



# RESOLUTIONS SUBMISSION FORM

**Must be submitted to Executive Director at least 30 days prior to meeting at which the resolution will be moved.**

1 Title of Resolution:

*(Attach Resolution)*

**Note:** Resolutions should not exceed 300 words except with the approval of the Resolutions and Bylaws Committee

2 Estimated cost of implementation to CBA:

(including the amount of any increase in budget requirements, any potential savings, and the amount of Branch or National Office staff time to implement the resolution.)

**Note:** the Executive Director can advise of budgetary implications and can assist in calculating implementation cost.

3 Contact person who can assist the Executive to implement the Resolution:

Name: \_\_\_\_\_

Office Address \_\_\_\_\_

Office telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

4 Implementation Calendar:

*(List steps to be taken by CBABC to implement the Resolution and suggested dates for completion of each step)*

5 Indicator of Success:

*(The result which, if achieved, will show that the Resolution has been successfully implemented by CBABC.)*



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- 6 Background information not appearing on the face of the Resolution which might assist Council deliberations by providing the rationale for the resolution:

*(Attach any background papers or other documentation in addition to this form which should be submitted to Council with the Resolution )*

- 7 (i) Person moving Resolution:

Will be present at Council Meeting:	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Name: \_\_\_\_\_

Office Address \_\_\_\_\_

Office telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

- (ii) Person seconding Resolution:

Will be present at Council Meeting:	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

- (iii) Section, Conference or Committee sponsoring Resolution, if any:

- 8 Sections, Conference or Committees, which will be directly affected by implementation of this Resolution: