**Title:**

**Subject:**

**Submitting Body**

**Language of Origin:**

Resolution: (If you require more space, resolution(s) can be submitted on a separate sheet, but must be attached to a copy of this form duly signed to be accepted)

**WHEREAS**:

**BE IT RESOLVED**:

 Certification:

We attest that the above resolution was adopted at a properly constituted official meeting of this submitting body, held on \_\_\_\_, 20\_\_\_\_.

|  |  |
| --- | --- |
| Name of Presiding Officer or President of the Local | Signature of President Officer or President of the Local |
|  |  |
| Name of Secretary of Meeting or Secretary of the Local | Signature of Secretary of Meeting or Secretary of the Local |
|  |  |

**Instructions for completing the Resolution Submission Form**

1. **Submitting Body**: Enter the name of your submitting body. Submitting bodies can be Locals or any official national, regional or district meeting of members. The National Executive may also submit resolutions.

2. **Resolution**: When entering the wording of the resolution, an indication should be given as to why the resolution is necessary. This is done by providing an explanation at the introduction of the wording. For example, a typical resolution would be worded as follows:

**Whereas** monies used for Regional Presidents’ Conference are national; and

**Whereas** financial accountability and transparency is a key priority of CEIU**;**

**Be it resolved** that it be CEIU policy not to forward any future monies unless a financial statement properly verified has been received by National Office.

3. **Certification:** The Presiding Officer and Secretary of the meeting, or the President and Secretary of the Local, must sign the form to indicate that the resolution was adopted by the properly constituted meeting. Without these signatures, the resolution will not be accepted.

4. Send your typed WORD version resolution form (Arial 14 font) and scanned signatures by email to oninfo@ceiu-seic.ca no later than the deadline date of **Sunday, August 3rd, 2025, by 11:59 PM EDT.** Resolutions from a prescheduled CEIU Ontario District or Equity Conference will be accepted up to **Sunday, August 17th, 2025, by 11:59 PM EDT.**