

	BOARD POLICY
Subject:	Guidelines for Preparing Motions for the Annual General Meeting
Date Approved by Board:	January 17, 2014

The following guidelines are provided for individuals preparing motions for the Annual General Meeting (AGM). Providing guidance around content and process should assist members in preparing clear, concise and relevant motions for the Annual General Meeting.

DEFINITIONS

1. Types of binding motions:
 - a. **Policy Motions:** Describe the position that Doctors Nova Scotia should take on an issue, or a standard, or the belief that Doctors Nova Scotia will support something on behalf of its members. *(e.g., Doctors Nova Scotia supports restricting the sale of energy drinks to individuals under 19 years of age.)*
 - b. **Directive Motions:** Describe a specific direction/action that Doctors Nova Scotia will explore or initiate. *(e.g., Doctors Nova Scotia will develop guidelines for preparing motions for the Annual General Meeting.)*
2. **Binding Motion:** Meets the following requirements and requires consideration of the Board.
 - Submission of a completed AGM Motion Form;
 - reviewed by the Resolutions Committee prior to being presented at the AGM;
 - submitted to Doctors Nova Scotia 60 days prior to the AGM;
3. **Non-binding Motion:** Cannot be implemented as it does not meet the requirements for binding motions; often used to express a body's approval or disapproval of something which they cannot otherwise vote on.
4. **Resolutions Committee:** The Resolutions Committee is responsible for processing all resolutions before they are acted upon by the general business meeting at the AGM. All submissions are subject to approval of the Resolutions Committee. Each year, prior to the AGM, the Board chair selects two members, in good standing, to form the Resolutions Committee.
5. **Virtual Attendance:** Attending the AGM via live webcast.

PROCESS

1. Motions can only be **binding** if submitted to Doctors Nova Scotia a minimum of 60 days prior to the AGM.

2. As stated in S. 6.4 of the By-laws, only **non-binding motions** can be submitted from the floor at the meeting. Non-binding motions may be considered by the Resolutions Committee if 25 voting members in attendance request that the matter be considered.
3. If a motion that requires a specific position, direction or action is presented to the Resolutions Committee from the floor, the Committee will make a 'motion to commit' or refer the matter to the Board. A motion to commit provides an opportunity to take the time needed to gather information or give full consideration to a matter before a final decision is made.
4. **Motions presented in advance of the AGM (binding motions) must be:**
 - accompanied by a completed AGM Motion Form; [\(link to form\)](#)
 - reviewed by the Resolutions Committee prior to being presented at the AGM;
 - submitted to Doctors Nova Scotia 60 days prior to the AGM; and
 - shared with the membership 30 days prior to the AGM.
5. **Motions from the floor at the AGM (non-binding), whether the member is attending in person or virtually, must be** given to the Resolutions Committee for review no later than the start of the meeting.

CONTENT

1. A motion must be complete so that, upon passage, it becomes a clear and formal expression of the opinion or will of the assembly.
2. Motions must identify the mover and seconder and provide specific contact information for submitting parties. The mover and seconder must be in attendance at the AGM, either in person or virtually.
3. The motion should address a specific topic or issue, use concise direct language and present an identifiable action.
4. The motion should include a rationale, explaining why the motion should be considered.
5. The intent, objective or goal of the motion should be clear and purposeful (identify if it is a "policy" or "directive" motion).
6. Motions should support [Doctors Nova Scotia's Strategic Plan](#).
7. If the motion is addressed to or refers to a specific group or groups, it shall name in full the group or groups followed by the acronym in parenthesis. Thereafter the acronym may be used.

FOLLOWING THE AGM

All binding motions approved at the annual general meeting will be reviewed by the Board of Directors in September.

It is the responsibility of the Board to identify implications and determine the association's ability to carry out the motion. The following factors will be taken into consideration:

1. Alignment with the strategic plan and direction;
2. Financial resources required; and
3. Staff resources required.

Questions can be directed to:

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