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BCCPAC Resolution Process

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BCCPAC Resolution Process

Every year, PACs and DPACs representing parents throughout BC approve resolutions at BCCPAC's annual general meeting. These resolutions reflect the collective views of parents on educational issues, and provide direction to BCCPAC's Board of Directors for the coming year.

BCCPAC encourages its members to bring forward resolutions for debate. The resolution process allows parents from around the province to decide collectively what matters most for students and how to achieve positive change.

BCCPAC has developed and refined its resolution process over the years to ensure that parents and our education partners can feel confident that the collective decisions BCCPAC makes accurately reflect parental opinion in the province.

Developing a Resolution

Starting the Process

The best time to think about proposing a resolution is when an important issue arises. The deadline for submitting a resolution for debate at the next AGM is January 15th, but the resolution can be sent to BCCPAC at any time during the year. If your council moves on the issue promptly, you will be less likely to miss the deadline.

The resolutions BCCPAC members have adopted since 1992 are contained in BCCPAC's *Statement of Policy*, available on our website at www.bccpac.bc.ca.

Check to see whether there is already a resolution on the issue, and whether it answers your council's concern.

Gathering Input

It is important to involve as many people as possible in the process of preparing a resolution. The job does not belong to the executive or a select group of parents. Discuss the issue at a general meeting, and ask members for their opinions. You may then decide to strike a committee to research the issue, gather additional input (perhaps through a survey), and draft the resolution. This will facilitate decision-making at future meetings.

Writing the Resolution

Your resolution must be written on BCCPAC's Resolution Form. Forms are mailed to all members in November and can be downloaded from our website.

A sample resolution and BCCPAC's *Resolution Policy* appear on pages 8 and 9. Pay close attention to each item on the form, as follows:

Title:

The title relates to the topic of the resolution and makes the resolution easily identifiable for discussion.

Submitted by:

This is the name of the member PAC or DPAC submitting the resolution. The name will be published with the resolution.

Contact Person:

The BCCPAC Resolution Sub-Committee needs contact information to carry out its duties under BCCPAC's *Resolution Policy*.

Your council needs to decide what responsibilities and authority your contact person has. Does the contact person have authority to speak on behalf of your council and make changes requested by the Resolution Sub-Committee, or must all questions regarding your resolution be taken back to your council?

If your resolution is approved by the BCCPAC membership, your council will be invited, through the contact person, to participate on a Resolution Strategy Team.

Be it resolved that:

This is how the resolution begins. It must

- state clearly and concisely what the submitting council wants
- comply with BCCPAC's constitution, bylaws, and policies, as well as provincial and federal laws
- deal with an issue that cannot be satisfied by other means, and that impacts parents and students in more than one school
- not repeat verbatim a resolution that was defeated at the previous AGM.

The resolution may not give direction to other organizations. If BCCPAC is not able to effect the change requested, the resolution should direct BCCPAC to ask the appropriate body to make the change.

Rationale:

This is "the why" of the resolution. It should

- contain clear evidence and background information to support the resolution
- include financial or other implications that voters should know about.

The rationale is not part of the resolution. Its purpose is to help other members understand why the resolution has come forward, and give them the information they need to make an informed decision. The rationale can be discussed during debate at the AGM, but it cannot be changed or voted upon.

Important Note

Because DPACs do not have voting privileges at the AGM, they must designate a member PAC in their district to move their resolution at the AGM.

Destination:

This defines where or to whom the action requested in the resolution is to be directed. There may be more than one destination.

Making the Decision

Once your research is done and your resolution and rationale are clear, send them out with your next meeting notice advising members that you will be voting on whether or not to submit the resolution to BCCPAC. At the meeting, present and debate the resolution with your members just as you will at the BCCPAC AGM. This will ensure that your members understand the resolution, and that a majority approve submitting it to BCCPAC.

Your council must vote to approve sending the resolution to BCCPAC. When this is done, complete your paperwork and send the resolution in without delay.

