



CANADIAN FEDERATION OF MEDICAL STUDENTS
Call For and Guide To Resolutions
Annual General Meeting Windsor, 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 on Saturday September 19, 2015). 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 SGM 2015 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

Kendra Komsa, CFMS AGM Chair, must receive resolutions by e-mail at resolutions@cfms.org on or before **Friday, September 18th, 2015 at 17:00 EST**. *Based on the total number of resolutions received, there is no guarantee that resolutions will be given agenda time at the SGM 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.

Financial Deadline

Please note that, as determined by the General Assembly at AGM 2014, any proposed motion that includes spending of **\$1000** or more must be submitted to the CFMS at least 14 days in advance of AGM, and therefore the deadline for these applications is **Friday August 28, 2015 at 17:00 EST**.

Position Papers and other documents brought forward via Resolution

During CFMS General meetings delegates have the opportunity to bring forward Position Papers – documents that discuss the stance of the CFMS as pertaining to issues of importance. 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, August 28, 2015 at 17:00 EST. In order to allow delegates adequate time to review, Position Papers submitted after this time will not be considered at AGM 2015.**



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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 SGM.

For more information, please do not hesitate to contact me.

Sincerely,

Kendra Komsa

Chair, AGM 2015

CFMS Ontario Regional Representative (ontario@cfms.org)

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