

**The Northern Forum
Resolution # 31**

Concerning Procedures for Drafting Committees

Whereas the resolutions and declarations adopted by the Board of Directors must be drafted before they can receive adequate consideration by the individual Northern Forum member regions.

Whereas it is desirable that resolutions and declarations should be translated into the various languages of the Northern Forum members in order for them to be properly considered by the members.

Whereas there is a need to provide drafts of resolutions and declarations to the member regions sufficiently in advance of their consideration for adoption by the Board of Directors that the member regions can fully evaluate them.

The Board of Directors of the Northern Forum hereby resolves that:

- 1) a drafting committee shall be formed at least three months in advance of each annual meeting of the Board of Directors; the first meeting of the drafting committee shall be held in conjunction with the Sanctioned Meeting of the Northern Forum;
- 2) the drafting committee shall include the member region that is to be the host of the next annual meeting of the Board of Directors, and that this region shall Chair the drafting committee;
- 3) the drafting committee shall include, in addition to the region identified in Item 2 of this resolution, at least one member region from each of the following: North America, Russia, Europe (other than Russia), and Asia (other than Russia);
- 4) the Secretariat shall inform each member region that nominations for membership in the drafting committee shall be made in writing to the Secretariat by a specific date, to be determined, allowing sufficient time for each region to respond;
- 5) the member regions may nominate themselves;
- 6) the composition of the drafting committee shall, normally, be finalized by a consensus of the member regions represented at the annual Regional Coordinators meeting, sanctioned by Resolution #20, approved in September 1994, at Rovaneimi, Finland;

7) any member region wishing to be represented on the drafting committee shall be so represented, but that regions are encouraged to consider that the drafting committee may be more efficient and effective if its membership is restricted;

8) within 30 days of a request of the Secretariat, each region that agrees to serve on the drafting committee shall identify, in writing, a single individual who shall be its representative on the committee. In any instance where this individual is to be replaced or temporarily represented by another individual, the Secretariat must be so notified in writing;

9) the drafting committee shall make decisions by consensus, and that in the event that consensus cannot be reached, the drafting committee shall produce a written report for the Board of Directors that explains fully the issues on which consensus cannot be achieved and the range of views that exists on such issues;

10) the drafting committee shall normally provide all completed draft resolutions and other documents to the Secretariat no less than 21 days before the first day of the annual meeting, and that the Secretariat shall promptly transmit these draft documents to each of the member regions. This requirement can be waived by a majority vote of the drafting committee;

11) the members of the drafting committee shall meet one or more times during the Board of Directors annual meeting, as requested by the Board of Directors, to consider any needed amendments to draft resolutions or other documents; and

12) the times, locations and subject of all such drafting committee meetings at the annual meeting shall be posted and that any member region wishing to be present and represented at such meetings shall be entitled to be so represented.