

# **Agricultural Service Board**

## **Provincial Committee**

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**Terms of Reference**

November 14, 2016

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## 1. Background/Context

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The Agricultural Service Board (ASB) Provincial Committee was formed in 2005. The ASB Program underwent an extensive review in 2004 and one of the recommendations that came forward was that there was a need to establish a committee to meet with the Minister of Agriculture and Forestry (AF) on an annual basis to review the responses to the resolutions brought forward at the annual ASB Provincial Conference and discuss other matters of concern to ASBs. This recommendation was accepted and the members of the ASB Provincial Resolutions Committee formed the new ASB Provincial Committee.

This Committee has met at least annually with the Minister since 2005 and is now recognized as a valuable resource to AF regarding matters impacting rural municipalities. The Committee now tries to meet with the Minister twice annually to discuss the resolutions and other matters of concern and has been consulted on the development of key initiatives within AF in recent years.

### 1.1. Purpose

The purpose of the ASB Provincial Committee is to achieve a collective voice for Agricultural Service Boards across Alberta that would facilitate and represent both the diversity and commonalities of ASBs. Through this collective voice, additional objectives can be achieved such as: better information and stronger communication back to ASBs about current issues and government policy direction and a regional representative voice that AF may call upon for input during policy or program review and development.

### 1.2. Scope

"IN" Scope	"OUT" of Scope
Provide advice and recommendations to ASBs and AF	Make decisions for ASBs and AF
Increase communication between ASBs and AF (ASB Program Manager)	
Represent views of all ASBs at ministerial and department meetings	
Elevate the significance of ASBs	
Work cooperatively with AF, AAMDC, AAAF and other organizations on agricultural issues	
Increase the policy development capacity of ASBs.	
Review and approve resolutions passed at Regional ASB Meetings for debate at the Provincial ASB Conference	To change the intent of a resolution or request the withdrawal of a resolution if it does not meet the criteria outlined in the Provincial Rules of Procedure.

### **1.3. Authority**

The Committee has authority to request meetings with the Minister of Agriculture and Forestry (AF) on a semi-annual basis or as needed to discuss the responses to the resolutions and other items of mutual concern. They may also request meetings with senior staff of various AF departments, Ministers from other GoA ministries and other government committees, such as the Legislative Policy Committee on Alberta's Economic Future, as needed to discuss issues related to resolution responses and other issues relevant to ASBs.

The Committee has authority to review and approve resolutions received from the Regional Meetings for debate at the ASB Provincial Conference and to set the order of debate for approved resolutions at the ASB Provincial Conference. This may include requesting clarification from the sponsoring ASB regarding wording or intent, amalgamating resolutions similar in nature or requesting the withdrawal of the resolution.

The Committee has authority to hire an Executive Assistant, contingent on need and availability of funding.

## **2. Roles & Responsibilities of the Committee**

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### **2.1. Role of the ASB Provincial Committee**

The ASB Provincial Committee is an advisory committee to the ASBs throughout the province and Alberta Agriculture and Forestry. The Committee:

- Represents the ASBs across the province
- Consults with the Minister and AF on provincial programs and projects
- Meets with the Minister semi-annually or as needed to discuss the resolution responses and other items of mutual concern
- Reviews and approves resolutions for debate at the annual ASB Provincial Conference
- Communicates with ASB members regarding issues discussed with the Minister and AF.
- Represents ASBs on various government and non-government committees. Examples of current committees that Provincial Committee members represent ASBs on are the Fusarium Action Committee, Alberta Weed Advisory Committee, and Clubroot Action Committee.

### **2.2. Responsibilities of the ASB Provincial Committee**

The ASB Provincial Committee responsibilities include:

2.2.1. Review, approve and set the order of resolutions for debate at the ASB Provincial Conference as outlined in the Rules of Procedure for Regional and Provincial Conferences.

2.2.2. Meeting with the Minister of AF and other Ministries as required

The Committee will request to meet with the Minister semi-annually or as needed. One meeting may be scheduled during the ASB Provincial Conference in January and the other meeting during the summer months. The purpose of these meetings will be to discuss the resolution responses and emergent issues and concerns related to agriculture.

2.2.3. Encourage timely responses to the Provincial ASB Resolutions

2.2.4. Meeting with the Legislative Policy Committee on Alberta's Economic Future.

The Committee may request an annual meeting with the Legislative Policy Committee on Alberta's Economic Future. The purpose of these meetings would be to provide input and direction to agricultural policy for the Province.

2.2.5. Communication with the AF ASB Program Manager

The Committee shall encourage good communication with the Manager of the ASB Grant Program. This will encourage exchange of information, provide direction and input on departmental initiatives, facilitate program accountability, and provide a representative view of ASBs.

2.2.6 Meeting with Alberta Association of Municipal Districts and Counties (AAMDC)

The Committee will meet at least annually with the AAMDC Board to discuss common resolutions and other matters of mutual concern. One meeting will be scheduled in the fall during the AAMDC Fall Convention.

### **3. Membership & Roles of Individual Committee Members**

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#### **3.1. Membership**

The membership of the Committee shall consist of:

- Five regional representatives elected at the Regional Conferences.
- Director or Executive Member of the Alberta Association of Municipal Districts and Counties (AAMDC)
- President of the Association of Alberta Agricultural Fieldmen (AAAF)
- First Vice President of the Association of AAAF
- Manager, ASB Grant Program representing AF
- Recording secretary, as appointed by AF

### 3.2. Reporting Relationships

The Committee reports annually to the members of the ASBs across the province on their advocacy efforts. The Committee prepares an annual “Report Card on Government and Non-Government Responses to the Previous Years Provincial ASB Resolutions” that is distributed to all ASBs prior to the annual regional meetings. Each Provincial Committee representative provides a report on the Committee’s activities at their individual regional meetings. The Committee Chair will also provide an annual report of the Committee’s activities at the Provincial ASB Conference.

