

ADVANCE NOTICE

**REGISTRATION FEE FOR EACH DELEGATE,
ALTERNATE DELEGATE OR OBSERVER – \$175**

Resolutions and proposed constitutional amendments

Resolutions and proposed Constitutional Amendments must be sent **BEFORE JULY 4TH, 2005**. All chartered organizations and all delegates registered by August 19th will be sent a copy of the Convention resolutions book 30 days prior to the Convention. **PLEASE REFER TO THE FOLLOWING PAGES FOR RESOLUTION FORMATS AND RECOMMENDED PROCEDURES.**

Advance notice

The Official Call for the 22nd regular CUPE National Convention (along with credential forms) will be mailed to you by **JULY 4TH**. 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 **OCTOBER 3RD TO 7TH** (Monday to Friday) at the Winnipeg Convention Centre, Winnipeg, Manitoba.

Registration will begin Sunday afternoon, October 2nd.

A full five 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 National Convention on the final day without having to leave early.

The Convention will take place over five full days. Also, as in previous years, several national sectoral meetings of delegates will take place on Sunday, October 2nd, the day prior to the start of Convention. These meetings will involve the following sectors: municipalities, school boards, health care, child care, post-secondary education, libraries, utilities, water and wastewater, paramedics/emergency, and social services. Participation in these meetings is optional and an additional \$35 registration fee is required to attend.

Plan ahead

Since the Convention Call cannot be sent out prior to July, we would urge your organization to elect delegates as soon as possible. Because credentials must reach the National Office by **AUGUST 17TH, 2005** and since most chartered organizations do not meet during the summer months, it is advisable to hold elections now and send credentials to the National Office as soon as you receive them.

In order to assist your organization with advance planning, information on travel and accommodations is enclosed.

Please bear in mind, however, that registration for the National Convention will not open until AFTER the official Convention Call and credential forms are distributed in July.

Eligibility

Article 6.5 of the CUPE Constitution provides that local union representation at the National Convention shall be based on the paid-up membership (including Rand Formula payees) on the average number of members for the twelve-month period July 2004 to June 2005.

Child care

On-site child care facilities will be available during convention week. Details will be provided with the official Convention Call.

Persons with a disability

In accordance with CUPE policy, arrangements will be made to provide services to persons with a disability to allow them to participate fully in the Convention. In order that we may accommodate the special needs of a person with a disability, please complete the form which will be enclosed with the Official Call.

Election candidates

CUPE's policy adopted at the 2003 National Convention restricts campaign material for candidates standing for election to one pre-convention leaflet and one convention leaflet, poster and button.

Delegates standing for election may obtain CUPE's policy by presenting themselves at CUPE's on-site Convention Office.

Convention assistance fund

A convention assistance fund was established by the 1991 Convention to assist less affluent local unions to participate in national conventions. Guidelines and an application form are enclosed. Locals wishing to apply for possible assistance must fulfill all of the eligibility requirements and submit their application to be received by the National Office no later than **June 10th**.

Resolutions to CUPE National Convention

What is the process for submitting resolutions?

Resolutions and proposed Constitutional Amendments must be submitted before July 4th, 2005. They must be signed by the President and Secretary.

Address the envelope to:
CUPE Convention Resolutions,
21 Florence Street,
Ottawa, Ontario, K2P 0W6



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.

Resolutions can be presented in clear language format or traditional format.

Clear language format

	Local 7777	President J.A. Smith	Recording Secretary P.T. Jones	Typed on letterhead
CUPE NATIONAL WILL:				"WILL" sections call for action you want Convention to take
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:				"BECAUSE" sections give reasons
• 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				Organization
J.A. Smith, President				Signature of President
P.T. Jones, Secretary				Signature of Secretary
Canadian Union of Public Employees				Seal of organization
				

Delegate allotment

Representation at this National Convention shall be in accordance with Article 6.4 of the CUPE Constitution:

Local Unions

Up to 100 members	1 delegate
101 to 200 members	2 delegates
201 to 500 members	3 delegates
501 to 1000 members	4 delegates
1001 to 1500 members	5 delegates
1501 to 2000 members	6 delegates
2001 to 2500 members	7 delegates
2501 to 3000 members	8 delegates


for each additional 500 members or portion thereof 1 additional delegate

Provincial Divisions	1 delegate
District Councils	1 delegate
Service Divisions	1 delegate
Provincial Councils of Unions	1 delegate
Councils of Unions	1 delegate

Each chartered organization entitled to representation at Convention shall also be entitled to **one** alternate delegate.

*in either
at, as shown below.*

Traditional format

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

WHEREAS properly worded and set-up resolutions allow for a smoother CUPE National Convention; and

WHEREAS resolutions must contain the proper signatures if the Resolutions Committee is to know that they are truly resolutions submitted by chartered organizations; and

WHEREAS several hundred resolutions and proposed constitutional amendments must be processed (translated, printed, etc.) by CUPE's administration;

THEREFORE BE IT RESOLVED that all chartered organizations be urged to follow the recommended format; and


BE IT FURTHER RESOLVED that chartered organizations be urged to keep resolutions within a 200-word limit.

SUBMITTED BY CUPE LOCAL 7777

J.A. Smith, President

P.T. Jones, Secretary

Canadian Union of Public Employees



Why is CUPE inviting resolutions in clear language format?

- The National Executive Board has decided to encourage organizations to submit resolutions in clear language format. The CUPE National Literacy Reference Group 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* will help 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.

**e-mail: convention@cupe.ca
internet: www.cupe.ca**