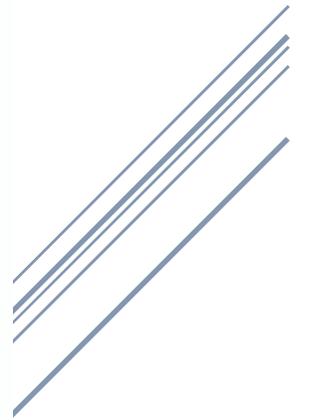


THE RESOLUTION PROCESS



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A Resolution is a proposal on future policies, programs, or procedures of the Confederation of Canadian Unions, formally presented to Convention for discussion and adoption.

The primary purpose of the Convention is to provide affiliate members with an opportunity to bring forward their ideas on how to improve the Union.

Members are invited to submit resolutions to their local delegates/union office of an affiliate member of the Confederation of Canadian Unions. Each affiliate maintains jurisdiction on how they present a resolution to the Executive Board for consideration, but must follow our constitution:

Article VII Section 7 Resolutions

- a. Resolutions to the convention may be submitted from any affiliated union or the executive board.
- b. Resolutions must be submitted to the Secretary no later than twenty-one (21) days prior to the commencement of the convention.
- c. Resolutions dealing with emergency situations may be submitted by a delegate to the convention, with approval of a majority of the delegates present.
- d. The Officers of the CCU/CSC may submit resolutions at convention.
- e. The Secretary shall distribute the resolutions to the affiliates no later than ten (10) days prior to the convention.
- f. There shall be a resolutions committee composed of one delegate to be elected or appointed from each affiliated union.
- g. All resolutions submitted to the convention shall be discussed by the resolutions committee, which shall then submit a recommendation to the convention. The resolution committee shall also determine the order in which the resolutions will be heard at convention.
- h. There shall be a credentials committee (normally the Trustees) who shall be responsible for registering delegates, alternates, and observers, and distributing convention kits. The credentials committee shall also be responsible for reporting the number of delegates, alternates, observers and guest attending the convention.

RESOLUTIONS COMMITTEE

Each Confederation of Canadian Unions affiliate will have one member represent them on the Resolutions Committee. Each affiliate will nominate their committee member on the delegate form prior to convention.

The Resolutions Committee will meet on the Saturday (or at another time agreeable by committee members) prior to convention. The committee will elect a chairperson and a recording secretary. It will be the chairperson's responsibility to lead and present resolutions to this group for discussion. The chairperson may require assistance from the executive board on certain resolutions, i.e. financial impact of a resolution, this is permissible. However, no documents or guests should be used to influence or delegitimize the outcome of any resolution.

The recording secretary will document the discussion for referral to convention delegates as for the reasonings behind the committee's recommendations of acceptance or rejection of submitted resolution.

The committee will examine each resolution very carefully to decide whether they believe adoption would be in the best interest of the Confederation of Canadian Unions as a whole. They examine the resolution with respect to how it aligns or conflicts with other articles in the constitution.

If they think the resolution should be adopted, they recommend acceptance. If not, they recommend rejection.

During convention, the resolutions chairperson presents each resolution to the convention floor and assigns the order in which they are presented to convention delegates. The chairperson, as a delegate, has voting rights. The President will chair and make rulings on convention.

The Confederation of Canadian Unions is, in some ways, similar to parliament but there are important differences.

The main difference is parliament has at least two sides, the government's position and that of their opposition.

Even if we disagree – we are all on the same side.

When we make policy decisions, we try to adopt policies that we can all live with.

We try to avoid adopting any position that is supported by some people, but which others find totally unacceptable. If they truly cannot accept the position, it could weaken us all.

DELEGATE PREPARATION

A great deal of time can be wasted at convention if delegates are not adequately prepared. A convention is not the place to discover the pros and cons of all major issues for the first time. Ideally, you arrive at convention informed on the issues.

Also, try to discuss the issues with other delegates before convention. The more discussion that takes place before convention, the more likely we are to make good decisions at convention.

