



## Calgary Co-operative Association Limited Annual Member-Owner Meeting

### ***Guidelines for Preparing and Submitting a Proposal***

The purpose of this document is to provide Member-Owners with general information and guidelines for preparing and submitting a proposal for consideration at the Annual Member-Owner Meeting of the Calgary Co-operative Association Limited on April 23<sup>rd</sup>, 2026.

#### **Submitting Proposals**

Proposals that will not alter or amend the Articles or Bylaws will be accepted from the floor of the Annual Member-Owner Meeting on April 23<sup>rd</sup>, 2026, but must be submitted in writing to the Parliamentarian for the meeting or the Meeting Secretary prior to the commencement of the Annual Member-Owner Meeting, as required pursuant to Bylaw 4.10(b).

#### **Information about proposals**

Proposals to the Annual Member-Owner Meeting of the Association provide Member-Owners with a formal process for placing matters before Member-Owners for consideration. A proposal includes a recommendation or other matters that may concern the Association.

Except for proposals to amend the Articles or Bylaws, proposals are recommendations to the Board of Directors, which have responsibility, on behalf of the collective membership of the Association, to study the proposal and its possible implications of the action to ensure that:

- The action is within the power of the Member-Owners and/or the Board of Directors.
- The action will not contravene any laws passed by governments, the Articles or Bylaws of the Association, the *Cooperatives Act* and regulation, or any other laws and regulations that govern the Association, and that it is in harmony with co-operative principles and the Code of Ethical Standards for Co-operation.
- The proposal relates to a subject or action that is appropriate for the Association and the co-operative system. That is, the proposal should further the best interests of the *collective* membership to ensure harmony and encourage cohesiveness within co-operative ranks.
- It is feasible, practical and desirable, in terms of cost, staffing, consequences and impact on other priorities, advantages and disadvantages to the collective membership and the Association.

**A proposal that would result in a violation of any law is automatically *null and void* even if passed unanimously. Additionally:**

- A proposal must avoid any statements or inferences of a derogatory, defamatory or libelous nature about persons, companies or other specific bodies.
- Wording of a proposal shall be honest and factual, clearly written, and contain facts and other pertinent information necessary for individuals to understand and appraise the proposal.
- Wording in a proposal shall clearly identify statements that are the assumptions or opinions of the author to ensure that individuals considering the proposal understand that the information may not be absolutely true or factual.
- Wording and other information contained in the proposal shall reference existing bylaws, statutes or other wordings, where applicable, particularly in cases where amendments or alterations are being proposed to the Articles or Bylaws.

## **Writing a Proposal**

A proposal usually consists of two parts:

1. A preamble, or “Whereas” section that gives background information about the matter being considered.
2. An explanatory or “Resolved” section that offers the specific proposal, recommendation or suggestion for consideration and/or decision, and a call to action.

The following is an example of a proposal and the format that you should use:

- Whereas:** Democratic participation by Member-Owners of the co-operative in the annual general meeting of the Association is an important benefit of ownership and membership.
- Whereas:** It is desirable to encourage Member-Owners to attend the Annual Meeting of Member-Owners.
- Whereas:** It is also desirable to communicate with Member-Owners on a regular basis about the Annual Meeting of Member-Owners and other governance activities in order to stimulate interest in participating in these activities.
- Resolved:** That formal communications be provided to Member-Owners about the Annual Meeting of Member-Owners.

This example provides clearly written background information, the reasons for the proposal, and a call to action, which is to provide specified communications to Member-Owners. In this example, there is no bylaw or statute for this process; therefore, it was not necessary to include a reference. If there were a bylaw or statute, you would be required to fill out the formal Bylaw proposal form

and the proposal should include a reference to the existing Bylaw. These references would be in both the “Whereas” and “Resolved” sections with specific wording and a call to action. For example: Be it Resolved: “That Bylaw 1.02(d) be amended by changing the wording to read...” and then write out your proposed bylaw wording.

Referencing the background of the matter to be considered, making specific references to bylaws or statutes, and asking for a “call to action” provides member-owners considering the proposal with the information they need to make an informed decision.

## **Template for Submitting Proposal**

The template on the following page provides the framework for drafting a proposal and serves as a visual reference for formatting the proposal.

## **For Assistance**

**If you require advice or assistance in preparing a proposal, please contact Brenda Whitter, Calgary Co-op head office at 403-219-6025.**

Thank you.

**SAMPLE:**

**Proposal to the Annual Member-Owners Meeting  
of Calgary Co-operative Association Limited**

Submitted by: \_\_\_\_\_ Membership #: \_\_\_\_\_  
(Please type or print clearly)

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Seconded by: \_\_\_\_\_ Membership #: \_\_\_\_\_  
(Please type or print clearly)

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**PROPOSAL**

**WHEREAS:** (insert background text here)

**WHEREAS:** (insert rationale supporting the background)

**WHEREAS:** (if further information would be helpful, insert it here)

**BE IT RESOLVED:** (insert recommendation, proposed wording for bylaw amendments or alterations, and any action required)

**Please forward your proposal via mail, hand delivery or email by 4:30 pm, April 8<sup>th</sup>, 2026, to:**

**Attention: Brenda Whitter  
Calgary Co-operative Association Limited  
#110, 151 – 86 Avenue SE  
Calgary, Alberta T2H 3A5  
OR Email: [bwhitter@calgarycoop.com](mailto:bwhitter@calgarycoop.com)**