

MEMBER PROPOSALS (CORPORATE)

How do I submit a corporate proposal?

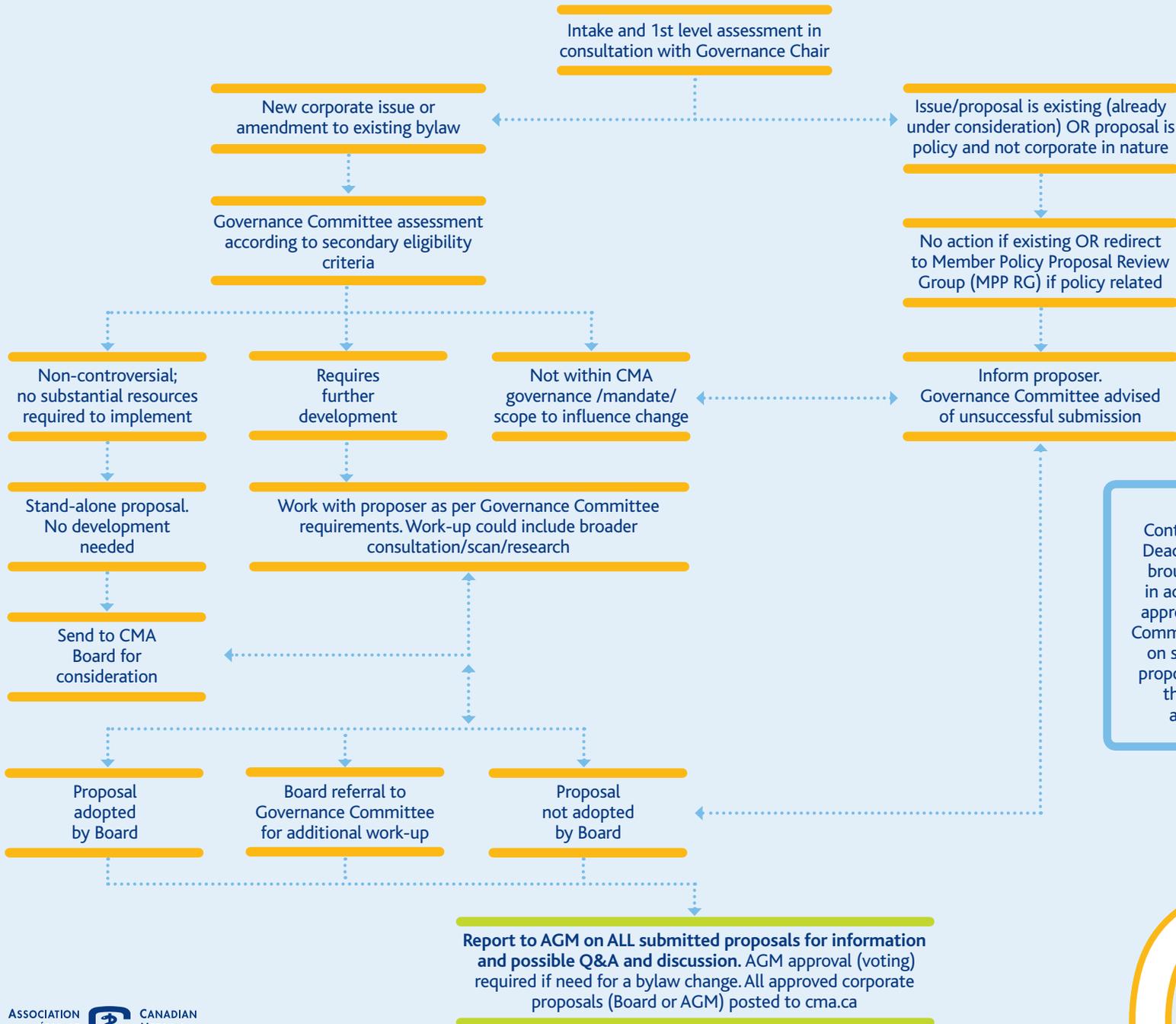
An online submission form for both corporate and policy matters is available on cma.ca. The process for this pilot is outlined below.

Member Proposals (Corporate)

- **Corporate proposals will only address corporate or business matters related to AGM business:** policy matters and personal grievances will be redirected at the initial stage.
 - **Corporate proposals must be submitted no less than 90 days prior to the AGM.** They will be reviewed by the Chair of the Governance Committee and may be referred to the Governance Committee or the Board as appropriate.
 - Advanced notification of the AGM will occur usually 180 days before the AGM, inviting corporate proposals to be submitted 90 days prior to the AGM.
 - Notice of the AGM will be issued on cma.ca and in a publication sent to members at least 30 days before the AGM and include corporate proposals submitted by the deadline.
 - **Corporate proposals received after the deadline may be considered at the next AGM.**
 - Member proposals approved by the Board as CMA policy will be entered into CMA's PolicyBase (a fully searchable database containing all current CMA policy) as corporate or business decisions adopted by the Board or AGM. New policies stemming from member proposals will be featured on cma.ca as they become available.
1. Corporate proposal intake (sponsors are CMA members) – **each proposal requires the support of 10 CMA members at the time of submission; sponsor completes [online form](#), which will facilitate the collection of member endorsements.**
 2. **The initial proposal will be reviewed against eligibility criteria to determine if in scope or out of scope;** if out of scope or considered existing policy, inform sponsor; if in scope, proceed to next step. Preliminary determination of a corporate proposal being in or out of scope will be confirmed or denied as the case may be by the Chair of the Governance Committee.
 3. **The proposal will be reviewed to determine appropriateness vis-à-vis business/corporate proposal** (vs policy). If the proposal is not corporate in nature, determine if it is a policy matter (and refer appropriately) and inform sponsor; if the proposal deals with a business/corporate matter, proceed to next step.
 4. It will then be determined if the corporate proposal fits the following **secondary criteria**:
 - a. Non-controversial; no substantial resources required to implement. In this case, the Governance Committee will make a recommendation to the Board, or
 - b. Requires further development. The Governance Committee will work with the proposer to develop the proposal before making a recommendation to the Board. Work-up could include broader consultation, environmental scan and/or additional research.
 - If corporate proposal meets criteria, consider
 - i) If proposal can stand alone, send to the Board for consideration (see Step 6).
 - ii) If proposal requires further development – if so, work with sponsor to develop proposal further before sending to the Board for consideration (see Step 6)
 - If the proposal does not meet these criteria, proceed to next step

Note: This step allows us to fast track such proposals and leave consultations (as noted in next step) for those proposals that require more innovative, inclusive and courageous dialogue.
 5. **Eligible proposals of a business/corporate matter will be referred to the Board or the Governance Committee for consideration prior to the AGM and added to the AGM agenda as appropriate.**
 6. If corporate proposal is not adopted, inform sponsor. If adopted by the Board or at the AGM, communicate to members (including sponsor) and add to policy database (if passed as a motion). Sponsors will be kept apprised as the process unfolds.

MEMBER CORPORATE PROPOSALS – DECISION MAKING PROTOCOL



Note:
 Continuous proposal intake. Deadline for proposals to be brought to AGM is 90 days in advance of AGM to allow appropriate work-up (Board/Committee review). Depending on scope/complexity some proposals may be deferred to the next AGM to allow appropriate work-up.

