

# **CAPG 2018 Call for Resolutions**

## **CAPG 29th ANNUAL MEETING WINNIPEG, MANITOBA**

An important part of each Annual Meeting of the Canadian Association of Police Governance (CAPG) is the consideration of Resolutions brought forward by our members. Members are invited to submit Resolutions in writing to the CAPG office anytime before **FRIDAY, APRIL 6, 2018.**

Please review the Guidelines for Drafting Resolutions as this will assist you in preparing Resolutions for submission.

Voting on the Resolutions will take place at the Annual General Meeting in **WINNIPEG, MANITOBA** on **FRIDAY, AUGUST 10th** at CAPG's 29th Annual General Meeting. Website: <http://capgconference.ca/>

### **THIS IS YOUR CHANCE TO ENSURE YOUR VOICE IS HEARD!**

**Send your Resolutions by email to the  
CAPG Resolutions Committee: [jmalloy@capg.ca](mailto:jmalloy@capg.ca)**

If you have any questions on the guidelines or would like background on a certain issue or to have access to the CAPG Resolutions database, please get in touch with Jennifer Malloy, Executive Director, at [jmalloy@capg.ca](mailto:jmalloy@capg.ca)

Below you will find your 2018 Guidelines for Drafting Resolutions:

### **1. CAPG Guidelines for Drafting Resolutions**

#### **(a) Relevance to Police Governance**

All resolutions must show a clear relation to and/or impact on the role of police governance bodies.

#### **(b) Background**

To assist members in reviewing proposed resolutions, boards shall provide a one-page summary that includes the rationale for the resolution and relevant, factual background information.

**(c) Media Lines**

The sponsor of each resolution should provide media lines or a draft media release that can be used by CAPG and its members to promote the issue locally, provincially and nationally.

**(d) Construction of a Resolution**

All resolutions contain a preamble and an operative clause. The **preamble** describes the issue and the **operative** clause outlines the action being requested. The resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

**2. Preamble**

The preamble commences with a recital, "**WHEREAS**" clause. Each clause is a separate but concise paragraph providing information as to the nature of the problem or reason for the action being requested. The preamble should not contain more than four "**WHEREAS**" clauses.

**“WHEREAS”** clauses are clear and concise; they are factual clauses to support your resolution. Resolutions that have more than four **“WHEREAS”** clauses become confusing and difficult to understand for the reader; intent is not clear.

### 3. Operative Clause

The operative clause begins with the words **“THEREFORE BE IT RESOLVED”**. This clause should be as short as possible and must clearly describe the action being requested by the CAPG (actions that require consideration by other agencies should be directed to those agencies); the intent must be clear, stating a specific proposal for action by the CAPG. Resolved clauses should be only one sentence in length and must be able to stand alone as they are the only part of the resolution that will be debated or considered.

### 4. Helpful Hints for Presenting Resolutions

- a. **Be realistic.** The resolved statements should include specific actions that are realistic and implementable. Resource availability (both human and financial) will affect the implement ability of resolutions.
- b. **Be positive.** A positive approach always works better than a negative

one. Write positive statements, and address the issue positively when you are speaking to it.

- c. **Be knowledgeable.** Know the facts about all parts of your resolution. Be aware of other resolutions that have been passed on your issue and be sure to state in your resolution why reaffirmation of the same stand is timely.
- d. **Gather support and assistance.** Try to involve other members in supporting your resolution. Share your facts and ask others to speak pro to your resolution. This will not only help you get your resolution passed, it will also encourage other members to get involved.
- e. **Present the resolution.** Ensure that a member from the Sponsoring Board is available to present the Resolution.
- f. **Use your time on the floor wisely, time is limited.** As the author, you will have an opportunity to speak to the resolution first. Remember that the delegates have a copy, so don't read it to them. Instead, take this opportunity to state some of the facts that might not be included in the "whereas" clauses.
- g. **Be available.** Make sure you are available to the Delegates to answer questions.

