

Please forward to elected officials, CAO and Corporate Officer:

Attached is the Second Call for resolutions to be addressed at the 2015 AVICC AGM & Convention and a reminder that nominations to be included in the Report on Nominations must be received by February 23, 2015.

As noted in the attached, UBCM asks for resolutions to be considered by the area association first. The Resolution deadline is February 23, 2015. There is very strict criteria for late resolutions.

Executive is also strongly encouraging members to focus on new issues of provincial or AVICC-wide interest.

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MEMORANDUM

TO: AVICC Members
FROM: Iris Hesketh-Boles, Executive Coordinator
DATE: January 5, 2015
RE: **SECOND CALL - 2015 AVICC RESOLUTIONS AND NOMINATIONS**

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 23, 2015**

SUBMISSION REQUIREMENTS

1. One copy of the resolution by regular mail to:
AVICC
525 Government Street
Victoria, BC
V8V 0A8

AND

2. One copy submitted electronically either through the online submission form or by email (submitting the resolution in MS Word is preferred):
 - a) Online
http://ubcm.formstack.com/forms/avicc_2015_resolutions_submission_form
 - b) Email to avicc@ubcm.ca (Word version of the resolution itself preferred)
- The resolution should not contain more than two "whereas" clauses; and
- Background documentation must accompany each resolution submitted.

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 8, 2015**.

- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on ubcm.ca.

DEADLINE FOR NOMINATIONS TO BE INCLUDED IN THE REPORT ON NOMINATIONS

All nominations that are to be included on the *Report on Nominations* must be received in the AVICC office by **FEBRUARY 23, 2015**. Nomination and consent forms are available on avicc.ca. Nominations not received by the February 23, 2015 will be received from the floor of the AGM and Convention.