



INVITATION TO CSIH MEMBERS TO SUBMIT RESOLUTIONS FOR CONSIDERATION AT THE ANNUAL GENERAL MEETING Tuesday, November 20, 2018

The CSIH Office must receive all proposed resolutions by **5:00 p.m. (EST) Tuesday, November 13, 2018**. All such proposed resolutions must be considered by the CSIH Resolutions Review Committee; if accepted for presentation to the Annual General Meeting, they will be circulated to members at the beginning of the Annual General Meeting.

It is possible for members to present recommendations for action in the form of motions under New Business at the Annual General Meeting. Information about and directions for the submission of resolutions are as follows:

1. DEFINITIONS:

- a. **MOTION** - A motion directs the Society to take action; it is debated and voted upon at a duly constituted meeting of the Society or a part thereof. A motion must be relevant and affirmative; the proposed action must be within the scope of the meeting
- b. **RESOLUTION** - A resolution is a motion that has been submitted to the Society and circulated to its members according to Society policies on proposed resolutions, has been admitted and opened for debate at a general meeting, and has received an affirmative vote. The sections of the resolution that are voted on are those sections beginning "*be it resolved*".

2. PROCEDURE FOR SUBMISSION:

- a. All proposed resolutions must be submitted to the Society by two members in good standing of the Society.
- b. Resolution submissions must include the name, address, telephone (both business and home) and email address, and signatures of both the mover and seconder. One of these persons must be identified as the contact person. All proposed resolutions must be accompanied, if necessary to understand the resolution, by sufficient supporting documentation to facilitate review of the Resolutions Review Committee and debate at a general meeting of the Society.
- c. The CSIH office must receive all proposed resolutions by **5:00 p.m. (EST) Tuesday, November 13, 2018**

3. REVIEW AND EVALUATION PROCESS:

- a. All proposed resolutions will be considered by the CSIH Resolutions Review Committee and the Committee will decide whether or not the submitted resolutions will be accepted in light of Wainberg's Rules of Order** for presentation to the members attending the general meeting of the Society.
- b. Proposers of resolutions will be notified of the CSIH Resolutions Review Committee's decision
The options are as follows:
 - i. the resolution has been accepted and will be brought to the general meeting;
 - ii. the resolution has not been accepted. The Committee will identify clearly the reasons for non-acceptance as follows:
 - It is not within the jurisdiction** of the general meeting of CSIH;
 - It is not accepted in its present form. The Committee will advise the proposers on the requirements for acceptance. The relevant Rules of Order will be provided to the proposers for information.
 - Motions for action from the floor to be presented at a general meeting must be submitted to the Chairpersons of the Society 24 hours prior to the general meeting. The Chairpersons will inform the proposers of the motions concerning acceptance of the motions. Only in the case of an emergency will the Chairpersons waive the 24 hours requirement.

4. ANNUAL GENERAL MEETING PROCESS:

- a. All proposed resolutions accepted for presentation to a general meeting of the Society will be distributed to the members of the Society at the beginning of the general meeting.
- b. A proposed resolution will not be presented at a general meeting of the Society unless the Chairperson has been provided with the name of the individual who will speak to the proposed position paper/resolution
- c. Copies of all proposed resolutions will be available at the general meeting of the Society.
- d. The results of debate on resolutions at the general meeting of the Association will be published on the website.

Please send proposed resolutions to:

Chairperson, Board of Directors
Canadian Society for International Health
726-1 Nicholas Street, Ottawa, ON K1N 7B7
Fax: 613-244-6825 E-Mail: ea@csih.org

*** Wainberg's Rules of Order state that the Committee can reject resolutions if they are not consistent with the objectives of the Society, if they do not involve action that needs to be taken, and if the resolutions are not relevant or have been presented in a similar manner before at a general meeting of the Society.*