

	BOARD POLICY
Subject:	<b>Guidelines for Preparing Motions for the Annual General Meeting</b>
Date Approved by Board:	December 5, 2014

The following guidelines are provided for members 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 AGM.

## 1. DEFINITIONS

### 1.1 Types of motions:

1.1.1 **By-laws motions:** Motions from members that propose or require an amendment to the Doctors Nova Scotia by-laws. These motions will be reviewed by the Governance Committee and the Board of Directors (the Board) prior to the AGM.

1.1.2 **Policy motions:** Motions that require Doctors Nova Scotia to take a position on an issue or support something on behalf of its members.

1.1.3 **Directive motions:** Motions that require Doctors Nova Scotia to explore or initiate something on behalf of its members.

1.1.4 **Board Motions:** Motions that are brought to the AGM by the Board.

1.2 **Motion:** A matter which is proposed to be put forward at the AGM and discussed, then voted on.

1.3 **Resolution:** a motion that has been adopted at the AGM.

1.3 **Resolutions Committee:** The Resolutions Committee is responsible for reviewing all motions for clarity and content before they are acted upon by the general business meeting at the Annual General Meeting (AGM). This Committee will also be responsible for sharing the Board's feedback with a member who submits a motion to amend the by-laws. Each year, prior to the AGM, the Board chair selects two members, in good standing, to form the Resolutions Committee.

1.4 **Virtual attendance:** Attending the AGM via live webcast.

## 2. PROCESS

2.1 An invitation to submit motions for the Annual General Meeting (AGM) will be communicated to the membership by e-newsletter starting in January of each year and in the February and March issues of the magazine, *doctorsNS*. These guidelines and any additional information required will be available on the Doctors Nova Scotia website in January.

- 2.2 All motions must be accompanied by a completed AGM Motion form.
- 2.3 All motions, other than those that require an amendment to the by-laws, must be submitted at least 60 calendar days prior to the AGM. The specific deadline date will be communicated to the membership in January.
- 2.4 Motions to amend (or those that would require an amendment) to the by-laws must be submitted at least 75 calendar days prior to the AGM. This allows additional time for review by the Governance Committee and the Board. The specific deadline date will be communicated to the membership in January.
- 2.5 The Resolutions Committee will review all motions for clarity and content and will provide feedback to the mover regarding the wording and content of the motion.
- 2.6 The Governance Committee and the Board will review by-laws motions and the Resolutions Committee will provide feedback to the mover regarding the content and implications of the motion. By-laws motions will be accompanied by comments/recommendations from the Governance Committee and/or Board when distributed to the membership. All other motions will go to the Board prior to the AGM for information purposes only, not to provide feedback.
- 2.7 All motions will be shared with the membership not less than 30 calendar days prior to the AGM.

### **3. 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. By-laws motions should be worded as follows:  
*BE IT RESOLVED that section \_\_\_ of the by-laws be revised as follows: ...*
3. Motions that do not require changes to the by-laws must be worded as follows:  
*BE IT RESOLVED that the Doctors Nova Scotia Annual General Meeting asks the Board of Directors to consider...*
4. Motions must identify the mover and seconder and provide specific contact information for the submitting parties. The mover and seconder must be in attendance at the AGM, either in person or virtually. If there are difficulties with the technology supporting virtual participation that prevent a mover from speaking to his/her motion, the motion will be lost. If the seconder is prevented from seconding the motion, and another seconder does not come forward, the motion will be lost. It is suggested that all movers and seconders of motions be present in-person if at all possible.
5. The motion should address a specific topic or issue, use concise direct language and present an identifiable action.
6. The motion should include a rationale, explaining why the motion should be considered.

7. The intent, objective or goal of the motion should be clear and purposeful (identify the type of motion as outlined under 'Definitions').
8. Motions should support [Doctors Nova Scotia's Strategic Plan](#).
9. 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**

1. If a motion to change the by-laws is approved at the AGM, the change comes into effect immediately.
2. All other resolutions approved at the AGM will be reviewed by the Board in the year following the AGM. It is the responsibility of the Board to identify implications and determine the association's ability to carry out the resolution. The Board will take the following factors into consideration:
  - Alignment with the strategic plan and direction;
  - Financial resources required;
  - Staff resources required;
  - Best interests of the association;
  - Legal implications; and
  - Alignment with best practices in business and governance.
3. If more information is required to make a decision, the Board can request that the mover of a resolution provide additional information.
4. Once the Board has considered a resolution, movers and seconders will be advised of the Board's decision. A report on outcomes of resolutions will be shared with the membership at the next AGM.

Questions can be directed to:

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