



## Attention all Chief Stewards, Stewards and Bargaining Unit Chairs

### We're pleased to announce the COPE Local 343's Biennial Convention

**When: Saturday, April 13 & Sunday, April 14, 2019**

**Where: InterContinental Hotel Toronto Centre  
225 Front Street West, Toronto, ON M5V 2X3**

#### **DELEGATE ENTITLEMENT AND REGISTRATION PROCESS**

For Bargaining Units of five or more members as per Article 12—Delegate Entitlement, Unit's must hold elections for Unit Officers, and Convention Delegates. Following your Unit's elections, please ensure that the Bargaining Unit Registration Form is filled out and submitted to the Local by Friday, February 22, 2019.

Individual's who are elected to represent their Unit at convention must also fill out the Delegate Registration Form, which can be found online at [www.goo.gl/forms/rtHldWt2wQeCywNc2](http://www.goo.gl/forms/rtHldWt2wQeCywNc2). Please provide this link to each delegate and ensure that they register by Friday, February 22, 2019.

For Bargaining Units of four members or fewer, there are eight Delegates elected to represent the General Unit. If interested, members must submit their name, Bargaining Unit, phone number and email to the Local at [office@cope343.com](mailto:office@cope343.com) by Friday, February 22, 2019. If more than eight General Unit members submit their names, an election will be held. If eight or fewer members submit their names, the Local will notify the General Unit members of their automatic delegate status and provide them with the registration link and deadline.

Every Unit is entitled to send one Youth Member, aged 30 and under, as part of their delegation to Convention. In addition to this, there are five Youth Member spots available. Please advise Youth Members who aren't elected to represent your Unit and are interested in attending to submit their name, Bargaining Unit, phone number and email to the Local at [office@cope343.com](mailto:office@cope343.com) by Friday, February 22, 2019. An election will be held if more than five Youth Members express interest. Otherwise, the Local will notify the Youth Members of their automatic delegate status and provide them with the registration link and deadline.

Following the delegate registration deadline, individual packages will be forwarded to each convention delegate, which will include convention details such as the agenda, resolutions, etc.

#### **RESOLUTIONS AND CONSTITUTIONAL AMENDMENTS**

As per Article 6.2, the deadline to submit resolutions or constitutional amendments to the Executive Board is Friday, February 1, 2019. Included is a "Quick Guide to Resolutions" which can help your Unit with drafting resolutions and/or constitutional amendments. Units must pass a motion to submit the resolutions before submitting them to the Local.

Proposed resolutions and constitutional amendments will be distributed to delegates at least 30 days in advance of the convention and posted on the Local's website.

If you have any questions regarding any of the above, please do not hesitate to contact our office by phone at 416.703.4448 or toll-free at 1.888.224.5553, or by email at [office@cope343.com](mailto:office@cope343.com).

Looking forward to seeing folks out at our Local's 2019 Convention!

In solidarity,  
COPE Local 343, Executive Board



**COPE LOCAL 343 BIENNIAL CONVENTION 2019**

**BARGAINING UNIT REGISTRATION FORM**

The Bargaining Unit Registration Form must be returned to the Local by email at office@cope343.com or by fax 416.703.8520 by Friday, February 22, 2019.

Individual delegates must also fill out the online Delegate Registration Form by Friday, February 22, 2019: [www.goo.gl/forms/rtHldWt2wQeCywNc2](http://www.goo.gl/forms/rtHldWt2wQeCywNc2)

Bargaining Unit: \_\_\_\_\_

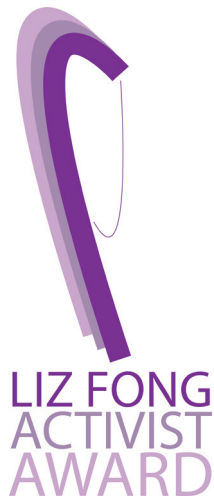
Size of unit	Delegate allotment	Member's name	Personal number	Personal email
<b>5–9 Members</b>	1 Chairperson			
	1 Youth Member			
<b>10–24 Members</b>	1 Chairperson			
	1 Recording Officer			
	1 Youth Member			
<b>25–49 Members</b>	1 Chairperson			
	1 Vice-Chair			
	1 Recording Officer			
	1 Youth Member			

## BARGAINING UNIT REGISTRATION FORM (cont'd)

Bargaining Unit: \_\_\_\_\_

Size of unit	Delegate allotment	Member's name	Personal number	Personal email
<b>50–99 Members</b>	1 Chairperson			
	1 Youth Member			
	1 Recording Officer			
	1 Additional Officer			
	1 Youth Member			
<b>100–199 Members</b>	1 Chairperson			
	1 Vice-Chair			
	1 Recording Officer			
	1 Additional Officer			
	1 Additional Officer			
	1 Youth Member			





IN HONOUR OF HER SERVICE TO THE MEMBERSHIP AND THE LABOUR MOVEMENT, COPE LOCAL 343 ESTABLISHED THE LIZ FONG ACTIVIST AWARD. AS AN ACTIVIST INVOLVED IN THE LOCAL FOR DECADES, AND THE LONGEST SERVING PRESIDENT OF LOCAL 343, LIZ FONG TIRELESSLY FOUGHT FOR THE MEMBERS AND FOR WORKERS' RIGHTS. THE LIZ FONG ACTIVIST AWARD HONOURS THIS SPIRIT AND SEEKS TO HIGHLIGHT THE FANTASTIC ACTIVISM CARRIED OUT BY OUR MEMBERS IN THE MOVEMENT AND IN THEIR COMMUNITIES.

**TO NOMINATE** someone for the award, the nominator must be an active member of Local 343 in good standing. Please fill out the attached form and include any supplemental materials such as letters of support. Local 343 strongly believes in being involved not only in the movement but also in the communities we belong to. As such, activism in both the labour movement and/or grassroots, community-based activism will be considered.

**FOLLOWING THE NOMINATION DEADLINE**, the Executive Board will review the nominations and decide on who will receive the award. The recipient of the award will receive a token commemorating their achievement, have their name added to a plaque that hangs at Local 343's office as well as be presented with the award at the 2019 convention.

**NOMINATION DEADLINE: March 13, 2019\***  
**(\*POSTMARKED BY IF SENT BY MAIL OR COURIER)**

Completed nomination forms can be sent by email, with the subject line "2019 Liz Fong Activist Award Nomination", to [office@cope343.com](mailto:office@cope343.com), or, by mail or courier to:

Liz Fong Activist Award  
c/o COPE Local 343  
555 Richmond St. West  
Box 1202, Suite 1108  
Toronto, ON M5V 3B1

**THE NOMINATION FORM CAN BE FOUND AT [WWW.COPE343.COM](http://WWW.COPE343.COM)**







**PART B: NOMINATOR**

Full name: \_\_\_\_\_

Address (town, city, province): \_\_\_\_\_

Postal code: \_\_\_\_\_ Email: \_\_\_\_\_

Contact #: \_\_\_\_\_ Bargaining Unit: \_\_\_\_\_

Nominator's signature: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

# A Quick Guide to Resolutions





At the upcoming COPE Local 343 Convention, 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 officially started its scholarship program and have awarded multiple scholarships since. **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