**Submission Form**

# **2024 Annual Meeting**

Resolutions shall not exceed 300 words and shall include:

1. the preamble (if any), giving concise, factual information about the nature of the problem or reason for the action being requested; and
2. a resolving clause, clearly outlining the action to be taken.
3. **Title of Resolution:**
   * 1. text
4. **Estimated cost of implementation to CBA:**  
   *(Including the amount of any increase in budget requirements, any potential savings, and the amount of staff time to implement the resolution)* ***Note:*** *National Office staff can assist in calculating implementation cost.*
   * 1. text
5. **Contact person who can assist the Board of Directors to implement the Resolution:**
   * 1. *Name:*
     2. *Firm name:*
     3. *Telephone:*
     4. *E-mail:*
6. **Implementation Calendar**  
   *(List steps to be taken by the CBA to implement the Resolution and suggested dates for completion of each step)*
   * 1. text
7. **Indicator of Success**   
   *(The practical result which, if achieved, will show that the Resolution has been successfully implemented by the CBA.)*
   * 1. text
8. **Any information not appearing on the face of the Resolution to inform the deliberations:**  
   *(Attach or link to any background papers or other documentation in addition to this form which should be submitted to the Annual Meeting with the Resolution. Attach or link to documentation in both French and English, where it exists in both official languages.)*
   * 1. text
9. **(i) Person moving Resolution:**
   * 1. Will be present at Annual Meeting: Yes  No
     2. *Name:*
     3. *Firm name:*
     4. *Telephone:*
     5. *E-mail:*
     6. **(ii) Person seconding Resolution:**
     7. Will be present at Annual Meeting: Yes  No
     8. *Name:*
     9. *Firm name:*
     10. *Address:*
     11. *Telephone:*
     12. *E-mail:*
     13. **(iii)** **Branch, Section, Committee or Subcommittee sponsoring resolution, if any:**
     14. text
10. **Branches, Sections, Committees or Subcommittees directly affected by implementation of this resolution:**
    * 1. text