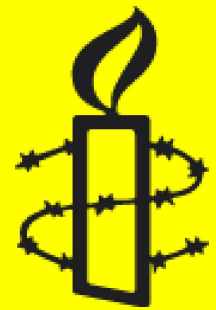


RESOLUTION GUIDELINES

How to Draft a Resolution

**AMNESTY
INTERNATIONAL**



Members getting involved in Amnesty International Australia's Annual General Meeting 2025

Objectives

- To introduce members to the Resolution Guidelines
 - To equip members attending AIA's AGM 2025 with the tools to engage with AIA's governance and democracy in a meaningful way.
 - Understanding the various types of resolutions;
 - how to draft a resolution to best achieve its purpose; and
 - the Questions on Notice process
-

AIA's Annual General Meeting 2025 Site

- The AGM webpage will gradually house all information relevant to the AIA's AGM 2025 which is taking place on **Saturday 5 July** via a virtual platform.
- There will proformas ready to amend to suit your needs
- Material for the day will include presentations, videos and reports

Important documents:

- AIA Constitution
 - Standing Orders (rules for the conduct of the AGM)
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Democratic participation

AI Australia members can:

- have a say in the work that AIA does
- Set policy within Amnesty at both national and international level (subject to certain constraints)
- Attend, participate and vote at national and international decision-making forums
- Move resolutions for consideration at the AGM

If the resolutions are within AI Australia's powers or capacity.

What do we need resolutions for?



- To officially express a member's/group's view
- To reach decisions in a democratic process
- To allow our members to have a say in AIA's future
- Examples:
 - AGM decides to change AIA's Constitution
 - ALC thanks all volunteers in a campaign

Types of resolutions: *Special*

- Changes to AIA's Constitution
- At least 75% of the votes cast by GMVs at the AGM have to be in favour of the resolution for it to pass
- Must be passed in the same form that it appeared in the Notice of Meeting
- Examples:
 - Changes to membership structure
 - Changes to objects



Types of resolutions: *Ordinary*

- Decisions that go to the substance of how AIA operates
- Must be strategic rather than operational
- Examples:
 - Changes of policy
 - Authorisation of an action



Types of resolutions: *Formal*

- Expression of a member's or group's view on a general matter
- Examples:
 - Expression of thanks
 - Expression of concern



Type of resolutions: *Procedural*

- Decisions on matters immediately relevant to the conduct of the meeting
 - Examples:
 - Meeting should proceed to next business
 - Question to be put
 - Appendix to Standing Orders has useful detail
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Moving a resolution

To move = to let the meeting decide on it

- Special resolutions: National Board, ALC or AI Group or a member
- Ordinary resolutions: National Board, ALC or AI Group or a member
- Formal resolution:
- Procedural resolution:

See the Standing Orders for more information



When is the time to move a resolution?

- Depends on the type of resolution
 - Special resolution - needs to be included in the notice prior to the AGM – due by 11 May 2025
 - Ordinary and formal resolutions:
 - ***AIA Constitution*** requires between 21 and 14 days before the date of the AGM – due by 11.59pm AEST **13 June 2025** (must be on the notice)
 - Resolution should be emailed in writing to the company secretary being: company.secretary@amnesty.org.au
 - Procedural and formal resolutions can be raised in the AGM as required
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Is there a specific form?

- Formulate the statement so it can be adopted by the AGM including operative clause e.g. the AGM requests, calls upon, supports. Keep it simple and clear, use the active voice
 - Add a brief explanatory note:
 - Who is the author of the resolution?
 - What does the author want the AGM to do?
 - What are the main reasons / background?
 - Include a costing if available
 - Do not include operational matters
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Key considerations

- Think about WHO has the power to implement the resolution - is it within AIA's powers, or those of the international movement
 - Think about the WHAT (subject matter) - is it within the purpose of AIA (our Objects, set out in the Constitution)
 - Think about WHEN - this is key when a number of resolutions seek to propose new areas of work. Sometimes it may not be strategic, and other times there may be issues of resourcing.
 - Is the subject matter something to be discussed at the Global Assembly, is it within the global strategy?
 - Is the subject matter within AIA's Vision? Might there be another opportunity to suggest or contribute to the development of the Vision or strategic plan?
-

Example 1

Consider: 'That AIA go completely paperless'

Suggest: 'The AGM requests that the National Board ask the National Director to investigate reducing the amount of paper used by AIA and, where practicable, provide and encourage the use of paperless options for receipt of AIA communications.'

Example 2

Consider: 'That AIA make AI open an office in PNG'

Suggest: 'For the reasons set out in the explanatory note to this resolution, the AGM is of the view that there is a need for a physical AI presence in PNG. The AGM requests the National Board to put to the next Global Assembly that AI investigate:

- whether there is a need for AI to have a physical presence in PNG; and
- if so, how and by when AI could fulfil that need.'

Example 3

Consider: 'That AIA eliminates violence and discrimination based on sexual orientation by travelling to Canberra to petition on a monthly basis.'

Suggest: 'Noting that a focus of the 2021 Vision (2021 – 2024 at AIA) includes AIA working on protecting the rights of individual's, the AGM requests that the National Board:

- investigate resourcing and supporting access to, and the development of, activism around LGBTQI human rights; and
- ask the National Director to explore the identification of an existing national staff person to act as a campaigner and contact point for activists on a national level.'

Example 4

Consider: 'That Human Rights Defenders automatically become full AIA members.'

Suggest: 'The AGM requests the National Board to explore mechanism through which Human Rights Defenders can access the benefits and rights of AIA membership.'

Example 5 – avoid operational resolutions

- The AGM directs the National Board to only use white paper
 - The AGM directs the National Board to direct the National Director to employ a paralegal
 - The AGM directs the International Secretariat to make XXX a prisoner of conscience
-

Alternatives to resolutions - Activism Forum

- The Activism Forum is held every two years (and is enshrined in the constitution)
 - It is a forum for members to discuss campaigns, campaign priorities and activism.
 - It is a good way to discuss campaign areas or issues of interest with other members and the organisation generally, whilst also being able to discuss how those areas and issues might fit in with existing campaign plans and strategies.
 - This can be a more effective way to suggest campaigns and strategies than through the resolution process.
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Alternatives to resolutions – Questions on Notice Process

- Is the resolution an information or operational request for the Board / National Director? For example, how is AIA planning to implement the latest campaign in NSW? Or, when will the new database facility allow more inclusive involvement of members and supporters in our activism?
 - These types of questions can be asked via 'Questions on Notice' process
 - Members can ask QoNs
 - Timeframe for QoNs: need to be submitted by 13 June 2025
 - Questions and their answers will be added to a googlesite so that members can review them.
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Q&A and Discussion

