A Quick Guide to Resolutions

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At the upcoming COPE Local 343 Convention to be held in Toronto on April 1 and 2, 2017, there will be the opportunity for delegates to discuss and vote on resolutions. But, what are resolutions and what do they do? We hope this handy guide will answer these and other questions you may have about resolutions such as what is a resolution, and, how are resolutions written?

What Are Resolutions?

Resolutions are proposals for action. Often resolutions are about asking for an amendment to governing documents, such as the Constitution and By-laws or Policy and Procedures. Resolutions are also used to provide direction to the Executive Board regarding actions and/or outcomes the membership wants.

How Do I Write A Resolution? What Should I Include?

Your resolution should concisely outline why the action/change you are proposing is necessary and identify the outcome sought, such as amending the Constitution and By-laws, policies and procedures, or requiring the Local/ Executive Board to do something.

Some things to remember when writing a resolution:

- Keep the language clear and simple
- Outline clearly why you think the action/change is necessary
- Include only the important points. You don't need to include the minutiae as you or your supporters can expand upon your thoughts when the resolution is discussed on the Convention floor
- Give the resolution a clear, self-explanatory title
- Start each explanatory statement with "**WHEREAS**..."
- Start the action/outcome statement with "**THEREFORE BE IT RESOLVED**..."
- If you have more than one action/outcome, start each following statement with "**THEREFORE BE IT FURTHER RESOLVED**..."
- Include at the bottom who is submitting the resolution (ex/ Submitted by the COPE Local 343 Bargaining Unit at *Insert Employer's Name*)

Local 343 doesn't have guidelines for the length of resolutions, but we recommend keeping them at a maximum of 300 words. This helps to provide focus to the resolution.

What Does A Resolution Look Like?

Please refer to the attached resolution titled “Scholarships,” which was presented at the 2015 Convention. Following discussion, it was passed with amendments. The Executive Board developed a scholarship policy that was adopted at the 2016 AGM. In the spring of 2017, Local 343 will be accepting scholarship applications and hopes to award a maximum of six scholarships at a value of $500 each. **It all started with a resolution**!

Who Can Submit Resolutions? And When?

A Bargaining Unit, a majority of registered delegates from a bargaining unit or the general unit, and the Executive Board can submit resolutions. A resolution may also arise from decision made at the AGM. Bargaining Unit members must formally adopt resolutions from their Bargaining Unit. All Resolutions must be submitted to the Executive Board by February 1, 2017. The Local will distribute the resolutions to the membership no less than 30 days before the Convention, so that the members and the delegates can discuss them in advance of Convention. Delegates can, with the permission of the Executive Board, bring Special Resolutions at the Convention that deal with immediate and pressing matters.

COMPLETED RESOLUTION EXAMPLE

SCHOLARSHIPS

WHEREAS education strengthens one's knowledge base and provides new skills and perspectives

WHEREAS the cost to obtain a post-secondary education is consistently on the rise in Canada

WHEREAS COPE Local 343 is committed to empowerment through education

THEREFORE BE IT RESOLVED that the Local pursue the creation of three scholarships to encourage members and their children to obtain a post-secondary education, including but not limited to trade schools, colleges and universities.

THEREFORE BE IT FURTHER RESOLVED that each scholarship will have a value of up to $1000.

Submitted by the Executive Board of COPE Local 343