BCCPAC's Review of Your Resolution

The Resolution Sub-Committee is comprised solely of members of BCCPAC's Board of Directors.

Every resolution submitted by a member is reviewed by BCCPAC's Resolution Sub-Committee to ensure it meets all the criteria to be presented to the membership for decision. Following is a summary of what happens to your council's resolution once you have sent it to BCCPAC. (See BCCPAC's *Resolution Policy* on page 9.)

Initial review

The Resolution Sub-Committee examines the resolution to ensure it meets the criteria noted above under **Developing a Resolution**.

If BCCPAC receives more than one resolution on the same topic, the Sub-Committee will attempt to reach consensus among the submitting members as to which resolution will be presented. If consensus cannot be reached, the Sub-Committee will choose the resolution that best expresses the issue. Any member whose resolution is dropped in this process may appeal.

Suggestions for improvement

The Sub-Committee has authority to make suggestions to the submitting member for improving the resolution to meet all prescribed criteria. If the changes are agreed to, the member must resubmit the resolution by January 30th. If agreement is not reached, or the Sub-Committee decides the resolution does not

meet all criteria, the Sub-Committee will notify the member that the resolution has not been accepted, with an explanation of the reasons why. Again, the member may appeal.

Appealing a decision

The Appeal Committee is comprised of a Board member who is not on the Resolution Sub-Committee, plus two representatives of member PACs or DPACs from school districts other than the district of the appealing member.

The Resolution Sub-Committee will notify a submitting member by January 27th that a resolution has been rejected. The member may appeal the decision by February 3rd, on a prescribed form, signed and giving reasons why the resolution should be accepted.

The Appeal Committee will make its decision and provide a written response to the appealing member by February 17th. The Appeal Committee may suggest changes to the resolution. If these are agreed to, the member must resubmit the resolution by February 28th. The Appeal Committee's decision is final.

Late resolutions

BCCPAC accepts late resolutions according to its policy. A late resolution must

- relate to an issue that must be dealt with prior to the next AGM
- cover an issue not known to the submitting member before January 15th
- be received on a properly completed form 55 days before the AGM to allow time for the review and appeal processes and for the resolution to be sent to members.

A proxy is "a written assignment of a vote by one member to another".

Many BCCPAC members who cannot send a voting delegate to the BCCPAC AGM give their voting instructions to another BCCPAC member. This is called "voting by proxy".

Resolutions from the floor and withdrawal

Resolutions are not accepted from the floor during the AGM. This is because members would have no opportunity to consider them and instruct their proxy-holder on how to vote. Many BCCPAC members vote by proxy.

A member who wishes to withdraw a resolution must notify the BCCPAC office in writing that the resolution is being withdrawn.

An Ongoing Process

Member resolutions, and the resolution process, are very important to BCCPAC.

For up-to-date information on the action taken on BCCPAC resolutions, go to our website at www.bccpac.bc.ca.

Your council's participation in the resolution process will not necessarily end with the adoption of your resolution. BCCPAC is creating new ways to involve members in the ongoing implementation of resolutions—new ways to make our education system more responsive to the needs of all our children.

Sample Resolution

TITLE: Structural Seismic Upgrading of Older School Buildings

SUBMITTED BY: Vancouver District Parent Advisory, School District #39, Vancouver

CONTACT PERSON: Elyn Dobbs

BE IT RESOLVED that BCCPAC urge the Minister of Education and Minister of Finance to work together to:

- a) define clearly the Ministry's policy on structural seismic upgrading of older school buildings; and
- b) include structural seismic deficiencies as one of the criteria which school boards use to prioritize major renovations of older school buildings within the province-wide annual capital planning process.

RATIONALE: British Columbia is in a high-risk zone for earthquakes of the same magnitude as those in Turkey and Taiwan in 1999.

In July 1993, the Ministry of Education stopped recognizing structural seismic deficiencies as one of the criteria for applying to undertake major renovations of older school buildings. Currently, therefore, older schools which have no renovation issues other than seismic upgrading have no place to go.

