



## RESOLUTIONS AT A GLANCE

Resolutions should be accepted at a meeting of the recognized body with the motion noted in the minutes. A copy of the minutes may be requested.

- ☐ Please limit your resolution to a maximum of 150 words.
- ☐ Resolutions can be submitted in either the traditional or clear language format (please see the following examples of the two formats).
- ☐ Submitted resolutions should not include any special formatting such as boxes or drawings.

### What are resolutions?

Resolutions are proposals put forward at conventions to develop new positions on various issues or to change existing positions or policies. Resolutions usually provide explanations or rationales outlining a particular position and then the resolve is focused on the solution or outcome desired.

Resolutions can be written in two formats; the ***traditional format*** using “Whereas”, to state the problem and “Be it resolved” to state the solution, or the ***plain language format*** using “The PSAC will,” to state the solution”, followed with a “Because,” to state the problem (see sample resolutions).

- In writing resolutions always consider what you want to change with the resolution, and when you want that change to occur.
- The solution or action identified in the resolution must fall within the jurisdiction of that convention. For example, a Component convention would not be able to implement a resolution that gives direction to a Regional Women’s Committee.
- Resolutions about bargaining demands are out of order. The PSAC has other constitutional processes for bargaining demands.



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- If a resolution is calling for action in a specific local OR committee it is better dealt with at the local or committee level and would not usually be considered appropriate business for a convention.
- If you want to change the bylaws of the region, a Component or the PSAC Constitution, the resolution must be submitted to the appropriate convention because only conventions have the authority to change the constitution or regional/Component bylaws.
- Often, only a small percentage of resolutions submitted to convention get prioritized by committee and debated on the convention floor. It is important therefore to be strategic about the number of resolutions you submit to ensure your priorities are emphasized for convention committees.
- Those resolutions not debated at convention get referred to the appropriate bodies for follow-up (*i.e. Component or Regional Council Executives; National Board of Directors; Standing Committees, etc.*). No resolutions calling for a dues increase can be adopted after convention.

### How to write resolutions.

Resolutions should be kept simple, stating the problem and the solution with enough information to identify how the resolution could be implemented.

### How do resolutions get to the conventions?

At the local union level, resolutions can be developed and tabled for discussion at a local meeting. If a majority of the members agree with the resolution and it is adopted, then the resolution can be sent to the appropriate body for handling.

Each convention call sent out in advance of a convention sends requests for resolutions and provides the deadline date for the submission of these



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resolutions. Resolutions are usually grouped according to topic. In the case of the PSAC convention, there is a pre-convention meeting where the resolutions are reviewed by the appropriate committee.

There are by-laws governing this process that establish who has the authority to submit resolutions to its convention

## A GOOD RESOLUTION...

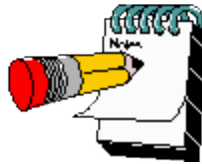
- ☒ uses clear simple wording;
- ☒ is concise and focused – respects the word limit (i.e. 150 words for the PSAC Convention)
- ☒ deals with just one topic (problem) and has one major objective;
- ☒ clearly identifies the problem;
- ☒ specifically outlines the required action;
- ☒ builds in accountability i.e. deadlines, who will be responsible for implementing the proposed action, what resources will be required;
- ☒ ensures the action proposed is within the jurisdiction of the organization to implement;
- ☒ isn't something that is constitutionally dealt with in another way (i.e. bargaining demands)



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- ☑ allows for flexibility in implementation - it's the end result that accounts;
- ☑ is submitted on time (is not a late resolution);
- ☑ isn't about something that is already enacted;
- ☑ applies the WHO, WHAT, WHEN, WHY and HOW test.

### RESOLUTIONS Writing – Initial Process



**When utilizing the resolution route to address an issue;**

**Identify the problem(s)/issue(s) being addressed, and the solution(s) that this resolution deals with prior to attempting to draft the resolution.**

**PROBLEM(S) / ISSUE(S)**

**SOLUTION(S)**



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### Good Example of a Resolution in Traditional Format

#### **TITLE: MEMBERSHIP RIGHTS: EXPANDING THE DEFINITION OF DISCRIMINATION**

**WHEREAS** human rights have evolved and expanded since Section 5 of the PSAC Constitution was last amended; and

**WHEREAS** family status, social and economic class, and gender identity are recognized as prohibited grounds of discrimination in human rights legislation in at least some jurisdictions in Canada; and

**WHEREAS** PSAC has adopted an expansive definition of human rights and has taken leadership positions to protect members from discrimination based on family status, gender identity and social and economic class:

**BE IT RESOLVED THAT** Section 5 (b) of the PSAC Constitution dealing with Membership Rights be amended as follows to include family status, social and economic class and gender identity among the enumerated grounds against which members are protected from discrimination:

#### *SECTION 5 MEMBERSHIP RIGHTS*

Every member in good standing as defined in Section 5, Sub-Section (2) is entitled:

- (b) to be free from any act or omission on the part of the Union, or other members, that would discriminate against the member on the basis of age, sex, colour, national or ethnic origin, race, religion, marital status, family status, criminal record, physical or mental disability, sexual orientation, gender identity, language, political belief, social and economic class or employer;



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**Good example of a resolution in clear language format:**

### **ACTION ON CLIMATE CHANGE**

**The PSAC will** take a firm position in favour of public services as a necessary part of the global response to climate change and global warming, and will speak out for investments and public services in key sectors including water, energy, waste management, affordable and energy efficient housing, sustainable agriculture, public transit, health care, and environmental regulation as part of the solution; and

**The PSAC will** support those public sector workers who are on the front lines of climate change work; and

**The PSAC will** provide tools to educate our members and the general public on the global warming crisis, the environmental impacts and the importance of taking action **now**; and

**The PSAC will** highlight the specific impacts of climate change on First Nations, Inuit and Métis peoples;

**Because** the evidence on the destructive impacts of climate change is overwhelming; and

**Because** global warming is a Union issue.  
Workplace.