### 3.3. Linkages & Partnerships

Alberta Association of Municipal Districts and Counties (AAMDC)

Association of Alberta Agricultural Fieldmen (AAAF)

Alberta Agriculture and Forestry (AF)

Current committee memberships:

- Agricultural Plastics Recycling Committee
- Alberta Game Management Advisory Group
- Alberta Weed Advisory Committee (AWAC)
- Alberta Environmental Farm Partnership (Alternate to AAMDC)
- Clubroot Action Committee
- Fusarium Action Committee
- Herbicide Acreage Owners Pilot Program

Other committees as required and requested.

### 3.4. Duration of Service

Regional representatives and alternates are elected biannually at ASB Regional Meetings and serve for a term of two years. Regional representatives may serve consecutive terms and there is no limit on the number of terms a regional representative may serve.

The ASB Provincial Secretary is an *ex officio* member of the committee and serves for one, two year term. The ASB Provincial Secretary is the 1<sup>st</sup> Vice President of the AAAF who is elected every two years at the AAAF Annual General Meeting.

The AAAF President is an *ex officio* member of the committee and serves for one, two year term.

The AAMDC Representative is appointed annually by the Board of Directors of AAMDC.

The ASB Program Manager is an *ex officio* member of the Committee.

The Recording Secretary is appointed annually by AF at the request of the Committee.

ASB Provincial Committee members are individually responsible for all costs incurred to attend meetings.

### 3.5. Individual Roles

Position	Individual Role
<b>Chairman</b>	<ul style="list-style-type: none"> <li>Identify agenda items in consultation with Secretary and ASB Program Manager</li> <li>Chair all Committee meetings</li> <li>Chair presentation of Resolutions at the Provincial Conference</li> <li>Provide input into preparation of the annual Report Card on the Resolutions</li> <li>Provide an annual update of the Committee's activities at the Provincial Conference</li> </ul>
<b>Vice Chairman</b>	<ul style="list-style-type: none"> <li>Acts on behalf of the Chair when he is unable to attend</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li><i>Ex officio</i> member of the committee, non-voting.</li> <li>Work with the Chairman, ASB Program Manager and Recording Secretary to, set meeting dates and book locations.</li> <li>Identify agenda items in consultation with Chairman and ASB Program Manager</li> <li>Contact Regional Resolution Committee Secretaries to submit resolutions passed at the Regional ASB Conferences.</li> <li>Provide copies of draft Provincial Resolutions to each ASB</li> <li>Provide copies of approved Provincial Resolutions to each ASB</li> <li>Assist the Chairman and ASB Program Manager with preparation of the annual Report Card on the Resolutions</li> <li>Keep minutes of the Provincial Conference Resolution Session proceedings</li> <li>Acts as liaison between ASB and AAAF Executive</li> <li>Send approved resolutions to appropriate agencies for response</li> <li>Receives responses and distributes them to the Committee</li> </ul>
<b>Committee Member</b>	<ul style="list-style-type: none"> <li>Voting member of the Committee</li> <li>Attend ASB Provincial Committee meetings</li> <li>Chair Regional Resolutions Committee meetings</li> <li>Report on Committee activities from previous year at Regional Meeting</li> <li>Chair the Regional Conference resolution session</li> <li>Communicate between the ASB Provincial Committee, ASB Program Manager and members of their region</li> <li>Serve on various committees</li> <li>Assist in presentation of resolutions at the Provincial Conference</li> <li>Act as a liaison between the ASB Provincial Committee and the individual ASBs within the regions they represent</li> <li>Call and chair a summer meeting with the chairmen, agricultural fieldmen and ASB Program Manager to discuss resolution responses and potential resolutions to bring forward at regional/provincial conferences</li> <li>Provide input for the Report Card on the Resolutions</li> </ul>
<b>AAMDC Representative</b>	<ul style="list-style-type: none"> <li>Non-voting member of the committee.</li> <li>Acts as a liaison between AAMDC and the Committee.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide background information</li> </ul>
<b>AAAF President</b>	<ul style="list-style-type: none"> <li>• Non-voting member of the committee</li> <li>• Acts as a liaison between AAAF and the Committee</li> <li>• Provides background information</li> </ul>
<b>ASB Program Manager</b>	<ul style="list-style-type: none"> <li>• <i>Ex officio</i> member of the committee, non-voting</li> <li>• Work with Secretary and Recording Secretary to plan meetings</li> <li>• Compiles resolutions for the Chair and Secretary to send to appropriate agencies and departments</li> <li>• Assists in preparation of annual report card of resolution responses in consultation with the ASB Provincial Committee</li> <li>• Represents AF at meetings</li> <li>• Provides advice and guidance on the resolution process</li> <li>• Provides advice on AF programs</li> </ul>
<b>Recording Secretary</b>	<ul style="list-style-type: none"> <li>• Non-voting member of the committee</li> <li>• Records and distributes minutes</li> <li>• Assist Chairman, ASB Program Manager and Secretary with planning and arranging resources for meetings</li> </ul>

## 4. Logistics and Processes

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### 4.1. Meetings & Processes

- **January**
  - Provincial Resolution Committee Meeting
    - Held first day of ASB Provincial Conference
    - Purpose of meeting:
      - Review emergent resolutions
      - Prepare for meeting with the Minister
    - Meet with the Minister (if possible)
    - Meet with AAAF Executive Committee
    - Meet with AAMDC Board (if necessary)
    - Hear any delegations for information and consultation
  - ASB Provincial Conference
    - Present resolutions at resolution session
- **February**
  - Resolutions passed at Provincial Conference are sent out for response to appropriate agencies
    - Chairman and Secretary draft and send letters
  - Contact Ministers' offices for summer meeting
    - Alberta Agriculture and Forestry
    - Alberta Environment and Parks

