



Calgary 2015

CUPE Alberta Division Convention  
March 18 - 20, 2015  
Website: alberta.cupe.ca

## 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.



# ADVANCE NOTICE

REGISTRATION FEE FOR EACH DELEGATE OR OBSERVER:  
\$250 PRIOR TO FEBRUARY 27, 2015 OR \$325 AFTER FEBRUARY 27, 2015

### Resolutions and proposed constitutional amendments

Resolutions and proposed constitutional amendments must be sent NO LATER THAN **January 31, 2015**. Please refer to the following pages for resolution format and recommended procedures.

### Advance notice

The official call for the 65th CUPE Alberta Division Convention (along with credential forms) will be mailed to you in **December 2014**. This advance notice of the convention is being sent simply to allow your organization to plan accordingly.

### Time and place

The convention will be held **March 18 - 20, 2015** (Wednesday to Friday) at the **Sheraton Cavalier Hotel and Conference Centre located at 2620-32<sup>nd</sup> Ave NE Calgary, Alberta T1Y 6B8**  
Reservations: 403-291-0107  
Other accommodations:  
**Executive Royal Hotel**  
**2828 – 23<sup>rd</sup> St NE**  
**Calgary, Alberta T2E 8T4**  
Reservations: 403-291-2003

### A Full Three (3) days and more!

Each chartered organization is urged to ensure that enough leave of absence is requested for each delegate so that they will be able to complete the business of the convention on the final day.

Convention takes place over a **FULL THREE (3)**

**DAYS**. Education Day will

take place on Tuesday, March 17th, the day before convention opens. Participation

in the workshops is optional and an additional **\$30** fee is required to attend.

### Plan ahead

Since the official call cannot be sent out prior to December, we urge your organization to elect delegates as soon as possible. Because credentials must reach the Division before the start of convention it is advisable to hold elections and send credentials to the Division as soon as you receive them.

Please note that registration for the division convention will not open until AFTER the official call & credential forms are distributed.

### Eligibility

Representation shall be based upon the average membership over the preceding year. Delegate entitlement shall be: two delegates for the first 100 members and one delegate for each additional 100 or fraction thereof. Credentials are not transferable. Affiliated District Councils, Council of Unions and Provincial Council of Unions shall be entitled to two delegates. The Chairperson of a Divisional Occupation Group may have delegate status on behalf of the Committee if they are not already a delegate representing any of the aforementioned groups. Please refer to Article 10 of the CUPE Alberta Division Constitution.



## RESOLUTIONS:

### IMPORTANT INFORMATION WHEN SUBMITTING RESOLUTIONS FOR CONVENTION

The convention call must be read 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, email or 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.
  - \* Resolutions are acceptable when submitted by email provided they meet the requirements in a), b) and c).
  - \* All resolutions should be sent to: **Scott Cush, Recording Secretary:**  
300, 10235 124th St NW  
Edmonton, AB T5N 1P9  
or by fax to: (780) 489-2202  
or by email to: cupe.alberta.secretary@gmail.com

## DEADLINE

- \* The deadline date to **SUBMIT** resolutions is **January 31, 2015**.

## 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 or emailed on the last day and they are not 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. At the 2011 CUPE Alberta Division 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.....