

RESOLUTIONS SUBMISSION FORM

This Form and the Resolution must be submitted to the Chief Executive Officer at least 60 days prior to meeting at which the resolution will be moved. Resolutions should not exceed 300 words. Proponents are encouraged to engage the Chief Executive Officer in preparing the Resolution and this Form.

1 Title of Resolution:

2 Estimated cost of implementation to CBABC:

(including the amount of any increase in budget requirements, any potential savings, and the amount of Branch staff time to implement the resolution. The Chief Executive Officer can advise of budgetary implications and can assist in calculating implementation cost)

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

Name: _____

Office Address _____

Office telephone: _____

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 deliberations by providing the rationale for the resolution:

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

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- 7 (i) Person moving Resolution:

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

Name: _____

Office Address: _____

Office telephone: _____

E-mail: _____

- (ii) Person seconding Resolution:

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

Name: _____

Office Address: _____

Office telephone: _____

E-mail: _____

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

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

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