

CFMS Annual General Meeting

CALL FOR RESOLUTIONS & GUIDE TO RESOLUTIONS

September 19th – 21st, 2014 – *Kingston, Ontario*



Instructions

Medical societies and meeting delegates are invited to put forward resolutions for discussion and debate at the *CFMS Annual General Meeting* during the Members Resolutions Session (tentatively scheduled for Saturday, September 20th, 2014). Resolutions should reflect an understanding of ongoing and past work, and resolutions must pertain to new work of the Federation. Members are encouraged to review resolutions submitted at the previous meeting, available on the CFMS website under the AGM 2014 meeting documents section. Resolutions that include significant spending should be discussed with the CFMS VP Finance prior to submission. The Resolutions Committee will evaluate each resolution with respect to appropriateness and language. Resolutions will be ranked for debate according to congruence with mandates and priorities. If interested in learning more about previous CFMS work, do not hesitate to contact one of your local reps or executive members.

Deadline

Resolutions must be received by Anthea Girdwood, CFMS AGM Chair, by e-mail at resolutions@cfms.org on or before **Friday, September 12th, 2014 at 17:00 EDT** to be *pre-circulated* to AGM delegates via cfms.org. Additional written resolutions may be tabled if emailed to the AGM Chair by **Friday, September 19th, 2014 at 17:00 EDT**. *Based on the total number of resolutions received, there is no guarantee that resolutions will be given agenda time at the AGM but every reasonable effort will be made to do so.* Business will end promptly as scheduled in the agenda, and remaining resolutions will be referred to the Executive for consideration.

Additional Information re: Position Papers and other documents brought forward via Resolution

Often during CFMS General meetings, delegates bring forward Position Papers – documents that discuss the stance of the CFMS as pertaining to issues of importance. Delegates are once again encouraged to bring forward Position Papers. All Position Papers and any other similar document must be accompanied by a written Resolution. **The final submission deadline for Position Papers and other such documents is Friday, September 12th, 2014 at 17:00 EDT. In order to allow delegates adequate time to review, Position Papers submitted after this time will not be considered at AGM 2014.**

Resolution Guide

Each resolution submitted should contain **5 elements** and clearly tabled using the following headings:

1) *Whereas . . .*

This section discusses the substantive rationale for the resolution. The reader should gain a clear understanding of why the CFMS should act.

2) *Be it resolved that the CFMS...*

The resolution should reflect a policy-level decision and not overly operationalize its implementation.

3) *Financial cost (estimate):*

This is essential. The mover should sufficiently have considered the financial considerations of the resolution. Please consult with the CFMS President and VP Finance if you have any questions. The VP Finance can be reached at vpfinance@cfms.org

4) *Source of funding/Line item:*

Please consult with the VP Finance if you have any questions.

5) *Level of effort of volunteers/staff:*

Please feel free to discuss this with the President, Members of the Executive, or Officers related to the resolution. A clear statement(s) of level of effort and time should be provided.

6) *Moved and Seconded by:*

Provide the names of the voting delegates of the CFMS who are willing to move and second the motion. These delegates should be present at the AGM.

For more information, please do not hesitate to contact the AGM Chair.

Sincerely,



Anthea Girdwood

Chair, AGM 2014

Ontario Regional Representative

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