

Association of Local Public Health Agencies (alPHA)		Number:
Manual:	alPHA Policies & Procedures	
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Title:	Procedural Guidelines for alPHA Resolutions	

Approved by:	Board of Directors	Approval Date:	November 1999
Revision Dates:	Latest: February 2025		

INTRODUCTION

Resolutions and position papers are the foundation of alPHA's policy work. A resolution is a formal statement of intent and spells out specific action that is consistent with alPHA's mission i.e., alPHA, through a strong and unified voice, advocates for public health policies, programs and services on behalf of member health units in Ontario. Resolutions also make a substantive and significant contribution to the Association's public profile and agenda for action.

The purpose of this document is to provide information on the Association's Resolutions Process and to supply guidelines for preparing resolutions (see Appendix A) for consideration by the alPHA membership.

ACCEPTANCE CRITERIA

Time Frame

A call for Resolutions for consideration at the Annual General Meeting comes from the alPHA office approximately 90 days in advance of the meeting, with a submission deadline of 45 days in advance (60 days for resolutions that would require a change to alPHA's Constitution). Resolutions are then reviewed by alPHA's Executive Committee to ensure that eligibility, formatting and strategic criteria, which are outlined below, have been met. A Resolutions for Consideration package is then distributed to the membership 30 days in advance of the AGM.

Late Resolutions

Resolutions received after the deadline may still be considered, but the onus is on the sponsor to submit them along with supporting materials to the alPHA office as soon as possible after the deadline for review and advance distribution to the membership. Late resolutions will only be debated at the AGM if time allows and if delegates agree to consider these by a two-thirds majority vote.

Eligibility and Strategic Consistency

A resolution for consideration by the membership must be sponsored by one of the following:

- a member board of health

- the alPHa Board of Directors, the alPHa Executive Committee, an alPHa Section (i.e. COMOH or Boards of Health) or a Section Executive Committee
- an affiliate member organization

Resolutions may originate elsewhere (e.g., ad hoc work groups or committees) but these must be endorsed and sponsored by one of the bodies listed above to be considered.

The alPHa Executive Committee will review submitted resolutions to ensure that the above eligibility criteria are met and examine the requested actions and rationale to determine next steps using the following broad categories:

Key Strategic Direction: The resolution would go forward to the Annual General Meeting as submitted for discussion, possible amendments, and vote by the delegates.

Existing alPHa Position: If a submitted resolution is substantively similar to a previous one, alPHa staff shall notify the sponsor and provide the opportunity to review both to determine whether or not the existing position and actions satisfy the intent. In consultation with the sponsor, a recommendation will be made to either withdraw the submission or proceed as a replacement. In the latter case, the sponsor shall be responsible for providing a detailed rationale for substitution.

Localized Issue: if the Executive Committee determines that a submitted resolution addresses a local issue that would be of limited interest to the broader membership, alPHa staff will notify the sponsor and request a written brief for distribution with the resolutions package that demonstrates the importance of the localized issue to the broader membership. If this is not forthcoming, the Executive Committee may recommend that it not go forward while considering options for appropriate association support.

Different from a Current alPHa Position: The resolution requests that alPHa take a different position than one previously adopted by the Association. alPHa staff shall notify the sponsor as soon as possible, provide a report outlining the existing position and actions taken and determine a course of action in consultation with the sponsor. This may include withdrawal of the resolution, referral to the alPHa Board of directors or proceeding with presenting the resolution for debate at the AGM. In the latter case, the sponsor shall be responsible for providing a detailed rationale for changing the existing position.

Duplicate submission: In the event that two or more substantively similar resolutions are submitted in the same year by different sponsors, alPHa staff will notify each and encourage them to co-sponsor a single resolution for debate. Sponsors may agree to consolidate content or choose to sponsor one of the duplicates as submitted.

Resolutions that are modified under the last four categories and resubmitted prior to distribution of the Resolutions for Consideration package shall be included. Resubmission of a modified resolution after distribution of this package will be treated as a late resolution.

DISPOSITION OF RESOLUTIONS

Prior to the Resolutions Session, alPHa's Executive Committee appoints a Chair to preside over the introduction and debate, which follows Robert's Rules of Order. Resolutions are numbered in the order that they were received and considered in turn. The sponsor of the resolution is responsible for

identifying, in advance, a member who will introduce the resolution, make a formal motion for adoption to open the discussion and be available to answer questions. Any delegate is then welcome to speak in favour or in opposition, including the opportunity to suggest amendments for consideration and vote. In some cases, a motion may be made to refer the issue for further study by the alPHA Board. At the appropriate time, the Chair will call a vote on the motion.

Votes are cast by Board of Health members and/or Medical Officers of Health and/or Affiliate representatives employed by Boards of Health in good standing with the Association. Each board of health has a maximum number of votes allocated to it based on population. The number of actual votes will depend on how many delegates are present.