At the convention itself, you can discuss informally with other delegates before they are debated formally on the floor of convention.

Just because you are a first-time delegate, don't think you have nothing to offer. On the contrary, the very fact that you are new means you will be bringing new ideas and fresh insights.

Discuss issues that concern you and other members with other delegates. This helps everyone develop a broader perspective. Make sure it's a two-way street – talk and listen.

Conventions can be quite complicated. The process has been developed over many years to ensure a balance of democracy and efficiency. At times it might be hard to follow. If there is something going on that you don't understand, ask some of the more experienced delegates. They'll usually be pleased to explain things to you.

Convention is a wonderful opportunity to talk to people, discuss the issues, influence policy and learn. Make the most of it.

If you decide to address your fellow delegates from the floor of convention, you will find the following suggestions helpful.

- **Identify yourself.** Start by giving your name. This is needed for the minutes.
- Have a **clear objective.** You want to persuade others to support your position. State it very clearly at the beginning or end.
- **Organize** what you are going to say.
- **Speak in a clear, normal voice.**
- Expect to be nervous. Everyone is to some extent. Addressing a hundred people is bound to make you nervous. So, accept it. Having some "stage fright" when you speak will add life to your speech.

BOX HEADINGS	INSTRUCTIONS
<p>Constitution</p> <p>Policy</p>	<p>This is the section of the CCU Constitution you are addressing your resolution to. It may be amending a section or adding a new section or adding a new article to the existing Constitution.</p> <p>This is the section of the CCU Policy Manual you are addressing your resolution to. It may be adding additional policy to an existing policy or adding a new section to the policy manual.</p>
<p>New or Revision:</p>	<p>This box indicates to the Delegates at the Convention whether this is an addition to the constitution/policy or revisiting present wording that it is already included in the constitution/policy.</p>
<p>Submitted by:</p>	<p>Place your Affiliate name here.</p>
<p>Date:</p>	<p>The date that the Member completed resolution sheet and sent to Resolutions Committee.</p>
<p>Constitutional Item:</p>	<p>In this box provide a general description of what the resolution is about (refer to the headings in the policy manual).</p>
<p>Article</p>	<p>This is the Article name or number that is in the CCU Constitution.</p>
<p>Pros</p>	<p>In this box, describe the advantages your resolution will make to the Constitution. This will help Delegates to understand the merit of your resolution and what it brings to the CCU. It also advances the debate and gives Delegates some rationale in understanding the Resolution.</p>
<p>Cons</p>	<p>In this box describe some of disadvantages to your resolution and what impact it may have on the Constitution. This helps to inform Delegates of the whole picture and what negative impact a resolution may have on the Constitution.</p>
<p>Wording Recommendation:</p>	<p>In this box the Member can propose the words to be included in the Constitution.</p>
<p>Recommendation of the Committee:</p>	<p>Do not fill in this box. This box is used by the Committee at Convention.</p>



RESOLUTION SUBMISSION FORM

See instructions on page 4.

<input type="checkbox"/> Constitution or <input type="checkbox"/> Policy	<input type="checkbox"/> New or <input type="checkbox"/> Revised	Resolution # _____	Date:
Submitted By:			
Constitutional Item:			
Article: _____			
Policy Item:			
Policy: _____			
Pros:		Cons:	
Wording Recommendation:			
Recommendations of Resolutions Committee:			

It is important to remember that when delegates vote they are voting on the Resolution Committees' recommendation, **not on the resolution itself**. Delegates, new and experienced, sometimes find this confusing.

It is also important to remember all motions must be passed in the affirmative or accepted by convention delegates from the floor to be enacted into our policy manual.

Example: if the Resolutions Committee recommends rejecting the resolution but the convention floor rejects the Committees' recommendation the resolution must be re-motined and seconded on the convention floor and accepted when put to a vote.

