Resolutions Committee
Terms of Reference

1.0 Role

The Resolutions Committee reviews all resolutions from delegates before they are presented to the Representative Assembly (RA).

2.0 Responsibilities

The Resolutions Committee is responsible for:

- reviewing and amending resolutions submitted by delegates to ensure that:
  - resolutions are presented to the RA in the proper format; and
  - the content of resolutions is appropriate for consideration by the RA, including being aligned with the SMA's strategic priorities.
- encouraging members, committees, sections and Medical Staff Associations to have delegates submit resolutions for consideration by the RA; and
- regularly reviewing the effectiveness of the resolutions process.

3.0 Membership, attendance & term

The Resolutions Committee shall:

- consist of three RA delegates; and
- be appointed by the Board of Directors (Board).

The term of a committee member is two consecutive, three-year terms unless otherwise approved by the Board.

A committee member who does not uphold their responsibilities or misses three consecutive meetings without a reasonable explanation will be asked by the Chair to resign from the committee. If the member refuses to resign, a vote shall be taken on the removal of the member from the committee.

A committee member is expected to comply with the Saskatchewan Medical Association Code of Conduct.

A chairperson who does not uphold their responsibilities or misses two consecutive meetings without a reasonable explanation may be asked by the Board to resign from the committee.

4.0 Meetings

The Resolutions Committee shall meet at least twice a year, prior to the RA, or more as required. The meetings may be in-person, by teleconference or videoconference. If a member is unable to participate in a meeting, that member may speak to the Chair in advance so that the Chair can share the member's perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting. Submissions required for a meeting that are made after said meeting will not be considered for decision making.

5.0 Chair

The Chair is appointed by the SMA Board of Directors and shall:

- Call meetings of the committee;
- Chair meetings of the committee;
- Designate another committee member to chair the committee in the Chair's absence;
- Prepare a report to the Board on the work of the committee; and
- Meet with the Board as requested

6.0 Quorum

Quorum shall be simple majority (more than 50%) of the voting committee members present at a meeting.

7.0 Decision making

The committee will strive for consensus (i.e., "you can live with the decision/idea") when making decisions. If consensus cannot be achieved, committee members must agree on how to deal with the outstanding issue (i.e. vote, continue discussion, table the issue to another meeting or take the issue to the appropriate group, e.g., Board).

When voting, majority (more than 50%) rules with quorum present. There shall be no proxy or email voting unless explicitly determined by the committee in advance of a vote.

8.0 Confidentiality

All Committee materials, documentation, and information shall be considered confidential, and shall not be disclosed to any person (s) other than the members of the Committee without the knowledge and agreement of the Committee.

9.0 Conflict of interest

Committee Members shall disclose any matters which may constitute a direct or indirect conflict of interest between personal or professional activities, and responsibility as a Committee member. Committee members must act in a manner that will prevent conflicts of interest from arising.

10.0 Duration of committee

The committee will remain in place until such time as the Board authorizes an alternative governance structure.

11.0 Minutes

SMA staff supporting the committee shall take minutes at the committee meetings and distribute them electronically to members within two weeks of the meeting. The minutes shall be reviewed and formally adopted at the subsequent meetings.

12.0 SMA support resources

The SMA Resolutions Committee is supported by:

- General Counsel
- Executive Assistant, Legal

13.0 Accountability

The Resolutions Committee reports to the Board and brings its recommendations to the Board.

14.0 Amending the Terms of Reference

The Terms of Reference shall be approved by the Board and reviewed annually.

Date of Last Review: June 11, 2026