



RESOLUTIONS

IMPORTANT INFORMATION WHEN SUBMITTING RESOLUTIONS FOR CONVENTION

Please read the convention call as it directly quotes the rules for submitting resolutions as set out in the Constitution. This guideline sheet is to assist in clarifying this procedure.

- a) Each resolution must have two original signatures – the presiding officer and the secretary;
- b) The name of the Local submitting the resolution should be on **each** resolution submitted;
- c) Each resolution should be submitted on a separate sheet of paper, deal with one subject and contain not more than one hundred and fifty (150) words;
- d) Resolutions can be sent by mail or by fax.
 - When sent by fax, it is the responsibility of the sender to make sure it is sent to the correct fax number.
 - No originals are required to be mailed when resolutions are faxed provided they are clear.
 - All resolutions should be sent to Rh'ena Oake (Secretary) fax number (403) 228-3533.
 - Resolutions submitted by e-mail must be in PDF format and include the presiding officer and secretary's signatures.

DEADLINE

- The deadline date to **RECEIVE** resolutions is January 28, 2008.

SUBMITTING RESOLUTIONS

- When submitting resolutions, they should be submitted well in advance of the deadline date so that if there is a problem with non-compliance, there is sufficient time to rectify it. Should resolutions be faxed on the last day and are in compliance, there is no time to return them and have them corrected.



RESOLUTIONS: Clear language is the way to go!

In the union movement, much of our written material is technical and complex. Our collective agreements, constitutions, training courses, etc., may use language which limits understanding and access by too many of our members. Convention resolutions are no exception. There is a better way – clear language.

Why use the clear language format for resolutions?

The traditional method of writing resolutions can be unfamiliar, especially to those who are new to how decisions are made at union conventions. Words and phrases like *Whereas*, *Therefore be it resolved* and *Be it further resolved* can sound awkward and strange because they are not part of the way we usually speak.

As part of an effort to promote more effective communications with our members, the CLC and several affiliated unions and federations of labour have adopted a clear language format as the preferred way to submit resolutions to convention. While both traditional and clear language formats for writing resolutions will be accepted at the 2008 CUPE Alberta Convention, we are encouraging unions to use the clear language format.

How do I write a clear language resolution?

When writing your resolution, say:

1. **WHAT** you want to see happen (what you want to change, who you want to do it, when you want it to happen, how you want to do it, where the change will be, etc.)

and then list the reasons:

2. **WHY** this is a good idea or necessary. (The impact the change will have, how it addresses certain problems, perhaps some history or context, etc.)

try using the words *will* and *because* as in:

- CUPE Alberta will....
- Because...



Are there other ways to make my resolution clear?

Here are some helpful hints to make your resolution clear and well understood:

- Use words that your readers will easily understand,
- Use sentences that are clear, direct and short,
- Include only one main idea per resolution,
- Avoid too many facts, statistics, jargon and acronyms, and
- Remember that 150 words is the maximum length.

What does the Clear Language format for resolutions look like?

Here is an example:

CUPE Alberta will encourage unions to submit resolutions to Convention in a clear language format.

Because the actions proposed will be better understood by convention delegates.

Because clear language is a valuable way to help union members feel included by the labour movement.

Because the clear language format makes sense: we start with what we want, then we back it up with our reasons.

As you prepare your resolutions, we hope that you will join us in our efforts to make CUPE Alberta programs and communications more inclusive and accessible to our union members.



/d/lmac/ajs/cope #491

Credit to the Canadian Labour Congress
Resolutions: clear language is the way to go!
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