



Information Bulletin Annual Zone Meeting Resolutions and/or Recommendations

There are many ways MAAC members can help improve MAAC and its services to members. Joining one of the committees or advisory groups, participating in the Annual General Meeting (AGM) and or the Annual Zone Meetings (AZM) by being informed, voting in person, or using the open or closed proxy forms to register your vote on matters affecting the zone and MAAC and by presenting *Resolutions* and/or *Recommendations* to the zone for consideration. This Information Bulletin focusses on the *Resolution* and *Recommendation* process for AZM's.

Resolutions and *Recommendations* may seem similar but are but distinctly different in how they work. The Policy Manual under Member Rights states that members *"be entitled, at the AZM, to propose Resolutions and/or Recommendations to be considered at the AGM, and if such Resolutions and/or Recommendations are approved by a majority vote of the members of the zone, to have such Resolutions and/or Recommendations included on the agenda of the AGM"*.

If a *Resolution* is approved at an AZM it moves to the agenda of the AGM where, if passed by majority vote, is binding on the association. *Recommendations*, if approved at an AZM, are considered by the board of directors and the disposition of the *Recommendation* announced at the AGM.

Resolutions are typically used to amend, add or delete specific language to the constitution, by-laws or policy manual and *Recommendations* are typically used to suggest changes to the operation of MAAC, amend, add or delete MAAC documents or offer any other suggestion to improve MAAC. *Resolutions* and *Recommendations* may be used to accomplish the same goal; however, the outcome may be different. *Resolutions* are specific and binding and may be rejected by the membership if the language is not clear and complete in its purpose and meaning. The use of a *Recommendation*, for the same purpose, if the intent is acceptable to members, allows the concept to be approved and forwarded to the appropriate advisory group, committee, appointed representative, or staff to draft the appropriate language for adoption.

In the past, member participation in AZM's and AGM's has been limited, generally, to those who could attend the meetings. In many MAAC zones, attending a zone meeting, that could mean prohibitive travel distances and or costs. The past practice of permitting *Resolutions* and *Recommendations* to be put forward at the AZM excluded those members not in attendance from participating in the voting. MAAC by-laws the Canada Not-for-profit Corporations Act require a proper *"Notice of any meetings where any business either special or general will be transacted Shall contain sufficient information to permit the member to form a reasoned judgement on the decision to be taken. Notice of each Meeting of Members must remind the member if they have the right to vote by proxy."* MAAC has changed how it accepts

Resolutions, Recommendations, and nominations for zone positions and Leader Awards so that all members may vote in person or by open or closed proxy.

Submitting a Resolution and/or Recommendation

The AZM dates will be posted both on the MAAC website and in Model Aviation Canada Magazine. In order to be considered at the AZM, *Recommendations* and/or *Resolutions* need to be submitted to the Zone Director no less than 40 days before the published meeting date so that they can be included in the meeting agenda. ***Resolutions* and/or *Recommendations* can no longer be accepted from the floor of the meetings.**

Thirty days before each AZM, members will receive an electronic notice of meeting from their Zone Director that includes the location, time and date of the meeting, the agenda with business items for discussion, motions to be voted on and copies of open and closed proxy forms.

Preparing Resolutions and/or Recommendations

Guidelines and templates for the preparation of *Resolutions* and *Recommendations* can be found on the MAAC website under Resources/Annual Zone Meeting Documents/AZM *Resolutions* and *Recommendations* Explained. If in doubt about the specific wording of a *Resolution*, please consult a competent person or the Constitution Advisory Chair at conadgrp@gmail.com to ensure that the *Resolution* will not be summarily rejected due to a procedural error, which may have nothing to do with the intent of the *Resolution*.

Please draft *Resolutions* clearly and include relevant by-law or policy number and section, as they are transcribed exactly for the AGM.

Please draft *Recommendations* in a way that clearly states its intent, it is not as critical to use correct procedural language if the intent is clear.

Be sure the mover and seconder's names and MAAC numbers are included. Please submit in MSWord or similar digital format.

Resolutions and Recommendations at the AGM

Once *Resolutions* and/or *Recommendations* have been approved at an AZM they are compiled by the Constitution Advisory group and a report generated with policy analysis and a recommended course of action for the board and members consideration. The Constitution Advisory Group will not change the text of *Resolutions* however, *Recommendations* may be edited for clarity, without changing the meaning, with permission from the Zone Director. *Resolutions* are voted on by members at the AGM and the disposition of *Recommendations* is announced at the AGM as part of the Constitution Advisory Group Chairs report. Following the AGM, the Constitution Chair prepares a report to members on the outcome of the *Resolution* and *Recommendation* process from the AGM. The reports can be found on the MAAC website in "[About/Committees and Advisory Groups/Advisory Groups/Constitution Advisory Group/Group Reports](#)"