

# RESOLUTIONS TO CUPE NATIONAL CONVENTION

## What is the process for submitting resolutions?

- Resolutions and proposed constitutional amendments must be submitted by **JULY 4<sup>th</sup>, 2017** 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

The diagram shows a template for a resolution letterhead. At the top left is the **CUPE** logo. To its right are the fields: Local 7777, President J.A. Smith, and Recording Secretary P.T. Jones. A bracket on the right side of this header area is labeled "Typed on letterhead". Below the header, the text "CUPE NATIONAL WILL:" is followed by two numbered points. A bracket on the right side of these points is labeled "'WILL' sections call for action you want convention to take". Below this, the text "BECAUSE:" is followed by three bullet points. A bracket on the right side of these points is labeled "'BECAUSE' sections give reasons". Further down, the text "SUBMITTED BY CUPE LOCAL 7777" is shown. Below that are two lines for signatures: "J.A. Smith, President" and "P.T. Jones, Secretary". Brackets on the right side of these lines are labeled "Organization", "Signature of president", and "Signature of secretary" respectively. At the bottom right is a circular seal with the text "Affix Union Seal Here". A bracket on the right side of this seal is labeled "Seal of organization (if you have one)".

## 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.

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web: [cupe.ca](http://cupe.ca)