



*BCSS Annual General Meeting, May 12, 2018*

## Resolution Information

**This form must be returned to the BCSS office by March 16th, 2017. Late forms will not be accepted!**

### *Procedures for Submitting & Processing Resolutions*

1. Resolutions to make changes to the BC School Sports Constitution, By-laws, Operating Policies and Procedures or Competitive Rules and Regulations, must be received in the BCSS office by **March 16, 2018**.
2. As per the BCSS By-laws, only pre-circulated resolutions will be dealt with at the AGM. Resolutions will not be accepted from the floor.
3. Resolutions can only be submitted by school-based representatives of BC School Sports Member Schools. The mover and seconder of a resolution must be from two different Member Schools. The Administrators' signatures from these two schools (indicating awareness of and consent for a resolution submission from their school) need to be included on the resolution form.
4. The Resolution Form must be completed in its entirety and contain sufficient information (rationale, statistics, data etc.) to enable BCSS to process the resolution. If necessary, add a second page for the rationale.
5. Resolutions will be emailed out and published to the BCSS website 21 days prior to the AGM. The resolutions will be presented to the membership at the Annual General Meeting for the membership's consideration and adoption, referral, tabling or rejection.
6. If a special resolution is passed at the AGM it will become effective when accepted for filing by the Registrar.



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# How to Form - Writing a Notice of Motion

When writing a Notice of Motion please follow the format outlined on this form. **Incorrect or poorly written resolutions will not be accepted.**

**BCSS AGM Resolution Submission Document - Due March 16, 2018**

**Current Policy (Policy Number & Name):**

Enter the current Policy Name & Number from the BCSS Handbook

Enter the complete current Policy as it reads in the BCSS Handbook. If there is no current policy enter N/A

**Proposed Policy:**  To add  To remove  To amend

Select one of the check boxes that fits the description of your proposed policy

Enter the proposed Policy in the same format as the BCSS Handbook. Remember to use Policy Numbers.

Rationale (Why this motion is being put forward):

- Provide detailed rationale as to why you are putting this motion forward
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Intended Outcomes of the Motion (What is the desired effect of the change):

- Provide detailed information as to what you would like to see change as a result of the motion being adopted by the membership
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## Notice of Motion - Special & Ordinary

**This form must be returned to the BCSS office by March 16th, 2017. Late forms will not be accepted!**

**BCSS AGM Resolution Submission Document - Due March 16, 2018**

**Current Policy (Policy Number & Name):**

**Proposed Policy:**  To add  To remove  To amend

Rationale (Why this motion is being put forward):

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Intended Outcomes of the Motion (What is the desired effect of the change):

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## Notice of Motion - Special & Ordinary

***Moved By:***

Member School Representative:	_____
Representative Position:	_____
Member School:	_____
Representative Signature:	_____
Principal Name:	_____
Principal Signature:	_____

***Seconded By:***

Member School Representative:	_____
Representative Position:	_____
Member School:	_____
Representative Signature:	_____
Principal Name:	_____
Principal Signature:	_____

**Please scan and send all documents to [info@bcschoolsports.ca](mailto:info@bcschoolsports.ca). Fax submissions will not be accepted**