipt, the Section Chairs, Committee Chairs, etc. shall provide their comments to the R&B Committee.
6. The R&B will review the submissions and make recommendations in accordance with s.32(7).
7. The R&B Committee will prepare a report pertaining to the resolution and its recommendation (s.32(8)). There is no deadline for this report provided for in s.32, but in order for it to be included in the materials circulated prior to the meeting, the R&B Committee needs to provide the report to the ED 10 days prior to the meeting. Accordingly, in order to meet these time limits, the R&B Committee will meet 15 days prior to each Council Meeting and AGM. Submissions which have



MEMORANDUM

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not gone through the full process by this time will not be able to be considered by the R&B Committee prior to the next Council Meeting so it is very important that the above timeframes be met by those proposing resolutions and those considering them and making submissions to the R&B Committee.

8. If the above processes have not been met, but the R&B Committee agrees or it is Council's will or the will of the Annual Meeting to consider the resolution regardless, it can be considered as long as the Secretary-Treasurer and Executive Director have reviewed the resolution and considered whether it can be accommodated within the budget.
9. Given the above, it is the view of the R&B Committee that this process has the best chance of working if anyone proposing a resolution provides it to the Executive Director as early as possible, and the R&B Committee asks that proposers of resolutions aim to provide it to the Executive Director 45 days in advance of the next Council meeting.

Illustrative Example

A flow chart showing this process (with minimum dates for the March 24, 2003 meeting in brackets) is shown.