- Alberta Transportation
- **March**
  - Held in conjunction with the AAMDC Spring Convention
  - Meet jointly with AAMDC to discuss resolutions passed at the ASB Provincial Conference and AAMDC Spring and Fall Conventions, as needed
  - Meet with AF Extension Committee and Deputy Minister or Assistant Deputy Minister as needed
  - Wait for responses to resolutions
- **April**
  - Resolutions responses received from government organizations by April 15<sup>th</sup>
  - Meet to review resolution responses by April 30<sup>th</sup> (conference call or online meeting)
  - Unsatisfactory resolution responses sent back to government organizations to be answered again immediately following conference call.
- **May**
  - Responses to unsatisfactory resolutions received by May 15<sup>th</sup>.
  - Committee meets to review new responses by May 20<sup>th</sup> (conference call or online meeting, as needed)
  - Responses sent to all ASBs for review and grading by May 31<sup>st</sup> by Secretary
- **June**
  - Regional representatives meet with the Chairmen and Agricultural Fieldmen for their regions to review resolution responses and grade them by June 30<sup>th</sup>
  - Discuss possible resolutions for upcoming regional conferences
- **July/August**
  - Committee meets to review resolution responses and grade based on the information gathered from their regions
  - Meet with the Minister to review resolutions
  - May meet with other AF departments, Ministries or Cabinet Policy Committee on Agriculture to discuss issues and review resolution responses
  - Encourage ASBs to draft resolutions
- **September/October**
  - Report Card on Resolutions prepared and finalized
  - Report Card on Resolutions distributed one week prior to first Regional Meeting
  - Resolutions drafted and sent to Regional Resolutions Committee Secretary
    - Must be received 4 weeks prior to regional meeting
    - Regional Resolutions Committee to meet two to three weeks prior to each regional meeting
    - Resolutions sent to each region one week prior to each regional meeting
- **November**
  - Held in conjunction with the AAMDC Fall Conference
  - Resolutions submitted to Provincial Committee Secretary from Regional Resolution Committee Secretaries prior to November meeting

- Agenda items:
  - Organizational meeting held to elect Chair, Vice Chair, and appoint members to various committees
  - Review Terms of Reference and amend as needed
  - Review resolutions for ASB Provincial Conference
- Work with Minister's officer to request January meeting during ASB Provincial Conference
- **December**
  - Resolutions sent to all ASBs by December 1<sup>st</sup>
  - Emergent resolutions submitted to Provincial Committee Secretary

All other meetings at the call of the chair as needed or at the request of a majority of the voting members. Meetings may be in person, via conference call or webinar format

### **Decision Making Process**

All decisions will be made by consensus.

Consensus is not 100% agreement. It means that everyone on the Committee can live with the decision and will support it.

If consensus cannot be reached, ASB members will vote on the issue and must have 80% support of the voting members of the committee.

## **4.2. Quorum Requirements**

The Committee must have three voting members present to form a quorum.

## **4.3. Proxies to Meetings**

Each regional representative has an alternate that is elected at the Fall Regional ASB Meetings. It is the responsibility of the regional representative to arrange for their alternate to attend meetings if they are not available. An alternate has the same rights and privileges as the regional representative.

The AAMDC Representative may contact another AAMDC Board member to act as his alternate if he is not able to attend.

The ASB Program Manager may appoint someone within AF to represent him if he is not available.

## **4.4. Regarding Agenda Items**

The Chair, Secretary and ASB Program Manager will normally prepare the agenda for approval by the Committee. Members may submit agenda items, preferably at least two weeks before a meeting to facilitate distribution. However, late additions of emergent and relevant issues that arise may be brought forward for Committee approval.

#### **4.5. Minutes and Meeting Papers**

The Recording Secretary is responsible for taking and distributing the meeting minutes. Minutes will be distributed within two weeks to all Committee members for review.

Minutes and other documents may be posted to the ASB Program website once they have been approved by the Committee.

## 5. Acceptance & Sign Off

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<b>Approved By:</b>	Corey Beck, Chair <b>Peace Region ASB Rep</b>		
<b>Approved By:</b>	Steve Upham <b>NE Region ASB Rep</b>		
<b>Approved By:</b>	Merrill Harris <b>South Region ASB Rep</b>		
<b>Approved By:</b>	Wayne Nixon <b>Central Region ASB Rep</b>		
<b>Approved By:</b>	Lloyd Giebelhaus <b>NW Region ASB Rep</b>		
<b>Approved By:</b>	Sebastien Dutrisac, Secretary <b>1<sup>st</sup> Vice-President, AAAF</b>		
<b>Approved By:</b>	Randy Taylor, Liaison <b>Director, RMA</b>		
<b>Approved By:</b>	Elden Kozak, Liaison <b>President, AAAF</b>		
<b>Approved By:</b>	Doug Macaulay, Liaison <b>ASB Program Manager Alberta Agriculture and Forestry</b>		
<b>Approved By:</b>	Pam Retzloff <b>ASB Program Coordinator Alberta Agriculture and Forestry</b>		

## 6. Appendices

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### 6.1. Contact Information

Corey Beck, Peace Representative  
Phone: 780-831-6394  
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Steve Upham, Northeast Representative  
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Wayne Nixon, Central Representative  
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Email: wnixon@stettlercounty.ca

Lloyd Giebelhaus, Northwest Representative  
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Sebastien Dutrisac, Secretary, AAAF 1<sup>st</sup> Vice President  
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Doug Macaulay, AF Representative, ASB Program Manager  
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Maureen Vadnais, Executive Assistant  
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**Alternates**

