

How to Prepare and Submit Convention Resolutions

An Overview of the Resolutions Process

Each Agriculture Union Local has the opportunity to submit resolutions on issues and concerns to its membership for consideration by delegates to our Triennial National Convention. Once adopted, a resolution becomes the policy of our Union. So, after the selection of delegates, this is a Local's most important responsibility.

Indeed, while your delegates are the representatives of your Local at Convention, your resolutions are the voice of *all* your Local members in that they reflect their collective wishes, concerns and needs.

Four separate Resolutions Committees oversee the entire resolutions process. After the deadline is passed for the receipt of resolutions, the Committees examine all submitted resolutions, ensure they are in order and classify them into four subject areas: By-laws; Finance; Collective Bargaining; and General Resolutions. The Committees are allowed to combine two or more submitted resolutions into a 'composite resolution'.

Regardless of topic, Convention resolutions may be broken down into two broad categories:

- those that affect only the Agriculture Union and its members; and
- those that impact the entire membership of our bargaining agent, the Public Service Alliance of Canada.

The latter, after being passed by our own Convention, are submitted for consideration the following year by delegates – including Agriculture Union members – to the PSAC's own Triennial Convention.

One more point to note... The Agriculture Union has a number of Policy Papers and Resolutions of Record. Proposed Convention resolutions dealing with specific subjects and actions already covered by these documents will not be considered by the Agriculture Union Resolutions Committees.

Drafting a resolution is not difficult. However, there are some basic steps to follow. The closer you pay attention to these steps, the greater the likelihood your Local's resolution will be accepted by the particular Convention Committee.

General Points to Note Before Drafting Your Resolution

There are also a number of ***extremely important technical requirements*** that must be followed if your resolution is to be considered for acceptance by the Agriculture Union Convention Committees:

- The number of words in each Convention Resolution form section (a) explaining the reasons for your resolution and (b) the actions you wish taken must ***not exceed 150 words***. Bear in mind that your Local's Convention delegate(s) will have the opportunity to explain and expand upon the content of your resolution if it comes up for discussion on the Convention floor.
- Each resolution should ***deal with only one subject matter***. If your Local has more than one issue to bring forward, submit a separate resolution form for each subject.
- If your Local does submit more than one resolution, each resolution form should be ***separately numbered***, starting with 'No. 1'.
- Each resolution form ***must be signed***, as shown on the form, by the Local President and Local Secretary.
- All resolutions must be ***submitted in triplicate***.
- Where a resolution is submitted by an Agriculture Union Regional Seminar, it must be signed by two ***Regional Vice-Presidents/Directors and/or Alternate***.
- All resolutions must be sent to the Agriculture Union National office, ***postmarked no later than April 17, 2011***.
- Resolutions may be submitted in either Traditional or Clear Language Format.

CONVENTION RESOLUTION FORM
TRADITIONAL FORMAT

Please refer to the enclosed document entitled 'How to Prepare and Submit Convention Resolutions' for assistance in properly completing this form.

Note that the deadline for submitting this form to the Agriculture Union National Office is April 20th, 2011.

RESOLUTION NUMBER: _____

SUBJECT: _____

SUBMITTED BY LOCAL (Number & Name/Location) : _____

WHEREAS: _____

_____ ; and

WHEREAS: _____

BE IT RESOLVED THAT: _____

_____ ; and

BE IT FURTHER RESOLVED THAT: _____

_____ ; and

BE IT FURTHER RESOLVED THAT: _____

LOCAL PRESIDENT
(Sign and Print Name)

LOCAL SECRETARY
(Sign and Print Name)

CONVENTION RESOLUTION FORM
CLEAR LANGUAGE FORMAT

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RESOLUTION NUMBER: _____

SUBJECT: _____

SUBMITTED BY LOCAL (Number & Name/Location) : _____

THE PROBLEM OR ISSUE:

THE ACTIONS REQUESTED:

LOCAL PRESIDENT
(Sign and Print Name)

LOCAL SECRETARY
(Sign and Print Name)