



HOW TO WRITE AND PRESENT A RESOLUTION

The P.E.I. Home and School Federation supports equal opportunity for all students in the education system on PEI and promotes this by passing pertinent resolutions at Annual General Meetings and then forwarding these to PEI's Ministry of Education and other destinations where decision-makers in government can make changes for the benefit of all Island students.

What is the purpose of a resolution?

The major purpose of a resolution is to:

- *establish Home and School Federation policy
- * address issues of interest or concern a school community
- * a new issue, one we do not have a position on
- * province-wide in scope, not a local issue

What is the first step in developing a resolution?

Research is the first step in developing a resolution. Solid data must be presented that supports the requested action. It is also imperative to put the resolution in the context of the issue's history. The history can include current and past actions and policies, as well as the positions and actions of other organizations

Who may submit a resolution?

Any current member Home and School Association including the PEIHSF Board of Directors

Note: The Federation board is responsible for final approval of resolutions to be presented to the AGM, through its Resolutions Committee.

What topics make good resolutions?

Any issue that affects students and schools across the province such as:

- *class size / composition
- *efficiencies in education
- *safety issues
- *clear procedures at schools for student/teacher/ parent reporting and handling of violent incidents, personal safety issues, school lockdown, and more.



What are the steps to prepare a resolution?

- Start by discussing issues needing change in your school with other parents at your Home and School meeting. Ensure that the majority of your members approve.
- Draft the resolution. State your background information in a series of statements headed by “Whereas”, and then state the change or outcome that you want to see in a statement headed by the words, “Therefore be it resolved.”
- The actual debate and vote is only on the "Therefore be it resolved" part and not on the "Whereas" part, so it is important to include adequate background information in the “Whereas” part which people will read in advance of the meeting.
- Make it easily understandable, clear and as concise as possible.
- Please fax or e-mail the **final copy by January 31st** to allow for review by the PEIHSF’s Resolutions Committee and revision time, if necessary.

A sample resolution follows.....

RESOLUTION: REQUEST FOR AN INCREASE IN SCHOOL BUDGET PROGRAMS

- WHEREAS the budgets for school programs do not reflect the increased cost of supplies and services in the last eight years, and
- WHEREAS there is limited amount of money to purchase books for school libraries and book binding, and
- WHEREAS we need to decrease our children's fund raising activities for Home & School Associations and/or local schools to complement present funds from the Ministry of Education, and
- WHEREAS the cost of supplies for photocopying (paper, service charges, etc.), have risen considerably over the last eight years,
- WHEREAS schools are expected to provide technology related expenditures, such as computers, printers, wiring and additional sums for electricity, etc.

BE IT RESOLVED that the PEIHSF requests the Minister of Education to designate and allocate a minimum increase of twenty percent or to increase in proportion of the cost of living whichever is greater to the existing School Program Budgets to more realistically reflect the financial needs of schools, thereby promoting the total well-being of our children.

DESTINATION: Ministry of Education, Public Schools Branch



Important!

- The PEIHSF Resolutions Committee will review all draft resolutions and make a decision as to whether or not the issue is current. This committee will work with authors to ensure that the resolution is clear, understandable, and not in conflict with PEIHSF By-Laws. You may be contacted for additional information, clarification, etc.
- Once approved and wording finalized, the resolutions are sent to Home and School presidents, prior to the AGM, for discussion and voting at the local Association level.
- Your appointed AGM delegates will vote on the resolutions at the AGM, as directed by your local Home and School Association members.
- Well-researched and well-written resolutions have the best chance of being passed and affecting change with decision-makers. They also help speed up the process at the AGM, by reducing the need for amendments.

What procedure is followed at the Annual General Meeting (AGM)?

If you have never presented a resolution to the AGM, call the provincial office and we will be happy to "walk you through" the process of presenting.

The steps are as follows:

- A delegate from your Home and School Association will present your resolution to the floor of the meeting for discussion as the “**Mover.**”
- The resolution must be seconded by another registered delegate. The “**Second**er” does not have to be a member of the presenting local Home and School Association.
- The presenter then has an opportunity to speak to the resolution.
- Questions/comments follow from the floor. Each speaker may only speak once.
- The presenter closes discussion.
- The motion is voted on and carried by a **simple majority vote** (50% plus one)

NOTE: There is an allotted time-frame of seven to ten minutes maximum per resolution.

What about issues that arise after the deadline?

Issues that arise after the submission deadline, yet before the AGM, are called "emergency" or "late" issues. The process to bring those forward to the AGM is as follows:

- Emergency or late resolutions must be received **three days prior to the meeting**, and must be approved by the PEIHSF Board/Resolution committee in order to be brought before the meeting. Issues are to be deemed current!
- The local Home and School Association presenting the emergency resolution **must bring copies for all registered delegates**. Check numbers with the PEIHSF office.
- A **two-thirds majority vote** is needed to allow the emergency resolution to be brought to the floor for discussion. It then proceeds as a regular resolution, requiring a simple majority (50% plus one) to be approved.

What happens to approved resolutions after the AGM?

- Approved resolutions become **PEIHSF policy**, which is used by the President and other board members when speaking on behalf of the Federation.
- Resolutions are mailed to the appropriate destinations (e.g. Minister of Education, Health, Transportation) and follow-up meetings arranged with officials, if applicable.
- Follow-up information is provided to the membership at subsequent Semi-Annual and Annual Meetings of the Federation.

See resolution training slide deck on PEIHSF website at:

<http://peihsf.ca/content/resolutions-workshop-slides>

Note: Policies five years and older are reviewed by the PEIHSF Board and archived to keep issues current.

For more information, contact the provincial office:

902-620-3186 / 1-800-916-0664 / peihsf@edu.pe.ca