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Brenda Knight, Alternate, Central Region  
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Marc Jubinville, Alternate, Northeast Region  
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Dale Kluin, Alternate, Northwest Region  
Email: dale.kluin@woodlands.ab.ca

Dale Smith, Alternate, Peace Region  
Email: dale.smith@mdgreenview.ab.ca

## 6.2. Meeting Agenda Template

### Provincial ASB Committee Meeting

#### Agenda

Insert Date

Insert Time

Insert Location

Insert Start Time

- 1) Call to Order
- 2) Adoption of Agenda
- 3) Adoption of Minutes (previous meeting)
- 4) Old Business
  - a.
  - b.
- 5) New Business
  - a.
  - b.
- 6) Items for Information
  - a.
  - b.
- 7) Delegations
  - a.
  - b.
- 8) Next Meeting
- 9) Adjournment (Insert End Time)

### 6.3. Meeting Minutes Template

#### Agricultural Service Board Provincial Committee Meeting

Insert Location

Insert Date

In Attendance:

Enter list of attendees

Meeting called to order at (Insert time)

Adoption of Agenda by (Insert name)

Adoption of Minutes by (Insert name)

Old Business

New Business

Items for information

Delegations

Other Items

Meeting adjourned at (Insert Time) by (Insert Name)

## **6.4. Regional Rules of Procedure**

### **1. Regional Resolution Committee**

- a. Shall consist of:
  1. A representative or alternate elected at the Regional Conference to sit on the Provincial ASB Committee and to act as the Chairman of the Regional Resolutions Committee.
  2. The Agricultural Fieldman or their designate who must be a AAAF member from the hosting Agricultural Service Board as Secretary.
  3. The Regional Director of the Agricultural Fieldman's Association.
  4. An Agricultural Service Board member from the hosting Board selected by that Board.
  5. The ASB Grant Program Manager representing Agriculture and Forestry (AF) or their designate.
- b. The representative and alternate elected at the Regional Conference to sit on the Provincial ASB Committee shall be an elected or appointed member of an ASB in that region.
- c. Election of the representative and alternate shall take place at the beginning of the Resolution session at each annual ASB Regional Conference, term of office to be two years. The representative (or alternate) shall assume the chair immediately following the conclusion of the resolutions session.

### **2. Responsibilities of Regional Resolution Committee Members**

- a. The Chairman shall:
  1. Chair Regional Resolutions Committee meetings
  2. Chair the presentation of Resolutions at the Regional Conference
  3. Attend all Provincial ASB Committee meetings
  4. Assist in presenting Resolutions at the Provincial Conference
- b. The Secretary shall:
  1. Advise Agricultural Service Boards that Resolutions must be forwarded four weeks prior to the Regional Conference
  2. In conjunction with the Regional Resolutions Committee, review, seek clarification if necessary, compile, and distribute resolutions to Agricultural Service Boards in the Region, at least one week prior to the Regional Conference
  3. Record proceedings of Regional Resolutions Committee meetings, and the presentation and voting on resolutions at the Regional Conference
  4. Forward all approved resolutions to the Provincial ASB Committee Secretary.
- c. All other members shall:
  1. Assist with presentation of resolutions at the Regional Conference
- d. All costs incurred by the members of the committee for attending meetings will be reimbursed by each individual member's employer.

### **3. Resolutions**

- a. Resolutions shall be submitted in an approved format and shall follow the procedures for selecting, preparing and drafting resolutions as set out in Appendix "A" attached to this document.
- b. Resolutions, regional or provincial in scope, and having been passed by a majority at a local Agricultural Service Board meeting shall be forwarded to the Secretary of the Regional Resolutions Committee four weeks prior to the Regional Conference. Late

resolutions must be submitted to the Regional Conference with sufficient copies for all voting delegates and attendants (approx. 125) and accepted by a simple majority of the assembly.

#### **4. Procedures**

- a. Resolutions submitted to the Regional Conference shall be handled in the numerical order assigned by the Chairman unless 3/5 of the voting delegates on the floor agree to accept a resolution out of numerical order.
- b. Each resolution must have a Mover and a Seconder.
- c. Only the "Therefore Be It Resolved" section will be read.
- d. The Chairman shall call on the Mover and Seconder to speak to the resolution and then immediately call for anyone wishing to speak in opposition.
  1. If there is no one to speak in opposition, the question shall be called
  2. If there are speakers in opposition, the Chairman shall at his discretion call for anyone other than the Mover or Seconder to speak to the resolution before the debate is closed
- e. Anyone wishing to amend a resolution must then speak to the resolutions as written, or anyone wishing clarification must speak up. All amendments must have a Mover and Seconder.
- f. Only one amendment will be accepted at a time and only one amendment to the amendment will be accepted on any resolution.
- g. The Chairman has the discretion to request a written amendment.
- h. The Mover and Seconder are allowed five minutes in total to speak to the resolution or amendment. The Seconder may waive his right to speak and the Mover would be allowed the full five minutes.
- i. The Mover and Seconder have the right to close the debate and a maximum of two minutes each will be allowed for this.
- j. All other speakers, for or against the resolution, are allowed a maximum of two minutes.

#### **5. Voting and Speaking**

- a. Voting members of Agricultural Service Boards/Agricultural Committees shall be recognized voters on any resolution.
  1. In the South Region, each ASB shall select two voting delegates to the Regional Conference who shall display the voting credentials and be recognized voters on any resolution (October 1997).
- b. An Agricultural Service Board member may have any person speak to a resolution by their request.
- c. All resolutions are passed or defeated by simple majority.

#### **6. Procedures for Approved Resolutions**

- a. Secretaries of the Regional Resolutions Committee shall:
  1. Submit Regional Resolutions to the appropriate agencies as soon as possible following the Regional Conference.
  2. Regional Resolutions shall also be submitted to the Provincial ASB Committee for information.
  3. Submit Provincial Resolutions to the Provincial ASB Committee Secretary by December 1<sup>st</sup> following the Regional Conference.

