

CACP Resolution Guidelines

In furtherance to the CACP Strategic Vision, Mandate, Objectives and Goals and to ensure that CACP Resolutions are developed, submitted, actioned and tracked in a timely and efficient manner, the following CACP Resolution Guidelines are to be adhered to:

1. All Resolutions are to be sponsored by Board of Directors, CACP Committee Chairs, Project Coordinators, Function Chairs or a member of the Association.
2. Resolutions are to be submitted by June 1st, to the CACP National Office with commentary, media notes and action plans. After June 1st, a motion of the Board is required for a Resolution to be tabled at the CACP Annual General meeting.
3. CACP National Office staff will format draft Resolutions and forward to the Chair of the LAC Resolution Sub-Committee for review.
4. CACP National Office staff are to modify as recommended by the Resolutions Sub-Committee Chair – format – translate – package.
5. CACP Executive Director is to table draft Resolutions with the Executive and Board of Directors at the August meeting.
6. Draft Resolutions are to be distributed to Annual Conference delegates at the commencement of the Conference.
7. The Chair of the LAC Resolutions Sub-Committee is to present draft Resolutions to conference delegates on Monday, at the Annual Conference, prior to the commencement of the Professional Development Program.
8. Draft Resolutions are to be tabled and voted on at the Annual General meeting.
9. CACP Resolutions are to be an agenda item on each Board of Directors meeting and status reports are to be tabled by the Resolutions sponsors.
10. Each Resolution is to be addressed by the Board of Directors until no further action is required.
11. All CACP Resolutions are to be actioned within a five year period, or they are to be withdrawn.

23/04/2008