Reinstating "seismic structural upgrading" as one of the criteria (within a school district's capital plan) would not cost the Ministry any new money, yet would allow school districts to incorporate and prioritize structural earthquake preparedness as part of their annual building renovations. A similar resolution was passed at the Annual General Meeting of the BC School Trustees' Association (BCSTA) in March 1999.

DESTINATION: Ministry of Education
BC Ministry of Finance
Premier of BC

BCCPAC's Resolution Policy
Adopted May 2004

1. Resolutions must be submitted on the fully completed resolution form.
2. Resolutions will be accepted at any time during the year.
3. The deadline for acceptance of resolutions to be presented to the following Annual General Meeting is **midnight, January 15th**. Any resolution received after that date that does not qualify as a late resolution (No. 9) will be presented at the next AGM.
4. Resolutions may only be submitted by duly constituted Parent Advisory Councils who are members in good standing of BCCPAC. **Submitting Parent Advisory Councils must have their delegate (in person or by proxy) present their resolution to the AGM floor.** Sponsor PACs have first opportunity to speak in favour of their motion at the AGM.
5. Member District Parent Advisory Councils may also bring resolutions forward, but must identify a voting member PAC in their District to present the resolution to the AGM floor.
6. Resolutions will be reviewed by BCCPAC's Resolution Sub-Committee according to the following criteria:
 - a) completeness and clarity of submission
 - b) supporting research necessary for informed decision-making by the membership is included
 - c) financial and/or other implications of the resolution are noted clearly
 - d) is in compliance with BCCPAC's Constitution and Bylaws
 - e) is in compliance with existing Provincial and Federal legislation including the Human Rights Code
 - f) is not in conflict with policy not yet rescinded
 - g) the issue cannot be satisfied by other means
 - h) the issue impacts parents and students in more than one school
 - i) is not repeating a resolution verbatim that has already been defeated at the previous AGM
 - j) Where more than one resolution is received on a particular topic, the Resolution Sub-Committee will contact all of the sponsoring members and undertake a process as described in the regulations to obtain consensus about what the intent of the resolution is and to seek agreement on which of the submitted resolutions should be the one(s) presented. Should no consensus be obtained, the Resolution Sub-Committee has the responsibility to choose the resolution that in the Committee's opinion best expresses the issue. Once a resolution has been chosen from among all of the resolutions received on a particular topic, the remaining resolutions will be dropped and treated as if they failed to meet the criteria. Should the sponsor of a particular resolution object to their resolution being dropped when the above process is completed, the sponsoring member may appeal under the process detailed in paragraph 8 below.
7. The Resolution Sub-Committee has the authority to make suggestions for improving the resolution in order to meet the criteria listed in paragraph 6. The Resolution Sub-Committee will inform the

sponsoring member in writing (via letter, fax, or e-mail depending on situation) of its specific concerns and suggestions. If such changes are agreed to by both parties, the member must resubmit the resolution on a new duly completed Resolution Form, which must be received in the BCCPAC office no later than midnight January 30th.

8. Where the Resolution Sub-Committee believes that:

- i. a member resolution does not meet one or more of the criteria listed in paragraph 6, or
- ii. if some or all of the changes suggested by the Resolution Sub-Committee as per paragraph 7 are not agreed to by the member

the Resolution Sub-Committee will inform the sponsoring member in writing (via letter, fax, or e-mail depending on situation) with an explanation as to why the member resolution was not accepted. The sponsoring member is permitted to appeal the Resolution Sub-Committee decision. The following process and timeline will apply:

