



Ontario Public School  
Boards' Association

# GUIDELINE

## Member Board Policy Resolution Submission

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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](#)
- Be aligned with OPSBA's [Mission and Vision](#) and [strategic priorities](#)

Policy resolutions will be accepted until **4:30 p.m. on Wednesday, April 10, 2024**. 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 10, 2024, and before noon on Friday, April 26, 2024, 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 26, 2024, 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 at the Annual General Meeting scheduled July 2-5, 2024.

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](#), by email 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)

**Submission deadline:** Wednesday, April 10, 2024, at 4:30 p.m.

*If you have any questions, please contact: Lisa Reinhardt, Managing 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).*