



Resolution Form

Email resolutions to: office@spra.sk.ca by 5 p.m. Thursday, October 1, 2026

Resolution # _____ Date _____

Whereas:

Whereas:

Whereas:

Be it resolved that:

Moved by:	Represented by:
Member organization/SPRA Board	Name of individual representing the Member organization/SPRA Board
Second by:	Represented by:
Member organization (different from above)/SPRA Board	Name of individual representing the Member organization/SPRA Board

Note: Procedures for submitting a resolution can be found on the second page of this document.

Saskatchewan Parks and Recreation Association (SPRA) Board of Directors Policies

Policy type: Governance Process
Number: GP-18
Policy name: Annual General Meeting Policy and Procedures
Amended: March 15, 2023

Purpose

In addressing compliance with the SPRA Constitution, the Board shall ensure the following elements are addressed with respect to the Annual General Meeting (AGM) of the Association.

1. Agenda

- a) An agenda, with notice of the time and location of the AGM, and any proposed constitutional amendments or repeals shall be sent to the membership not less than 30 days prior to the meeting.
- b) Only business on the agenda shall be accepted at the AGM unless a notice of motion thereto shall have been delivered to the CEO three working days prior to the meeting. This provision may be waived by a simple majority vote of those in attendance and eligible to vote at the meeting.

2. Resolutions

- a) Must be submitted on an approved form which meet the following criteria for consideration:
 - i) Have a mover and seconder from different member organizations or be submitted by the Board.
 - ii) Be consistent with Organizational Outcomes.
 - iii) Be relevant to current or future recreation and parks issues.
 - iv) Be provincial in scope, impacting beyond one member category or specific geographic area.
 - v) Have both the mover and seconder in attendance at both the 'Roundtable' session and the AGM (Clarification: "If the mover of a resolution is not present the seconder of that resolution will become the mover; then a seconder will be requested from the floor. If the seconder of that resolution is not present, then a seconder will be requested from the floor. If neither the mover nor seconder are present, the resolution is withdrawn").
- b) Must be received at the SPRA office by October 1.
Exceptions:
 - i) If the resolution is a repeal or amendment to the Constitution, it must be submitted to the Constitution and Resolutions Committee not less than 60 days prior to the AGM.
 - ii) If the resolution is of an urgent and timely nature, it may be accepted if received by 5:00 p.m. the day before the AGM. However, these resolutions must be approved by the Constitution and Resolutions Committee and must have a simple majority vote at the AGM to be added to the agenda.