

# RESOLUTIONS TO CUPE NATIONAL CONVENTION

## What is the process for submitting resolutions?

- Resolutions and proposed constitutional amendments must be submitted by **JULY 9<sup>th</sup>, 2019** at the latest.
- Each resolution must be signed by the president and the secretary.
- Resolutions submitted by either fax or email will be accepted as long as the deadline date is respected and **each** resolution bears the required signatures.
- Please submit resolutions only once. It is not necessary to mail in your submissions if they have already been faxed or emailed with the required signatures.
- Address the envelope to:  
CUPE Convention Resolutions  
1375 St. Laurent Blvd,  
Ottawa ON K1G 0Z7

## What should resolutions contain, and how should they look?

Resolutions should:

- Be sent on the official letterhead of your organization.
- Be typed whenever possible.
- Have the official seal or stamp of your organization, if you have one.
- Explain why your organization is submitting the resolution.
- Explain what your organization wants done.
- Be no longer than 200 words.
- Cover new issues or change current policies.

## Clear language format

**CUPE** Local 7777 President J.A. Smith Recording Secretary P.T. Jones

CUPE NATIONAL WILL:

1. Encourage all chartered organizations to use the recommended format for resolutions; and
2. Encourage chartered organizations to keep resolutions at 200 words or fewer.

BECAUSE:

- Convention runs smoother when resolutions are worded and laid out correctly; and
- The Resolutions Committee needs proper signatures to know the resolution comes from a chartered organization; and
- CUPE has to translate, print and process more than 300 resolutions.

SUBMITTED BY CUPE LOCAL 7777

J.A. Smith, President

P.T. Jones, Secretary

Canadian Union of Public Employees

Affix Union Seal Here

Typed on letterhead

“WILL” sections call for action you want convention to take

“BECAUSE” sections give reasons

Organization

Signature of president

Signature of secretary

Seal of organization (if you have one)

## Why is CUPE inviting resolutions in clear language format?

- The National Executive Board is encouraging organizations to submit resolutions in clear language format. The CUPE National Literacy Committee also recommends clear language resolutions.
- Traditional resolution format uses words like *Whereas* and *Therefore be it resolved*. Such words are unfamiliar and confusing to some members, especially new delegates.
- Using simple words like *will* and *because* helps delegates understand the resolution.
- We want to take all steps possible to encourage participation in convention.

## What are some other ways to make resolutions clear?

- Cover only one main issue per resolution.
- Use sentences that are clear, direct and short.
- Use words that your readers will easily understand – avoid jargon and acronyms.
- Be specific in what you want to see happen: what you want to change, how you want it to be done, who you want to do it, when you want it to happen.

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