- a) The Resolution Sub-Committee has the right to refuse a resolution that it believes does not meet one or more of the criteria listed in paragraph 6. The sponsoring member will be advised in writing by **January 27th** of the Resolution Sub-Committee's concerns and its decision to refuse the resolution.
- b) A member whose resolution has been refused by the Resolution Sub-Committee may initiate an appeal to the Resolution Appeal Ad Hoc Committee. Written notice of the appeal, duly signed on the appropriate form, must be received in the BCCPAC office by **February 3rd** giving reasons why the member believes the resolution does meet the criteria in paragraph 6.
- c) The Resolution Appeal Ad Hoc Committee consists of one member of the Board (who is not on the Resolution Sub-Committee) who will chair the committee and two representatives from member PACs or DPACs. The member PAC's or DPAC's representatives are to be from school districts other than that of the appealing member.
- d) The Resolution Appeal Ad Hoc Committee will review the resolution, the member's submission as to why they believe it meets the criteria in paragraph 6, and the Resolution Sub-Committee's reasons for rejecting the resolution, and will provide a written response to the member by **February 17th**.
- e) If any subsequent changes are agreed to by both parties (the Resolution Appeal Ad Hoc Committee and the sponsoring member), the member will resubmit the resolution which must then be received in the BCCPAC office no later than midnight, **February 28th**.
- f) The Resolution Appeal Ad Hoc Committee will communicate its decision to the sponsoring member as well as to the Resolution Sub-Committee. The decision of the Resolution Appeal Ad Hoc committee is final.

9. Late resolutions, which deal with emergent issues, will be accepted according to the following criteria:

- a) The resolution relates to an issue that must be dealt with prior to the next Annual General Meeting;
- b) The subject must cover an issue not known to the sponsor member prior to the January 15 deadline for submission; and
- c) The resolution must be received on a fully completed resolution form not later than **55 days** prior to the AGM to allow time for the processes described in paragraphs 7 and 8 above.

- d) If any subsequent changes are agreed to by both parties, the member will resubmit the resolution which must then be received in the BCCPAC office no later than **45 days** prior to the AGM. Should a late resolution be rejected by the Resolution Sub-Committee, the appeal process detailed above will apply but the time frame is compressed such that the successfully appealed resolution can be resubmitted no later than **45 days** prior to the AGM.
10. Member resolutions will not be accepted from the floor during the Annual General Meeting, as members not present will not have had an opportunity to consider the resolution and instruct their proxy holder as to how to vote.
 11. Resolutions seeking to amend the Constitution and Bylaws are SPECIAL RESOLUTIONS, requiring 60 days written notice to members of BCCPAC and require a 75% majority vote to pass.
 12. All other resolutions are ordinary resolutions and require 50% plus 1 majority vote to pass.
 13. Recommendations from the Board become either special or ordinary resolutions (depending on content) when moved by a member Parent Advisory Council.
 14. Resolutions passed by the assembly will be recorded in the Statement of Policy of the Confederation.
 15. If at any time during the resolution process a member wishes to withdraw a resolution, that member is required to notify the office in writing that the resolution is being withdrawn.
 16. Resolutions referred to committee at the previous AGM will be assigned to members of the Resolution Sub-Committee who will work with the original sponsoring member to resolve the issues that resulted in the resolution being referred to committee, or to explain how the resolution has been dealt with. The Resolution Sub-Committee will report to the board for reporting to the membership on the disposition of all of the referred resolutions. Those referred resolutions not otherwise disposed of will be presented to the membership at the next AGM for debate. Should any changes be required, the committee member will work with the sponsoring member to effect those changes. Once appropriate changes have been agreed to, the final wording will be forwarded to the office by the Chair of the Resolution Sub-Committee. In the resolutions booklet, a report is to be made explaining how each of the referred resolutions was dealt with and then presenting the resolutions which require approval by the membership. These resolutions are to be debated before any current year resolutions and are to be presented as being from committee as they were moved and seconded at the previous AGM and therefore belong to the assembly and not the sponsor.
 17. Handling of submitted resolutions by the Resolution Sub-Committee will be done in accordance with regulations set by the BCCPAC Board.
 18. Handling the appeals of Resolution Sub-Committee decisions by the Ad Hoc Appeal Committee will be done in accordance with regulations set by the BCCPAC Board.