#### **7. Amendments to the Regional Rules of Procedure**

- a. An amendment to Regional Rules of Procedure may be initiated by simple motion from:

1. The Provincial ASB Committee
  2. Any Voting Delegate at the Provincial ASB Conference
  3. The Regional Resolutions Committee if the proposed amendment were to affect only that Regional, subject to ratification by the Provincial ASB Committee
  4. Any Voting Delegate at a Regional Conference if the proposed amendment were to affect only that region, subject to ratification by the Provincial ASB Committee.
- b. Amendments must be accepted by a simple majority of all voting delegates at the Provincial ASB Conference.
  - c. Amendments that are carried will take effect at the next Regional Conference.

## REGIONAL PROCEDURES FOR SELECTING, PREPARING AND WRITING RESOLUTIONS

1. Well in advance of the regional conference, discuss as a board the concerns of your farmers. Determine the factors affecting their economic well-being as well as those limiting their capability to maintain or improve agricultural production.
2. Make a list of concerns and rate each as to its level of importance.
3. Divide your concerns into the following categories:
  - a. Local Concerns
    1. Concerns that are local in nature.
    2. Your board has the authority and capability to deal with these concerns. If local or provincial finances are available you may wish to initiate programs or projects or policy to satisfy these concerns.
  - b. Regional Concerns
    1. Concerns that are regional in nature.
    2. You have the authority and capability to deal with these concerns but wish to request the support (cooperative action) of bordering Agricultural Service Boards, government departments or other agencies. Note: These concerns may be taken to the regional conference with a request for action at the regional level. e.g. You may be concerned about scentless chamomile, its movement and spread in hay, crop seed in the region, etc. You would like the support of all boards in the region as well as government agencies in slowing down spread and in working towards common objectives. If such a resolution was passed at the regional conference, your regional resolutions would forward the request for support to all boards in the region plus the appropriate government agency.
  - c. Provincial Concerns
    1. Concerns that are provincial in nature.
    2. In order to deal with these concerns at the local level, you require a change in provincial policy. Note: When writing your resolutions make certain you do not ask the province to do something that you already have authority at the local level to do. Because most concerns will ultimately need to be dealt with locally, ask for a change in provincial policy that would enable you as a board to take the necessary action. Resolutions that are provincial in scope, if passed by the regional conference, could be forwarded to the provincial conference for action.
4. Conduct some research on your regional and provincial concerns to:
  - a. Ensure that these concerns were not submitted as resolutions previously and that action has already been taken regionally or provincially.
  - b. Check with those agencies that you expect to respond to your concern (resolution). Determine if they are aware of the need and whether any action is being considered.
  - c. Obtain sufficient background information to be able to write and defend your resolution.
5. Write your resolutions with sufficient "whereas" statements to ensure that those reading the resolution will be able to understand your request.
  - a. All "whereas" statements should relate specifically to your request.
  - b. Resolutions need to be presented with only one "Therefore Be It Resolved" statement.
    1. If other closely related requests are required in the resolution, it may be appropriate to add no more than two 'Further Therefore Be it Resolved' statements.

2. If you wish to make additional requests for action, it is appropriate to write another resolution.
6. Each resolution submitted for consideration must be accompanied by background information consisting of the history of the issue and potential impacts for the sponsoring municipality and the province-wide impacts for municipalities.
7. The resolution shall be presented in the approved format as indicated on the following page.

## Regional Resolutions Format

TITLE

WHEREAS

WHEREAS

WHEREAS

**THEREFORE BE IT RESOLVED  
THAT ALBERTA'S AGRICULTURAL SERVICE BOARDS REQUEST**

SPONSORED BY:

MOVED BY:

SECONDED BY:

CARRIED

DEFEATED

STATUS

DEPARTMENT

### **BACKGROUND INFORMATION**

Background information should include the history of the issue, potential impacts for the sponsoring municipality and the province-wide impacts for municipalities.

## 6.5. Provincial Rules of Procedure

# Provincial Agricultural Service Board (ASB) Committee Rules of Procedure

## Purpose

To achieve a collective voice for Agricultural Service Boards (ASBs) across the province that would facilitate and represent both the diversity and commonalities of ASBs. Through this collective voice, several additional objectives can be achieved such as:

- Improved communication between the Manager of the ASB Grant Program from Alberta Agriculture and Forestry (AF) and ASBs
- Opportunity to represent ASBs at ministerial and department meetings
- Increase policy development capacity of provincial ASBs
- Elevate significance of ASBs
- Work cooperatively with AF and Alberta Association of Municipal Districts & Counties on agricultural issues

## 1. Provincial ASB Committee

- a. Shall consist of:
  1. Five Regional Resolutions Committee Chairs elected at the Regional Conferences, who shall be voting members
  2. Director or executive member of the Association of Municipal Districts and Counties (AAMD&C)
  3. Manager of the ASB Grant Program representing Alberta Agriculture and Forestry (AF)
  4. President of the Association of Alberta Agricultural Fieldmen (AAAF)
  5. First Vice President of the Association of Alberta Agricultural Fieldmen (AAAF) as Secretary
  6. Recording Secretary, appointed annually by AF at the request of the Committee
- b. The five Regional ASB representatives must be made up of locally appointed and/or elected Agricultural Service Board members. One representative and one alternate shall be elected at each Regional ASB Conference.
- c. The Provincial ASB Committee shall elect a Chairman and Vice-Chairman from among the five Regional ASB representatives at their first meeting.

