



How to Write Resolutions

A resolution recommends that an action be taken by the Saskatchewan Association of Fire Chiefs Inc. (SAFC).

Resolutions can be submitted by an individual or group of members on any subject matter that is within the jurisdiction of the SAFC to act upon. Resolutions should reflect provincial issues, and not be limited to those within a local, or single Fire Department.

When drafting a resolution, keep in mind that the wording should be clear, concise and specific. The substance should be well researched and reflect the character and interests of the SAFC members. Once a resolution has been submitted it is reviewed by the SAFC's Resolution Committee, and the Board of Directors. The resolution is then brought to the floor at the AGM by the Chair of the Resolution Committee with 'concurrence' or 'non-concurrence' from the Board. If applicable, discussion regarding the resolution will then take place and the resolution will be voted on by the membership.

Drafting Resolutions

SAFC resolutions follow a common format, and the SAFC has a template that you can use. Resolutions typically have two parts; the whereas statement and the action statement.

Whereas Statement

The purpose of the whereas statement is to show that there is a problem that needs to be solved (the "why"). This may also mean demonstrating that the problem lies within SAFC jurisdiction.

By providing background information, the whereas statement often serves a very important function in structuring the resolution and directing debate.

Whereas statements start with the word 'Whereas'

Action Statements

The resolution is presented in statements that call for specific action and start with the phrase 'Be it resolved that'. The action statement should identify "who" should do "what" and any additional details to guide implementation (the "how" or "when").