



POLICY # 18	RES #	LAST UPDATED: September 20, 2025
POLICY NAME CONVENTION RESOLUTION POLICY		SUPERSEDES POLICY: Not Applicable
		APPROVAL DATE:

A. OBJECTIVE:

To establish a process in which members of the Urban Municipal Administrators' Association of Saskatchewan (UMAAS) can submit resolutions at the annual UMAAS Convention.

B. CRITERIA:

Submitted resolutions must meet all the following criteria:

1. Shall be forwarded, in writing, by a UMAAS member in good standing.
2. Shall bear the name, or names, of the sponsor of the resolution, all of whom must be members in good standing.
3. Shall address a relevant topic of concern for the UMAAS membership.
4. Shall address a topic under the purview of UMAAS.
5. Shall not address a topic debated by the UMAAS membership in the previous three years.

C. RESOLUTION FORMAT:

Submitted resolutions shall follow the following criteria:

1. The wording must be clear and brief and devoid of generalizations and ambiguities.
2. Shall have a short title indicating the intent of the resolution.
3. Shall contain accurate references.
4. May contain descriptive clauses, or a preamble.
5. Shall contain an operative clause, which is the only portion of the resolution that is subject to debate and voted upon.

D. APPLICATION PROCEDURE:

1. A call for resolutions will be issued prior to the annual Convention.
2. The call for resolutions will be issued through electronic means, on the UMAAS website, and in the UMAAS Newsletter.
3. The deadline for submitting resolutions will be February 28th prior to the Convention.



E. RESOLUTION COMMITTEE:

1. A Resolution Committee, established by the UMAAS Executive, shall review all submitted resolutions.
2. The Resolution Committee has the authority to make minor changes to the resolution to ensure clarity and consistency.
3. The Resolution Committee may return the resolution to the submitter for additional information or clarity.
4. The Resolution Committee will make a recommendation to the UMAAS Executive for the approval or disallowance of resolutions.
5. The UMAAS Executive may also put forth a resolution for Convention as determined by the feedback received from the membership.

F. UMAAS EXECUTIVE APPROVAL AND DISTRIBUTION:

1. The UMAAS Executive's decision shall be final.
2. The distribution of the resolutions shall conform to the same practice as the call for resolutions.
3. Approved resolutions shall be debated and voted on at the Annual Convention.
4. The UMAAS Executive shall, from time to time, recommend amendments to the criteria or application procedure.