## 2. Responsibilities of Provincial ASB Committee Members

- a. Chairman shall:
  1. Chair all Committee meetings
- b. Chair presentation of Resolutions at the Provincial Conference
- c. Secretary shall:

1. Receive resolutions from Regional Conferences
  2. Call Provincial ASB Committee meetings in conjunction with Chair
  3. Provide copies of draft Provincial resolutions for committee members
  4. Provide copies of approved Provincial Resolutions to each ASB
  5. Record proceedings of Provincial ASB Committee meetings, and the presentation of Resolutions at the Provincial Conference. Minutes to be maintained by secretary.
- d. The Committee Members shall:
1. Attend Provincial ASB Committee meetings
  2. Assist in presentation of resolutions at the Provincial Conference
  3. Act as a liaison between the Provincial ASB Committee and the individual ASBs within the region they represent
- e. AAMD&C Representative shall:
1. Represent AAMD&C and serve as the liaison to the AAMD&C Executive
  2. Provide background information
- f. Manager, ASB Grant Program shall:
1. Represent AF and serve as the liaison to the Minister
  2. Provide background information
- g. AAAF President shall:
1. Represent AAAF and serve as the liaison to the AAAF Executive
  2. Provide background information
- h. Recording Secretary shall:
1. Record and distribute minutes from meetings
  2. Assist Chairman and Secretary with planning and arranging resources for meetings

### **3. Responsibilities and Authority of Provincial ASB Committee**

- a. The Provincial ASB Committee responsibilities include:
1. Request clarification for a resolution from the sponsoring ASB in terms of wording, intent, etc.
  2. Amalgamation of two or more resolutions between jurisdictions if several resolutions are of similar topic and content after consultation and approval of the sponsoring municipalities.
  3. Request withdrawal of a resolution if the resolution:
    - Has no bearing whatsoever with the Agricultural industry
    - Has been resolved prior to the resolution screening meeting, or
    - Has been covered by another resolution
  4. In the event of receipt by the Committee of two or more contradictory resolutions, the Committee will order the resolutions in such fashion that the contradictory resolutions are presented consecutively.
    - If the first of the resolutions is passed, the contradicting resolution(s) will be deemed defeated, and will not subsequently be brought to the floor

5. If the first resolution is defeated, the contradictory resolution(s) will be brought to the floor of the conference for consideration
6. Authority to request meetings with the Minister of AF and other Ministries as required.
  1. Agenda for the ministerial meeting would be related to responses to resolutions as well as agricultural emergent issues and concerns
7. Encourage timely responses to the Provincial ASB Resolutions
8. Authority to request an annual meeting with Cabinet Policy Committee on Agriculture
9. Communication with the Manager, ASB Grant Program, AF to:
  - Encourage the exchange of information
  - Provide direction and input on departmental initiatives
  - Provide a representative view of ASBs
10. Resolutions passed at an ASB Provincial Conference will be advocated on for a period of five years from the date of approval. A list of expiring resolutions will be placed in the report card annually.
  - If an ASB wishes the resolution to remain active, the resolution must be brought forward for approval again at the next ASB Provincial Conference.
  - Only resolutions from the previous two years will be reported on in the annual Report Card on the Resolutions

#### **4. Resolutions**

- a. Resolutions Provincial in scope, and having been passed by simple majority at a Regional Conference shall be submitted to the Secretary of the Provincial ASB Committee by December 1 of each year. Each resolution submitted for consideration must be accompanied by background information consisting of the history of the issue and potential impacts for the sponsoring municipality and the province-wide impacts for municipalities.
- b. After Regional resolutions are received by the Provincial ASB Committee Secretary, the Provincial ASB Committee will meet to review them.
- c. Resolutions that are Regional in nature and that have been passed by a Regional Conference may be sent on to whoever they are directed to for reply. This shall be done by the Regional Resolutions Committee Secretaries. Copies of Regional resolutions shall be sent to the Provincial ASB Committee for information only.
- d. The Provincial ASB Committee shall forward resolutions to each ASB by December 20 each year. Each ASB shall provide sufficient copies for their delegates and staff. Hard copies of Provincial resolutions will be included in the Provincial conference package available at registration.
- e. A resolution received by the Provincial ASB Committee that was not presented and voted on at a Regional ASB Conference may be considered by the Committee as a

- potential Emergent Resolution. It may be recommended for acceptance as Emergent by the ASB Committee if the resolution is deemed an emergency issue of provincial significance regarding Agricultural Legislation or Agriculture Policy that has arisen since the Regional ASB Conferences, or if the sponsoring ASB can justify to the Committee why the resolution did not come to the floor of a Regional Conference.
- f. If a resolution is denied Emergent status by the ASB Committee, the sponsoring ASB may appeal this ruling through the Chair to the floor of the Provincial ASB Conference Resolutions Session, where it may be reconsidered as Emergent at the pleasure of the Voting ASB Conference delegates. The vote for acceptance of an appealed Emergent Resolution must be carried by a 3/5 majority of voting ASB Conference delegates.
  - g. Sufficient copies of resolutions accepted as Emergent must be made available by the sponsoring ASB to all conference delegates.
  - h. Emergent resolutions must be submitted to the Secretary of the Provincial Committee 24 hours prior to the start of the Provincial Conference.

