4-H Nova Scotia
Project Resolutions Process

1. What is a Resolution

A resolution is the formal position of a group (Program Committee and/or County). Resolutions are used to recommend changes and/or make proposals for 4-H projects/competitions as described in project newsletters.

2. Resolution timeline and key activities?

TIMELINE	ACTION
January 31, 2027	**Deadline for submission of Resolutions to 4-H Nova Scotia**
February 28, 2027	**Counties to provide the names of their delegates for the Leadership Forum** Counties notify their Regional Program Coordinator of the two (2) individuals who will be representing their county on the Leadership Forum. Two (2) delegates can be either two (2) Trained Leaders or, a Trained Leader and a Senior Member.
March 2027	**The Resolutions are reviewed by the Board of Directors.**
April 2027	**The Resolutions are distributed to 4-H NS Community** for review by the County Councils. Resolutions applicable to committees will be sent to that group for review and comment.
Virtually	**The Leadership Forum meets to review the Resolution Book** Leadership Forum members discuss and action the resolutions assigned to them, as previously done at the AGM.
Mid-June 2027	**Materials Updated** Project Newsletters will be updated based on changes approved at the Resolutions Meeting. Changes will be communicated with all Counties and clubs through the 4-H NS Regional Program Coordinators.
October 1, 2027	**Approved Resolutions Come into Effect** Approved resolutions will come into effect at the commencement of the new 4-H year, on October 1.

3. Who initiates a resolution?

Resolutions can be initiated by Counties and 4-H Nova Scotia Program Committees. When considering the introduction of a resolution, the following questions should be considered:

- How does this resolution address a needed change or improvement for a project or program of 4-HNova Scotia?
- What is the focus of the resolution?
- Does this resolution make sense for the program province wide?
- What is the desired outcome/goal of the resolution?
- What concerns or questions could be raised by the resolution?

If a group is not sure whether a resolution should be initiated, they should contact 4-H Nova Scotia to discuss. There may be times when an issue should come to the Board of Directors of 4-H Nova Scotia as a recommendation or issue to be explored/addressed outside of the formal Resolution process.

4. How is a resolution developed?

A resolution should deal with one issue per resolution. There are two components to a resolution:

1) **"Whereas"** provides the background and supporting rationale for the resolution
2) **"Therefore be it resolved"** provides the proposed solution or development.

The "be it resolved" section is what will be added to the newsletters. This section must be clear and make sense on its own.

When writing a resolution:

- Consideration and debate on the proposed resolution will focus on "Therefore be it resolved" – so the specific request/proposal/change must be in this section of the resolution.
- Be sure to include an explanation that makes the intent very clear. And be sure to include enough information to clearly convey the meaning and intent.

5. How is the resolution submitted?

All resolutions are to be submitted online via Microsoft Forms no later than **January 31, 2027. No late resolutions will be accepted.**

Submit a Resolution Form: 4-H Nova Scotia Resolution Form 2026-2027 – Fill out form

6. What does 4-H Nova Scotia do when it receives resolutions?

Resolutions are received, reviewed, and compiled by 4-H Nova Scotia; this process includes:

- Ensuring that all resolutions have been submitted as per the Resolution Form Template
- Coordinating and consolidating any resolutions addressing the same or common content or issues
- Editing wording to improve clarity or clarify the intent of the resolution in consultation with the resolution author

Further to this review and development, all resolutions are collated into the Resolution Book and circulated to the Leadership Forum.

7. The Role of the Voting Delegates at Leadership Forum

Each County appoints two (2) Voting Delegates. Voting Delegates represent and vote at the 4-H Nova Scotia Leadership Forum. It is important that the Voting Delegates understand the rationale for resolutions coming from their county, as they may be asked to speak to the resolution when it is presented.

Voting Delegates need to vote based on what is in the best interests of 4-H across Nova Scotia. Thiswill be informed by the discussion and information presented at the meeting.

It is important for Counties and Voting Delegates to know that there may be situations where the Voting Delegates need to vote differently than originally planned based on County discussions. It is important for Counties to empower and have confidence in the Voting Delegates to make informed decisions that reflect the discussion and input of the respective county while focusing on the best interests of the province.

Delegates report to Counties on the decision-making process and the rationale used in the voting onresolutions.