### **RESOLUTIONS TO CUPE NATIONAL CONVENTION**

# What is the process for submitting resolutions?

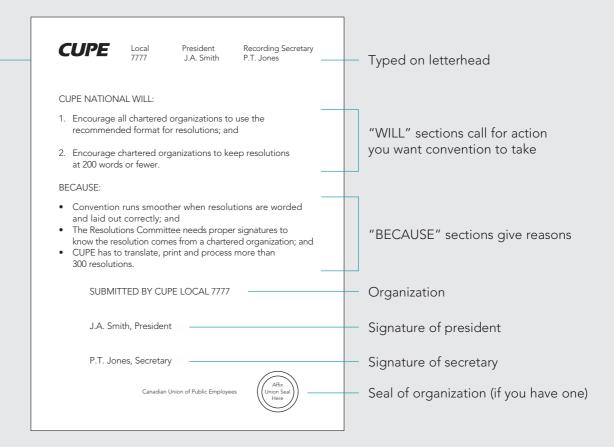
- Resolutions and proposed constitutional amendments must be submitted by JULY 9<sup>th</sup>, 2019 at the latest.
- Each resolution must be signed by the president and the secretary.
- Resolutions submitted by either fax or email will be accepted as long as the deadline date is respected and each resolution 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



# Why is CUPE inviting resolutions in clear language format?

- The National Executive Board is encouraging organizations to submit resolutions in clear language format. The CUPE National Literacy Committee 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 helps 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.

email: convention@cupe.ca web: cupe.ca