## **5. Procedures**

### **A. Approved Provincial Resolutions**

- a. Resolutions approved for debate at the Provincial Conference by the Provincial ASB Committee shall be handled in numerical order as recommended by the committee unless 3/5 of the voting delegates on the convention floor agree to accept a resolution out of that numerical order.
- b. Each resolution must have a Mover and a Seconder.
- c. Only the "Therefore Be It Resolved" section will be read.
- d. The Chairman shall call on the Mover and Seconder to speak to the resolution and then immediately call for anyone wishing to speak in opposition.
  - i. If there is no one to speak in opposition, the question shall be called
  - ii. If there are speakers in opposition, the Chairman shall at his discretion call for anyone other than the Mover or Seconder to speak to the resolution before the debate is closed
- e. Anyone wishing to amend a resolution must then speak to the resolutions as written, or anyone wishing clarification must speak up. All amendments must have a Mover and Seconder.
- f. Only one amendment will be accepted at a time and only one amendment to the amendment will be accepted on any resolution.
- g. The Chairman has the discretion to request a written amendment.
- h. The Mover and Seconder are allowed five minutes in total to speak to the resolution or amendment. The Seconder may waive his right to speak and the Mover would be allowed the full five minutes.
- i. The Mover and Seconder have the right to close the debate and a maximum of two minutes each will be allowed for this.
- j. All other speakers, for or against the resolution, are allowed a maximum of two minutes.

## **B. Emergent Resolutions**

- a. Resolutions approved as Emergent according to Section 4 shall be dealt with last.
- b. Chair will advise delegates of the ASB Committee comments with respect to recommending the resolution as emergent.
- c. Chair will ask delegates if they wish to accept the resolution for debate.
  - i. A mover and seconder are required to put a motion on the floor to accept the resolution for debate as emergent.
  - ii. Delegates have the right to speak to the motion regarding whether or not to accept the emergent resolution for debate.
  - iii. A mover has the right to close debate.
  - iv. Chair will call the question.
  - v. 3/5 majority required for acceptance of the resolution as emergent
- d. If accepted as an emergent resolution, follow procedure for approved provincial resolutions (Section 5A)

## **6. Voting and Speaking**

- a. Two municipal delegates at the conference from each municipality who shall display the voting credentials shall be recognized voters on any resolution.
- b. An Agricultural Service Board member may have any person speak to a resolution by their request.

All Resolutions are passed or defeated by simple majority except where a change to legislation is asked for or acceptance of an emergent resolutions for debate, when a 3/5 majority is required.

## **7. Procedures for Approved Resolutions**

- a. Secretary of the Provincial ASB Committee shall submit resolutions to the Provincial ASB Committee members.
- b. Secretary of the Provincial ASB Committee will submit resolutions to the Minister of AF and distribute copies to appropriate organizations for response.
  1. Responses will be compiled, returned to the Secretary for distribution to the Provincial ASB Committee and individual ASBs, and posted electronically.
- c. Chairman of the Provincial ASB Committee shall:
  1. Hold a committee meeting to review and discuss responses to resolutions.
  2. Request a committee meeting with AAMD&C Resolutions Committee.
  3. Request a committee meeting with the Cabinet Policy Committee on Agriculture to discuss or clarify resolution responses if deemed necessary.
  4. Request a committee meeting with the Minister of AF to discuss resolution responses if deemed necessary.

5. Direct the ASB Committee to prepare and circulate a Resolutions Report Card itemizing actions that have been undertaken by the Committee in response to resolutions passed at previous conference.

## **8. Roberts Rules of Order**

- a. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the procedure of the Resolutions Committee in all cases for which they are applicable, except if the rules are not consistent with the Resolutions Rules of Procedure. The Resolutions Rules of Procedure will take precedence. Attached are example excerpts from Roberts Rules of Order that apply directly to the Resolutions Process.

## **9. Amendments to Provincial Rules of Procedure**

- a. An amendment to these Rules of Procedure may be made by a simple motion from:
  1. the Provincial ASB Committee, or
  2. any voting delegate at the conference
- b. Amendments must be accepted by a simple majority of all voting delegates at the Provincial A.S.B. Conference.
- c. Amendments that are "Carried" will take effect at the next Provincial ASB Conference.

## **Provincial Resolutions Format**

TITLE

WHEREAS

WHEREAS

WHEREAS

**THEREFORE BE IT RESOLVED  
THAT ALBERTA'S AGRICULTURAL SERVICE BOARDS REQUEST**

SPONSORED BY:

MOVED BY:

SECONDED BY:

CARRIED

DEFEATED

STATUS

DEPARTMENT

### **BACKGROUND INFORMATION**

Background information should include the history of the issue, potential impacts for the sponsoring municipality and the province-wide impacts for municipalities.

## **ROBERT'S RULES OF ORDER – Excerpts & CLARIFICATION OF PROCESSES**

The Provincial ASB Committee offers the following excerpts from Robert's Rules of Order as well as a few other suggestions for clarification of the resolution process. The intent is for the entire assembly to have a clearer understanding of the rules of procedure in order for each member to participate to the fullest extent.

### **MOTIONS & RESOLUTIONS**

- A motion is a proposal that the assembly take certain action, or that it express itself as holding certain views.
- It is made by a member obtaining the floor and saying, "I move that," and then stating the action he proposes to have taken.
  - Thus a member "moves" that a resolution be adopted, or amended, or referred to a committee, or that a vote of thanks be extended, etc.;

### **HANDLING OF A MOTION**

#### **What precedes a debate?**

- Before any subject is open to debate it is necessary for the following 3 actions to occur;
  1. A motion is made by a member who has obtained the floor;
  2. The motion is seconded (with certain exceptions);
  3. The question is stated by the chair.
- The chair must either rule the motion out of order, or state the question on it so that the assembly may know what is before them for consideration and action, that is, what is the *immediately pending question*.

#### **Stating of the question by the chair:**

- When the motion that is in order has been made and seconded, it is the duty of the chair to formally place it before the assembly by "***stating the question***"; that is, he states the exact question that is before the assembly for its consideration and action.
  - For example, in the case of a resolution, the chair may state the question by saying, "It is moved and seconded to adopt the following resolution".
- Until the chair states the question,
  - the mover has the right to modify his motion/resolution as he pleases, or to withdraw it entirely.
  - when the mover modifies his motion, the seconder has a right to withdraw his second.
- After the question has been stated by the chair, the motion becomes the property of the assembly,
  - the maker can not modify or withdraw his motion/resolution without the assembly's consent.
- While the motion is pending or being debated,
  - the assembly can change the wording of the motion by the process of amendment.