Following the resolutions session, they are assembled into a “Disposition of Resolutions” package that is distributed to all members and available in the public area of the alPHA web site. Resolutions that have been passed are also posted individually on the alPHA web site and sent to the relevant interested parties. From that point, the alPHA Board of Directors is responsible for their prioritization and determination of the most effective courses of action for each. Such decisions will be informed by the alPHA [Guidelines For Prioritizing Resolutions](#) and alPHA [Guidelines For Closing Resolutions](#) as appropriate.

Approved / Revised:

Endorsed by the alPHA Board - November 12, 1999

Updated by the alPHA Advocacy Committee - January 7, 2003

Updated by the alPHA Executive Committee - May 17, 2010

Updated by the alPHA Executive Committee - October 26, 2018

Revision approved by the alPHA Board - February 5, 2021

Administrative updates reflecting the 2024 replacement of the alPHA Constitution with General Operating By-Law - February 18, 2025

APPENDIX A: GUIDELINES FOR PREPARING THE RESOLUTION

Considerations prior to writing the resolution:

Why are you asking the alPHA Membership to consider this issue?

- Is the issue timely and relevant to the interests of all members?
- Does the issue fall within the Association's mandate?
- Does the Operative Clause set out specific actions that can be taken by the Association to resolve the issue?
- Does the evidence presented in the "whereas" clauses clearly support the proposed actions in the Operative Clause?

What are you asking the Association to do?

- Are the specific actions you are asking the Association to take likely to address the issue?
- Are the actions outlined in the Operative Clause clear, specific, and achievable?
- Is alPHA's role in addressing this issue one of leadership or support?
- Will alPHA need to partner with one or more other organizations to carry out these actions?
- Does the Association have the resources to carry out the proposed actions? If not, what contributions are you, as the sponsor, prepared to make?

Are there Health Equity implications to the policy solution or position?

- Could the planned directions or policy approaches have a negative impact on some populations or communities?
- If so, how can the negative/inequitable impacts be mitigated?

Writing the Resolution

alPHA Resolutions follow a consistent format that includes a clear and descriptive title; the name of the sponsoring Board of Health, alPHA committee, or Affiliate Organization; a preamble that clearly states the rationale for the desired position and/or actions; and an operative clause that clearly outlines the position and/or actions.

Title

The title should be a short and specific description of the issue that is to be resolved and where possible, hint at the solution. For example, "Chronic Disease Prevention" is less descriptive and clear than "Implementing a Provincial Chronic Disease Strategy".

Sponsor

The name of the sponsor(s) follows the title. This identifies the origin of the resolution, the organization responsible for introducing and moving the resolution at the AGM and the point of contact for any follow-up.

Preamble

The purpose of the preamble is provide the rationale for operative clause(s). This is presented as a series of separate “WHEREAS” clauses that collectively familiarize the reader with the nature of the problem that the operative clause is meant to solve.

Operative Clause(s)

The last “WHEREAS” clause is followed by the operative clause / call for action. Operative clauses begin with, "NOW THEREFORE BE IT RESOLVED that the Association of Local Public Health Agencies (alPHa)...". followed by a specific and clear action and / or statement of position. Where possible, each action item should have its own clause. Actions should be specific, action oriented and realistic.

Additional operative clauses that specify audiences for the position, targets for advocacy and partners for action may be added as appropriate. Please avoid using names of individuals in these clauses (e.g. use Minister of Health and not the name of the Minister who currently holds that position).

Accompanying Information

- Additional backgrounders: while a resolution should be self-explanatory, additional background information may need to be included with the submission (e.g. reports providing more detailed evidence, documents or sources of evidence that are referenced in the preamble, etc.). Such materials should be directly related to the rationale and proposed action and a briefing note or executive summary should be considered if the volume of background information is large.
- A statement from the sponsor confirming that a representative will be present at the meeting to introduce, move and answer questions about the resolution being presented and committing to undertaking actions as requested by alPHa for carrying out the strategy should the resolution pass.



**alPHA RESOLUTION AXX-YY (year-number – assigned
by alPHA)**

TITLE: Public Health Issue

SPONSOR: Board of Health Name

WHEREAS this public health issue affects population health throughout Ontario; and

WHEREAS the Province spends \$x per year on this preventable public health issue in direct and indirect costs; and

WHEREAS boards of health are responsible for addressing this public health issue under the Ontario Public Health Standards; and

WHEREAS additional resources dedicated to boards of health to address this public health issue will reduce preventable disease and death

NOW THEREFORE BE IT RESOLVED that the Association of Local Public Health Agencies call on the Government of Ontario to dedicate specific resources / funding to local Boards of Health to fully address this public health issue

AND FURTHER that the following government agencies and partner associations be so advised.