# RESOLUTION FORM

Please use this form if you are proposing a resolution. The draft must be passed at the appropriate working group meeting and submitted to the Resolutions Committee in order to be presented at the General Meeting. Note that that the resolution should state **a policy position** (not call for an action).

|  |  |
| --- | --- |
| Working Group that passed the resolution: | Inland Protection Immigration & SettlementOverseas Protection & Resettlement |

**TITLE OF RESOLUTION:**

WHEREAS: 1.

 2.

(NB the “whereas” should be quite short. Identify the problem or new situation that the resolution is addressing).

THEREFORE BE IT RESOLVED that the CCR:

(NB the text must identify **a policy position**)

1.

2.

Mover:

Seconder:

(NB either the mover or seconder (preferably both) must be at General Meeting to present and debate the resolution).

You must send your resolution to the Resolutions Committee by 5:30 on Friday (in an electronic version).

## PROPOSING A RESOLUTION

The Canadian Council for Refugees establishes its policies through a process of adopting resolutions by membership vote. Where there is already a resolution on an issue, there is no need for another resolution in order to undertake further action. All CCR members are encouraged to participate in this process. Resolutions will be voted on at the General Meeting on **Saturday**.

1. If you would like to work on an issue, find one or two people interested in working with you. You can ask for help from a member of the Resolutions Committee or from others with experience.
2. First you need to find out whether there is already a resolution on the topic. Check the Resolutions database at <http://ccrweb.ca/en/resolutions>.
3. If the CCR already has a resolution that covers the policy position of concern, you can consider what follow up might be taken. Go to the relevant working group to discuss the issue.
4. If there is not already a resolution on the topic, prepare a draft resolution. See over for the format. You can use the CCR conference office. Resolutions must conform to the following criteria:

a) facts are correct;

b) a policy position is stated;

c) purpose and effect are clear;

d) resolution is not repetitive of previously-adopted resolutions;

e) resolution does not unintentionally contradict previously established CCR policies;

f) wording is constructive and consistent with CCR goals;

g) names of the mover, seconder and source Working Group are listed.

1. Inform the chairs of the appropriate working group and bring your resolution to the working group meeting for discussion and approval. Only resolutions approved by a working group can be brought to the General Meeting. If your resolution is relevant to one of the **Saturday morning workshops**, you should still bring it to the Working Group for approval. The workshop can then discuss possible amendments as appropriate, to be brought to the General Meeting.
2. If your **resolution is relevant to more than one working group**:
	1. Determine which is the lead Working Group and present the resolution in that meeting;
	2. Inform the chairs of the other Working Group(s) of the draft resolution and ask whether their Working Group(s) have any concerns or proposals for amendments.
	3. Report back to the lead Working Group from the other Working Group(s) and invite them to consider amendments if relevant.
	4. Submit to the Resolutions Committee the text of the resolution as approved by the lead Working Group and indicate which other Working Group(s) were consulted.
3. Hand in the final version of the resolution in electronic form to the Resolutions Committee in the CCR conference office by **FRIDAY 5:30pm.**
4. Make sure that either the mover or the seconder (preferably both) is present at the General Meeting to speak to the resolution.