

Member-proposed motion submission form instructions

CFPC members who are entitled to vote at the 2024 Annual Meeting of Members (AMM) are invited to propose a motion for consideration at the meeting. **Member-proposed motions must be made in writing and submitted using the CFPC's submission form no later than Wednesday, June 12, 2024.**

Please note:

- Do not use this form to propose any CFPC bylaw amendments. Bylaw amendments proposed by members must follow a different process and form. Please contact us at amm@cfpc.ca for details.
- The submission form is to be used for only one proposed motion that the submitter wishes to have considered by the membership. Each proposed motion must be submitted using a separate form.
- Proposed motions:
 - May include a statement from the member in support of the proposal. The statement, in combination with the text of the motion, shall not exceed 500 words in length.
 - Will be reviewed by the CFPC for completeness and clarity. You may be asked to amend the text of your motion and any additional information provided if that information is incorrect, misleading, or unclear.
 - Must include financial implications, if any, including but not limited to expenditures, revenue, or budget implications. CFPC staff should be consulted to assist with the budgetary implications prior to submitting the form.
 - May not conflict with federal or provincial law.
- Pursuant to the *Canada Not-for-profit Corporations Act*, proposed motions may not be included in the notice of meeting if:
 - The submission of the proposed motion does not meet the requirements set out above
 - The proposed motion is improper, in that:
 - It is intended to enforce a personal claim or redress a personal grievance against the corporation, or its directors, officers, members, or debt obligation holders
 - It does not relate in any significant way to the activities or affairs of the corporation
 - The member failed, no more than two years before the receipt of the proposed motion, to raise the matter covered by the proposed motion at a meeting of members
 - It is substantially the same as a proposal previously submitted to members less than five years ago and it did not receive the minimum required support at that meeting
 - The rights to submit proposals are being abused to secure publicity

Member-proposed motion submission form – 2024 Annual Meeting of Members (AMM)

The information provided on this form, with any necessary adjustments that may be required, will be shared with CFPC members as part of the proposed motion background materials.

Proposal title:	
Proposed motion text: (reflects the decision to be considered; text should be succinct and clear, avoiding “whereas” clauses; include a concise preamble if needed that provides factual information about the reason for the action, and the resulting action to be considered)	
Statement in support of the proposed motion (optional): (this statement, combined with the proposed motion text, cannot exceed 500 words)	
Estimated cost of implementation to the CFPC: (including the amount of any increases in budget requirements, any potential savings, and the amount of staff time to implement the resolution. Note: CFPC staff should be consulted to assist in calculating implementation cost.)	
Indicator of success: (the practical result that, if achieved, will show that the proposed motion has been successfully implemented)	
Any information not appearing on the face of the proposed motion to inform the deliberations: (attach or link to any background paper or other documentation in addition to this form; attach or link to documentation in both English and French, where it exists in both official languages.)	
Person moving the proposal: (this information is used to confirm membership status and communicate with the member about the proposal; the member’s name will be announced at the AMM as the individual moving the motion)	Full legal name: Telephone: Address: Email: Will be present at the AMM: Y / N
Person seconding the proposal: (this information is used to confirm membership status and communicate with the member about the proposal; the member’s name will be announced at the AMM as the individual seconding the motion)	Full legal name: Telephone: Address: Email: Will be present at the AMM: Y / N

Contact us at amm@cfpc.ca with any questions about this process, and to submit this completed form **before Wednesday, June 12, 2024.**