



BCLA Board Resolutions Committee

Terms of Reference

Approved by the BCLA Board: February 26, 2021

MANDATE

The Resolutions Committee ensures that the BCLA resolution process aligns with the Annual General Meeting structure and dates set out in the BCLA Bylaws. These include Bylaws:

[4.5 Notice of General Meeting](#)

[4.6 Contents of Notice](#)

[6.1 Ordinary Resolution Sufficient](#)

The BCLA Resolutions Committee accepts proposals, formulated as resolutions, from individual BCLA members and groups, which are intended to direct the Association to act or make comments on topical issues.

Resolutions are an important formal mechanism through which BCLA members can make their concerns heard and understood. When a broad range of concerns are shared, it fosters dialogue, promotes awareness, and ultimately enables the BCLA membership to speak with a united voice on issues affecting libraries, library services, and the profession.

RESPONSIBILITIES / OBJECTIVES

The Resolutions Committee receives and reviews the resolutions and, if necessary, advises the creator(s) on how to bring resolutions in compliance with BCLA guidelines and policies. If more than one resolution is received on the same issue, the Committee will confer with all parties and recommend a joint resolution.

The Chair of the Resolutions Committee works closely with the Executive Director to ensure notices are distributed on time.

DELIVERABLES

- The Resolutions Committee Chair will receive all resolutions from the staff



(having collected them electronically) and will circulate them to Committee members.

- The Resolutions Committee will ensure the resolution meets the guidelines outlined in the submission form and will inform the resolution sponsor(s) of any suggested amendments to clarify the wording and/or intent of resolution.
- The Chair will inform the resolution sponsor(s) of any conflict with the objectives of BCLA, the BCLA Board, or with the Constitution and Bylaws of the Association.
- The Resolutions Committee will suggest that multiple resolutions of similar intent be combined as a Joint Resolution, where appropriate.
- A resolution ruled, for any reason, inadmissible by the Resolutions Committee, will not be submitted to the Annual General Meeting for deliberation or vote. Members supporting such a resolution will be advised to take the Committee members suggestions and defer submission to the next AGM. Resolutions may be deemed inadmissible for the following reasons:
 - a. failure to clarify a resolution's language or intent,
 - b. unresolved conflict with BCLA Constitution and Bylaws,
 - c. considered operational and should be presented in a different format to the Executive Director.
- Resolutions will be presented at the Annual General Meeting in the following manner:
 - Each resolution will be presented singly at the AGM and will be distributed electronically to all members in good standing not less than fourteen days, including weekends, before to the AGM.
 - Notice of the AGM must be on the website twenty-one days (including weekends) before the AGM. Ordinary resolutions need be attached only fourteen days prior to the AGM.
 - Resolutions to amend the Bylaws (Special Resolutions) must be published twenty-one days (including weekends) in advance of the AGM.
 - The Chair of the Resolutions Committee or a specified designate, specifically the resolution submitter, will present each resolution in turn.
 - It is expected that the Mover and Seconder or designate for each resolution will be present at the AGM.
 - A motion for substantive changes to each resolution presented at the AGM will not be considered.



- Substantive changes will be referred to the Resolutions Committee and then to the sponsor(s) of the resolution for further consideration. The resolution may be deferred to the next AGM.
- A resolution will be considered approved when it receives a majority of the votes cast (fifty percent plus one).
- The Resolutions Committee will inform the general membership by publishing all resolutions adopted at each year's AGM on the website in a timely manner.
- BCLA does not take resolutions from the floor of the AGM.

COMPOSITION

The composition of the Committee is determined by the BCLA Board Executive. The President and Executive Director serve on all Board Committees.

RESOURCES AND BUDGET

n/a

TIMELINES

A week before the Annual General Meeting, the resolutions will be published on the BCLA website and listserv for the notice of members. Special resolutions to amend Bylaws must be published three weeks in advance of the AGM.

Type of Committee

The Resolutions Committee is a Standing Committee to the BCLA Board of Directors. [Bylaw 15.2](#) states that a Standing Committee is responsible to the Board for specific work or function.

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