



Guide for Submitting Resolution Form

This guide is for members wishing to submit a resolution for the consideration of the delegates to the Local Annual Meeting.

- **Article** : State the Article number from the Local By-laws that is proposed to be changed, deleted or added.
- **Submitted by**: State your Unit #
- **Whereas**: Give reasons for the proposed change, deletion or addition. List one reason per 'whereas'.
- **Therefore be it resolved that**: State the proposed change, deletion or addition to the by-laws.
- **Be it further resolved that**: If there is more than one proposed change, deletion or addition to the same Article, continue stating it here.

If additional 'Whereas' or 'Be it further resolved' are required, please write them on the back of the sheet.

Example of a change: Therefore be it resolve that Article X be amended to read "type exactly what you want changed and ensure that it is complete".

Example of an addition: Therefore be it resolved that Article X be added to read "type exactly what you want changed and ensure that it is complete". If adding a subsection of an Article be specific as to where it should be placed.

Example of a deletion: Therefore be it resolved that Article X be deleted in its entirety.

When writing your resolution be sure that you state exactly what is to be changed and where it should be changed, added or deleted. Resolutions are typed verbatim as they are received. If the resolution is done incorrectly it will not be considered at the Annual Local Meeting as there will be no interpretation of what was intended when the resolution was put forward.

Please send all resolutions by March 16, 2012 to:

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