

Resolutions Committee

Terms of Reference

Purpose Statement

- 1.0 The HSA Resolutions Committee reviews resolutions submitted for the annual convention. The Committee makes recommendations of in-favor or opposed for consideration by convention delegates.

Goals

- 1.0 Review resolutions to meet the criteria of the Resolutions Policy
- 2.0 Prepare rationales to present to delegates
- 3.0 Prioritizing resolutions for debate at Convention

Reporting Relationships

- 1.0 The Committee reports to Convention.

Committee Recommendations

- 1.0 Committee recommendations are published in the Annual Report.

Composition / Membership

- 1.0 The Committee is composed of:
 - 1.1 Vice President as Chair
 - 1.2 President (ex officio)
 - 1.3 One Member-at-Large as elected from each region. In the event that a Region's Resolutions Committee member is not available to attend a meeting(s) of the Resolutions Committee, the Board of Directors shall appoint a replacement from that Region to attend the Resolutions Committee meeting(s). The replacement shall be another Member-at-Large (if available) and if not available, then an Alternate MAL, in order of ranking (if available), and if not available, then a member who stood for election for Member-at-Large but was not elected, then a Steward.
 - 1.4 Additional non-voting director(s) as determined by the Board of Directors

Membership Term

- 1.0 To ensure continuity, the Committee term is two (2) years, ending at the conclusion of Convention.

Staff Support

- 1.0 A senior staff person is assigned as non-voting staff support to the Committee.

Chair

- 1.0 The Chair is the Vice President as designated in the HSA Constitution.

Chair's Responsibilities

- 1.0 Send out the call for resolutions adhering to timelines outlined in the Constitution. The notice is sent to all Chapters in consultation with the Communications Department.
- 2.0 Set the meeting dates for the Committee.
- 3.0 Review the resolutions and determine the meeting agenda.

In consultation with staff support, consideration is to be given as to which resolutions would benefit from staff input concerning operationalizing the resolution if it were to be carried.
- 4.0 Review applicable financial policies with the Committee.
- 5.0 Develop the Report to Convention in consultation with committee members.
- 6.0 Report back to Chapters on their rejected resolutions:
 - at least 30 days prior to Convention,
 - using confirmed delivery, and
 - including the rationale for the rejection.
- 7.0 In consultation with the committee, establish the priority order of resolutions for presentation at Convention.

Committee's Responsibilities

- 1.0 Review and debate all resolutions and take a position in-favor or opposed to each resolution.
- 2.0 If a committee member wishes to debate a resolution they do so from the convention floor.
- 3.0 All committee members maintain the right to speak against the committee recommendations on the floor of convention. If a committee member is going to exercise this right, it is their responsibility to disclose this at the committee meeting prior to convention start.

Staff Resources

- 1.0 Appropriate staff resources will be assigned by the President as required.

Frequency of Meetings

- 1.0 Meetings are at the call of the Chair but are held at least annually prior to Convention as specified in the Constitution.
- 2.0 Committee members are required to attend meetings throughout Convention.

Approved by BOD: September 15, 2022

A handwritten signature in black ink, appearing to read "Kauje".