## Debate

- After the chair states a question, it is before the assembly for consideration, debate and action.
- No member should speak twice to the same issue until everyone else wishing to speak has spoken to it once.
- Any member who wished to force an end to debate (prior to the chair) must first obtain the floor by being recognized to speak by the chair. Once the member has obtained the floor he must then move to "*Call or put the Question (before the assembly)*". This motion must be seconded, and adopted by unanimous consent.
- All resolutions, reports of committees, communications to the assembly, and all amendments proposed to them, and all other debatable motions may be debated before final action is taken on them (unless by a two-thirds vote the assembly decides to dispose of them without debate).

## Modifying a Motion

- A motion can be modified or amended after the chair states the question.
- **Friendly amendments** will only be considered for punctuation or spelling corrections.
  - As the chair would already have stated the motion, it is now the property of the assembly and therefore the chair will ask the assembly if there are any objections.
  - If no objection is made, the chair will declare the amendment adopted.
  - If even one member objects (which includes the mover and seconder), the amendment is subject to debate and votes like any other amendment.
- The chair will determine if **an amendment is germane**.
  - An amendment must be germane to be in order.
  - To be germane, an amendment must in some way involve the same question raised by the motion to which it is applied.
  - An amendment cannot introduce an independent question.
  - An amendment can be hostile to, or even defeat the spirit of the original motion and still be germane.

## Putting the Question and Announcing the Vote:

When the debate appears to have closed, the chair asks,

- "Are you ready for the question?" If no one rises he proceeds to **put the question** – or to take the vote on the question.
- In putting the question the chair should make perfectly clear what the question is that the assembly is to decide.
  - For example, "The question is on amending the resolution by [insert amendment]. Those in favor of the amendment, etc. The question is now on the resolution as amended, which is as follows [read resolution as amended]. Are you ready for the question?"
- The vote should always be announced, as it is a necessary part of putting the question. The vote does not go into effect until announced.

- If a vote is too close to call, a standing vote will be required. Voting delegates are to remain standing while the count is taken. The Chair will indicate when to sit once the vote is counted.

### **REQUEST FOR PERMISSION TO WITHDRAW OR MODIFY A MOTION**

- Conditions for withdrawing or modifying a motion depend upon how soon the mover states his wish to withdraw or modify it.
  - Before a motion has been stated by the chair, it is the property of its mover, who can withdraw it or modify it without asking the consent of anyone. Thus, in the brief interval between the making of a motion and the time when the chair places it before the assembly by stating it, the maker can withdraw it.
  - After a motion has been stated by the chair, the mover requires permission from the assembly to withdraw or modify a motion.

### **SECONDING A MOTION**

- A motion is seconded by a member saying, "I second the motion," or "I second it."
  - Members seconding a motion are also required to stand and identify themselves. This is especially important in large assemblies where non-members are scattered throughout the assembly.

*"The assembly rules – they have the final say on everything!"*

*(Robert's Rules of Order)*

*"Silence means consent!"*

*(Robert's Rules of Order)*

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Note: Content is taken from Robert's Rules of Order as well as clarification of processes suggested by the Provincial ASB Committee.

## 6.6. Resolution Timelines

### September/October

- Four weeks prior to the regional conference, resolutions are submitted to the Regional Resolutions Committee Secretary
- Two to three weeks prior to the regional conference the Regional Resolutions Committee meets to discuss resolutions and this Committee consists of the Fieldman from the hosting municipality, the ASB Provincial Committee representative for the region, the AAAF regional representative, and the AF representative
- One week prior to the regional conference, the Regional Secretary sends the approved resolutions to the ASBs within their region
- The ASB Provincial Committee Secretary sends the final Report Card on the Resolutions to all ASBs one week prior to the first Regional Meeting.
- If the resolutions are regional in nature only, they can be sent directly to the agency that will be providing the response to the resolution.

### November

- If the resolutions are to go forward to the ASB Provincial Conference they are sent to the Secretary of the ASB Provincial Committee immediately following each Regional Conference.
- ASB Provincial Committee will review the resolutions going forward to the Provincial Conference in mid-November.

### December

- Approved resolutions will be circulated to all ASBs by the Secretary of the ASB Provincial Committee by December 1<sup>st</sup>.
- Emergent resolutions are submitted to the Secretary of the ASB Provincial Committee up to 24 hours prior to the start of the ASB Provincial Conference.

### **Regional Resolution Committee is composed of:**

1. Regional resolutions committee secretary who is the Fieldman from the hosting municipality
2. Regional AAAF representative
3. Alberta Agriculture and Forestry representative
4. ASB member from the hosting municipality (usually the ASB Chair but at the discretion of the hosting municipality)

5. Agricultural Service Board Provincial Committee regional representative

## **6.7. Information Required for ASB Provincial Conference Resolution Packages**

Agenda for Resolution session

Rules of Procedure – Provincial and Regional

Resolutions

List of ASB Provincial Committee members

Report Card – optional

Minutes from previous year's resolution session

## 6.8. ASB Provincial Conference Resolution Session Agenda

### AGENDA

#### Review of iclickers

1. Call meeting to order
2. Adoption of agenda
3. Introduction of Resolution Committee Members
4. Presentation of Report Card on previous year's resolutions
5. Adoption of Report Card
6. Adoption of previous year's resolution session minutes
7. Proposed amendments to Rules of Procedure
  - a. Provincial Rules of Procedure
  - b. Regional Rules of Procedure
8. Review of Rules of Procedure
9. Emergent Resolutions – motion to accept (if any)
10. Order of Resolutions – motion to accept
11. Resolutions