



## AFA Resolution Checklist

What follows is a series of questions which can guide you through the process of preparing your resolution. By answering these questions, you should have a resolution that will provide an informed debate at the annual general meeting and a strong policy position for the Alberta Federation of Agriculture.

### 1. What is the issue?

- It is important that you carefully define what the problem and/or opportunity is and what the government should do about it.
- What are the key concerns, problems or challenges that this issue/opportunity brings to the agricultural community?
- Define a possible solution (be as specific as possible). The more specific that you can be, the more likely it is that you can provide a workable solution to the government. Also, a specific recommendation is more likely to get a specific answer.

### 2. Is this issue a provincial or national one? Does it affect producers throughout Alberta? Are there producers affected in more than one region of Canada?

- The resolution should deal with an issue relevant to agricultural producers that is within the provincial and/or federal jurisdiction.
- Does the issue affect all producers or is it specific to a particular segment of the agricultural industry?
- Background information should be broadly-based and indicate the issue's relevance.

### 3. Is the issue current and timely?

- The issue should be timely and one which the government should take action on now or within a specified timeframe.
- The background should include information and statistics that are the most recently available. This includes renewals of resolutions passed at previous annual meetings.
- If this is a renewal from a previously submitted resolution, is the issue still important? Are there new facts that can help update/improve it from its previous version?

#### **4. Does the resolution make the case in a concise and factual way?**

- Consider whether someone who is not an expert on this issue could make a decision on the recommendations based on the information included in the background.
- The background should be concise but still provide enough information to build the case for the recommendations and explain what benefits will be achieved by their implementation.

#### **5. Does this resolution conflict with or duplicate existing Canadian Chamber policy?**

- Have you checked to ensure your issue is not the same, or substantially the same, as an existing resolution?
- If you see that approval of your resolution would be contrary to existing AFA policy, include a note at the bottom as to which policy (and specific recommendations, if applicable) it would supercede.

#### **6. Is your resolution formatted correctly?**

- All resolutions must be submitted in the format indicated on the AFA Resolution Worksheet found on our website.