Committee Recommendation	Delegate's Attitude to Resolution	Delegate Will Vote:
Accept	Agrees with the Resolution	In Favour of Recommendation
	Disagrees with the Resolution	Against Recommendation
Reject	Agrees with the Resolution	Against Recommendation
	Disagrees with the Resolution	In Favour of Recommendation

BOURINOT'S RULES OF ORDER

Bourinot's Rules are based on those used by the Canadian House of Commons and are employed by various Canadian unions and professional organizations.

Rules necessary to ensure free expression of opinion, to protect minority rights, to reach clear majority-supported decisions, and to keep debate relevant.

Changing the Rules to be carried out by committee recommendation, and requires notice of motion

Suspension of Rules only by unanimous consent

Notice of Meetings served well in advance should include day, time and place, as well as agenda, minutes and supporting documentation (for prior review)

The Presiding Officer (or chair) is to be the addressee of all remarks made

Absence of Presiding Officer should be anticipated by the selection of a deputy chair; in absence of both a chair is to be appointed *pro tem*

Duties of the Chair include facilitating progress of meeting, deciding all questions of procedure (subject to appeal), remaining impartial (in COSS's case) sometimes representing the body

Quorum must be present for transaction of business; whenever quorum is lost, a meeting is immediately adjourned by the chair

Order of Business (or agenda) to be prepared in advance; order: minutes, reports, business arising, new business; amendments to the order to be made with consent of whole meeting; admission of new questions at the discretion of the chair

Motions should be worded in the affirmative (whenever possible), express full intent of the mover, may not include preambles, should if important or detailed be submitted to the chair in advance of the meeting, and require seconding; once restated by the chair, a motion is property of the assembly; motions adopted constitute formal decisions of the body, and may not be rescinded until a future meeting (with proper notice)

Reconsideration of failed motions is possible one motions with due notice, and requires a two-thirds vote

Amendments may not negate the main notions or alter it in principle, in the judgement of the chair (these should be addressed as new main motions); amendments may be amended; only one amendment (or sub-amendment) to be considered at a time, but notices of future amendments are in order

Notice of Motion is always necessary if the motion concerns the constitution, policies or procedures of a body, does not require seconding at the meeting where notice is given, and is not debatable at that meeting

Special Motions

(a) *Motion to Adjourn* always in order, requires a second, not debatable

(b) *Proceed to Next Business* requires a second, not debatable

Bourinot's Rules of Order at a Glance

To Do This:	You Say This:	May Interrupt the Speaker?	You must be Seconded?	Is this Motion Debatable?	Is this Motion Amendable?	What Majority is Required?
Consider something out of its scheduled order.	I move the agenda be amended in order to deal with the following item: ...	NO	YES	NO	NO	Majority
Postpone further discussion on a motion until later in the meeting	I move that the motion be tabled until ...	NO	YES	YES - only to time	YES	Majority
Postpone consideration of a motion until a future meeting	I move that the motion be postponed until ...	NO	YES	YES	YES	Majority
Have a motion studied more before voting on it	I move that the motion be referred to ...	NO	YES	YES	YES	Majority
Raise a matter previously tabled (if at a different time from when it was decided	I move that the motion about ... be lifted from the table	NO	YES	YES	YES	Majority

To Do This:	You Say This:	May Interrupt the Speaker?	You must be Seconded ?	Is this Motion Debatable ?	Is this Motion Amendable?	What Majority is Required?
Reconsider a motion already voted on earlier in the meeting	I move that the motion about ... be reconsidered at the next meeting" and provide written notice that the matter be raised at the next meeting	NO	YES	YES	NO	2/3 Majority
Object to something which prevents your continued participation (e.g. excessive noise)	Point of Privilege	YES	NO	NO	NO	No vote taken, chair rules
Seek clarification from the previous speaker	Point of Information	YES if urgent	NO	NO	NO	No vote taken, chair rules
Overturn the ruling of the chair	I challenge the chair on ...	YES	YES	YES	NO	Majority
Enquire about procedure or consequences	Point of Order	YES	NO	YES, only to the point	NO	No vote taken, chair rules
Object to Incorrect procedure being used	Point of Order	YES	NO	Yes, only to the point	NO	No vote taken, chair