

# GUIDELINE

## Member Board Policy Resolution Submission

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Input from member boards is important to the ongoing work of the Ontario Public School Boards' Association (OPSBA).

Policy resolutions are actions or priorities that your school board feels are important areas for OPSBA to focus on over the upcoming school year.

Policy resolutions should:

- Reflect the corporate position, by way of a passed motion at your Board, to address issues that have provincial implications
- Include a written rationale, background information, and data, where applicable
- Clearly identify specific actions to be taken by OPSBA
- Be written as a policy resolution using the OPSBA Policy Resolution Submission Form (Appendix A – Sample Form)
- Where applicable, be aligned with the following OPSBA priority areas,
  - [Advocating for the Whole Child and Student Well-Being](#)
  - [Advancing Reconciliation: First Nations, Métis and Inuit Education](#)
  - [Supporting Trustees as Leaders in Public Education](#)
  - [Advocating for Sustainable and Equitable Education Funding](#)
  - [Strengthening Positive Labour Relations](#)

Policy resolutions will be accepted until **4:30 p.m. on Wednesday, April 13, 2022**. This allows time for the following steps to occur.

- 1) Review of the policy resolution by staff and legal counsel.
- 2) Executive Council review of policy resolutions along with staff and counsel input. Where applicable, Executive Council may make recommendations to the Board of Directors regarding the disposition of resolutions. This includes, but is not limited to; alternate wording, referral to an appropriate work group, or any other appropriate action. Any recommended action beyond approval will be shared with the member board that submitted the resolution.

- 3) Proposed resolutions, with comments and recommendations from Executive Council, will be forwarded electronically to member boards for review and consideration prior to the Annual General Meeting.

**Note:** *Resolutions received after 4:30 p.m. on Wednesday, April 13, 2022, and before noon on Friday, April 29, 2022, will be numbered and printed in the Annual General Meeting (AGM) Handbook, but will not have an opportunity to be vetted by Executive Council. Resolutions received after noon on April 29, 2022, will not be included in the AGM Handbook and must be presented to the membership from the floor. Instructions on how to present information from the floor will be outlined in the AGM Handbook in accordance with Section 16.03 of the [OPSBA Constitution and By-Laws](#).*

- 4) Proposed policy revisions will be considered by the Board of Directors at the Annual General Meeting scheduled June 9-11, 2022.

Resolutions that are passed at the AGM will be incorporated into OPSBA planning for 2022-2023. For more information about priority development, action planning and ongoing management of OPSBA's work, visit: [Priority Development & Action](#).

As outlined in the [OPSBA Constitution and By-Laws](#), any resolution referred to a work group for study must be reported back to the membership no later than the next AGM at which time the member board that originally proposed the resolution is entitled to have it submitted to a full vote of the membership, notwithstanding any position adopted by the work group.

Proposed policy resolutions should be submitted, using the fillable form available on the [2022 OPSBA Annual General Meeting page](#), by email, fax or mail to:

Lisa Reinhardt, Director of Corporate Affairs  
Ontario Public School Boards' Association  
439 University Avenue, 18<sup>th</sup> Floor  
Toronto, ON M5G 1Y8  
Email: [lreinhardt@opsba.org](mailto:lreinhardt@opsba.org)  
Fax: 416-340-7517

**Submission deadline:** Wednesday, April 13, 2022, at 4:30 p.m.

*If you have any questions, please contact: Lisa Reinhardt, Director of Corporate Affairs, at 416-340-2540 ext. 108 or [lreinhardt@opsba.org](mailto:lreinhardt@opsba.org) or [inquiry@opsba.org](mailto:inquiry@opsba.org).*

INSERT YOUR  
BOARD'S LOGO  
HERE

# OPSBA POLICY RESOLUTION SUBMISSION FORM

Insert Title/Subject Area

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## Rationale

In this section, please explicitly outline, using *Whereas* statements;

- a comprehensive rationale for your resolution,
- all relevant background information or data that supports your position,
- explicit connection to your school board strategic priorities,
- specific provincial implications,
- connections to OPSBA priorities, and
- any other information that is relevant to OPSBA's consideration of your policy resolution.

Example:

*Whereas*, comprehensive written rationale, and

*Whereas*, all relevant background information and data, and

*Whereas*, connection to school board strategic priorities, and

*Whereas*, connection to OPSBA priorities and work.

**\*\* Include as many *whereas* statements as necessary to support your position.**

## Resolution

In this section, please include the resolution you wish OPSBA to consider. This should be bold and written in the following resolution format:

**Be it resolved, that OPSBA ... outline specific action(s) to be taken by OPSBA.**

Respectfully submitted,

Date of Submission

Name of Member Board Representative

Title of Member Board Representative

Name of Member Board