



## SWG RESOLUTION GUIDELINES

1. Resolutions concerning the policies of the Saskatchewan Writers' Guild, or any matters that conform to the goals and objectives of the Guild will be discussed at the Annual General Meeting and will be voted on by the members present. (A simple majority is required to pass a resolution.)
2. Resolutions must be submitted in advance of the AGM in writing to the Resolutions Committee or through the President.
3. Resolutions will be reviewed by the Resolutions Committee as to their form and whether they fall within the objectives and powers of the Guild. The Committee will, if necessary, ask for clarification from those responsible for the resolution and will work with them to suggest more appropriate wording.
4. Persons moving and seconding resolutions must:
  - a. Be members in good standing of the Guild
  - b. Be prepared to speak to the resolution at the Annual General Meeting.
5. Only one resolution may be adopted on any specific topic.
6. Resolutions, which call for a change of SWG policy, should include provision to rescind previous policies which conflict with the intent of the new resolution.
7. Resolutions may arise from a Committee of the Guild, by formal vote within that group. All such resolutions must be moved and seconded on the floor of the Annual General Meeting by persons present.
8. Resolutions are a guide to the SWG Board of Directors as to the opinion or wishes of the members of the Guild. These resolutions, if they are passed, will be considered by the Board at subsequent meetings for appropriate action or possible implementation.
9. Resolutions to amend the Articles of Continuance or Bylaws are governed by Article 17 of the Bylaws of the Guild and are binding on the Board and the membership if passed.
10. Courtesy resolutions thanking individuals and organizations for their contributions to the conference may be made from the floor. They need not be written nor do they need to be checked first by the Resolutions Committee.
11. Copies of the official Resolution Form and Guidelines for Preparing Resolution should be included in every member's conference kit. Extra copies should be available at the Conference Registration desk. These guidelines are also posted on the Guild website.

## GUIDELINES FOR PREPARING RESOLUTIONS

1. A resolution should be complete so that upon a vote of acceptance it becomes a clear, formal expression of the opinion or will of the majority of the assembled members of the Saskatchewan Writers' Guild.
2. A resolution should address one topic or issue only.
3. All terms should be readily understandable or have specific definitions. Avoid acronyms.
4. The purpose, meaning or objective of the resolution should be clear to everyone, as should the accompanying statement of any proposed course of action.
5. If the end result of a resolution requires a commitment of financial resources or volunteer time, an estimate of the cost should be included.
6. Resolutions must be drafted and submitted on the official form prepared by the Guild.
7. Often a resolution is prefaced by statements, each introduced by the word "whereas", that explain the reasons for the resolution. These statements contained in the "whereases" are not actually part of the resolution and have no legal effect. Members frequently spend time debating and amending these prefatory statements and devote less time to the resolution itself. Members should be reminded to focus on the actual motion. The "whereases" are useful mainly when the Guild publishes the resolution and wishes to include the reason for its adoption.

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