

Regional Fraternity of Eastern Canada (RFEC)

March 22, 2014 version

Resolutions Committee (RC) Terms of Reference

Mission:

The Resolution Committee (RC) is a special *ad hoc* Committee of the RFEC which operates according to these terms of reference.

Purpose: Receive resolutions from the membership at large, coordinate and consolidate motions having similar spirit and intent and prepare final versions of resolutions for distribution and presentation at the chapter.

Membership:

Two committee members are appointed by the Regional Council. One member is designated as the Chairperson. At least one of the members of the committee will attend the Chapter, normally the chair. To defray costs, it is recommended that RFEC appoint members to this committee who will normally be attending the chapter as delegates in another capacity.

Length of Term:

The term shall be from the date of appointment until the Conclusion of the Chapter.

Responsibilities:

1. The RC must review all changes to the National Statutes as passed by its membership at its last National Chapter and take into consideration such changes, propose new resolutions to the RFEC Council for review at the next Regional Chapter to keep the RFEC Statutes in line with National Statutes on a systematic basis.
2. Ensure resolutions are in conformity with Regional policies and the legislation of the Order (Rule, GC, Statutes, etc...).
3. Identify changes required to the Regional Statutes of the RFEC to insure they are in conformity with the legislation of the Order and formulate resolutions to correct discrepancies.
4. Present each resolution at the Regional Elective Chapter for discussion and approval.
5. At the close of the Chapter, the Resolutions Chair is to give copies of resolutions to the Secretary of the Chapter.
6. The committee will communicate and meet as required to complete its work.
- 7.. The responsibilities of the Resolutions Committee come to an end at the close of the Chapter.

Reporting Process:

The resolutions committee will provide copies of RC meeting minutes, and reports of the RC's activities and outcomes to the Regional Council.

Resources:

- The RC may invite resource people with specific expertise to assist in the resolutions process.
- The RC shall have access to the Minutes of the previous Elective Chapter, past files of previous RCs, and correspondence between the RFEC Regional Council and National OFS representatives regarding all issues related to RFEC Statutes or policies.

References:

According to:

the RFEC Statutes, Section 10

Article 10:

10.1 The Regional Council has the authority to make provisional amendments to these Statutes, subject to the approval of the Regional Chapter and the National Council, SFO.

10.2 Any proposed amendments must be forwarded to the Local Ministers at least two months prior to the Chapter for consultation with their Fraternities. The proposed amendments shall require a two-thirds (2/3) majority vote of the Regional Chapter for approval.

and

The National Fraternity of Canada Statutes:

Article 4:1

4.8 Chapter Resolutions

4.8.1 Contents/Terms

Resolutions may be presented during the Chapter to provide guidance and direction in the life of the Secular Franciscan Order in Canada. The proposed resolutions should be changes or amendments to existing national policies that are serious in nature or proposals which would lead to some concrete, positive action that can be assumed as part of the National Council's mandate.

The resolutions shall be in conformity with the legislation of the Secular Franciscan Order: the Rule, the Ritual, the General Constitutions, the Statutes of the International Fraternity and the Statutes for the Spiritual and Pastoral Assistance to the SFO.

4.8.2 Presentation

The resolutions shall always be presented in written form. The resolutions may be presented to the Chapter by individuals, fraternities or groups (committee, spiritual assistants, etc.).

The following information shall be included:

- the name and signature of the proposer,
- the name and signature of the seconder,
- if such is the case, the name of the Fraternity or group presenting the resolution,
- the date on which the resolution was submitted, and
- the name and telephone number of the person to contact for the resolution.

4.8.3 Resolutions Committee

A Resolutions Committee shall be appointed by the *Regional Council six (6) months prior to the Regional Chapter. (Text in Italics shows changes to make relevant to Regional context)*

The Resolutions Committee's mandate shall be the following:

- a) to receive the resolutions;
- b) to analyze any resolution submitted in order to determine whether it is in conformity with Articles 4.8.1 and 4.8.2;
- c) to prepare resolutions judged to be acceptable for presentation to the delegates (put them into concise and clear language and translate them);
- d) with authorization from the proposers, gather into one, similar resolutions or resolutions on the same topic;
- e) to attempt to complete a resolution judged to be in conformity with article 4.8.1 but that does not contain all the required information in article 4.8.2. To this end, a member of the committee may act as proposer or seconder of such a resolution;
- f) forward the resolutions to the delegates.

4.8.4 Submission

Any resolution submitted 60 calendar days or more prior to the Chapter and judged acceptable by the Resolutions Committee shall be presented to the Chapter.

Resolutions may also be submitted to the Resolutions Committee less than 60 days before the chapter as well as during the Chapter. However, the committee is not necessarily obliged to submit the resolutions to the assembly.

Developed: January 15, 2014

Adopted:

Reviewed: