

# Resolutions Committee

## Terms of Reference

The Manitoba Métis Federation (“MMF”) Annual General Assembly (“AGA”) appoints a Resolutions Committee (the “Committee”) to coordinate and present the resolutions at each AGA. The appointment of the Committee ensures that the resolution process is fair and equitable. The Citizens of each Region are equally represented on the Committee by providing that each Regional Executive put forward a recommendation of one Citizen to the seven person Committee, to be ratified by the Assembly. The Committee is vested with the confidence of the MMF to ensure that the resolutions presented to the AGA for ratification comply with the constitutional, administrative, and financial requirements and limitations of the MMF.

The MMF is responsible for providing the following services and resources to the Committee:

- MMF Legal Counsel who will provide an orientation on the process, roles, and responsibilities of the Committee.
- A technician who is assigned to work with the Committee to provide administrative support to the Committee. The technician is responsible for receiving the submissions and ensuring a copy of the submitted resolutions are available to the Committee.
- A meeting room, equipped with the necessary office equipment and supplies, is designated to the Committee to hold Committee meetings throughout the AGA, specific date(s), time(s), and location(s) will be identified by the AGA Coordinator during the orientation.
- The MMF’s Chief Operating Officer, Senior Director of Finance and Human Resources, and designated personnel are available to the Committee to respond to Committee inquiries and provide resource information to the Committee.
- The MMF’s Legal Counsel is available to the Committee to respond to Committee inquiries and to provide legal advice as required.

**NOTE:** The October 2024 AGA is being conducted both in person and by videoconference and the Terms of Reference will be modified as appropriate.

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The Committee is responsible to do the following:

1. Appoint a Committee Chairperson or Co-Chairpersons from amongst the Committee members who will present the resolutions to the Assembly for consideration, and who will be the main contact for the Chief Operating Officer and Senior Director of Finance and Human Resources.
2. Assist the movers and seconders of draft resolutions in wording, writing, and presenting the resolutions in a proper manner.
3. Set a daily deadline for acceptance of draft resolutions from the Assembly.
4. Ensure that the draft resolutions submitted are numbered, worded correctly, and have a mover and seconder along with their respective emails and phone numbers.
5. Ensure that the content of the draft resolutions is clear and concise, will meet the overall objectives of the MMF, and fall within the constitutional, administrative, and financial parameters of the MMF.
6. Ensure that the mover and seconder of the draft resolutions are available to discuss the content of the resolutions and, if necessary, to revise the draft resolutions prior to presenting to the Assembly.
7. Ensure that there is no repetition between draft resolutions submitted.
8. Distribute typed copies, either physical or digital, of the draft resolutions to the AGA Chair & Co-Chair, President, Legal Counsel, and Recording Station prior to presenting the draft resolutions for consideration by the Assembly.
9. Ensure the Committee Chairperson(s) presents the draft resolutions to the Assembly and draws to the Assembly's attention those draft resolutions which may be contrary and/or similar in content, so they can be dealt with consecutively.
10. Ensure that the movers and seconders of draft resolutions are present in the assembly room when the draft resolutions are being presented and discussed.