

## ADVANCE NOTICE

### REGISTRATION FEE FOR EACH DELEGATE, ALTERNATE DELEGATE OR OBSERVER – \$190

#### Resolutions and proposed constitutional amendments

Resolutions and proposed constitutional amendments must be sent **NO LATER THAN AUGUST 2, 2011**. All chartered organizations will be sent a copy of the convention resolutions book 30 days prior to the convention. **PLEASE REFER TO THE FOLLOWING PAGES FOR RESOLUTION FORMAT AND RECOMMENDED PROCEDURES.**

#### Advance notice

The official call for the 25<sup>th</sup> CUPE National Convention (along with credential forms) will be mailed to you by **AUGUST 2<sup>nd</sup>**. 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 31<sup>st</sup> TO NOVEMBER 4<sup>th</sup>** (Monday to Friday) at the Vancouver Convention Centre, Vancouver, B.C.

Registration will begin Sunday afternoon, October 30<sup>th</sup>.

#### 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 days. Also, as in previous years, several national sectoral meetings will take place on Sunday, October 30<sup>th</sup>, 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, energy, water and wastewater, paramedics/emergency, and social services. Participation in these meetings is optional and an additional \$40 registration fee is required to attend.

#### Plan ahead

Since the official call cannot be sent out prior to August, we would urge your organization to elect delegates as soon as possible. Because credentials must reach the national office by **SEPTEMBER 16, 2011** 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 note that registration for the national convention will not open until AFTER the official call and credential forms are distributed in August.**

#### 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 2010 to June 2011.

#### Convention Youth Council and Child Care

Information about the Convention Youth Council, a week-long education program for youth aged 9 to 14, is enclosed. More details and application forms for both the youth council and on-site child care will be provided with the official call mailed to you by August 2<sup>nd</sup>.

#### 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 once at the convention site. 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.

#### National Convention and National Events Assistance Fund

In 2007, delegates expanded the original National Convention Assistance Fund of 1991 to include assistance for national events.

One goal of the fund is to provide assistance to 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 17<sup>th</sup>**.

#### 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

<b>Provincial divisions</b>	1 delegate
<b>District councils</b>	1 delegate
<b>Service divisions</b>	1 delegate
<b>Provincial councils of unions</b>	1 delegate
<b>Councils of unions</b>	1 delegate
<b>Airline Division components</b>	1 delegate per airline

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

## RESOLUTIONS TO CUPE NATIONAL CONVENTION

#### What is the process for submitting resolutions?

- Resolutions and proposed constitutional amendments must be submitted by **AUGUST 2, 2011** at the latest.
- Each resolution must be signed by the president and the secretary.
- Resolutions submitted by either fax or email will be accepted as long as the deadline date is respected and that **each** resolution bears the required signatures.
- Please submit resolutions only once. It is not necessary to mail in your submissions if they have already been faxed or emailed with the required signatures.
- Address the envelope to:  
CUPE Convention Resolutions  
1375 St. Laurent Blvd,  
Ottawa ON K1G 0Z7

#### 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.

#### Clear language format

The diagram shows a sample resolution letterhead with the following elements and annotations:

- CUPE** logo, Local 7777, President J.A. Smith, Recording Secretary P.T. Jones: **Typed on letterhead**
- CUPE NATIONAL WILL:
  - Encourage all chartered organizations to use the recommended format for resolutions; and
  - Encourage chartered organizations to keep resolutions at 200 words or fewer.**"WILL" sections call for action you want convention to take**
- BECAUSE:
  - 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.**"BECAUSE" sections give reasons**
- SUBMITTED BY CUPE LOCAL 7777: **Organization**
- J.A. Smith, President: **Signature of president**
- P.T. Jones, Secretary: **Signature of secretary**
- AFSA Union Seal Here: **Seal of organization (if you have one)**

#### 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 Working 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.