

THE 2007 CONVENTION: YOUR GUIDE TO RESOLUTIONS AND CONSTITUTIONAL AMENDMENTS

REMEMBER THE DEADLINE: MONDAY, March 5, 2007

To all Local Officers and Stewards, Area Council and Division Officers, the Provincial Women's Committee, the Provincial Human Rights Committee and the Provincial Young Workers Committee

WHAT ARE RESOLUTIONS?

They are motions or proposals submitted to the Convention, urging a policy or a course of action that will guide the union in the coming months or years.

OPSEU's Policy Manual, sent to all Local Presidents, with extra copies available in the union's regional offices, contains all the current resolutions adopted by past conventions, as well as those passed from time to time by the Executive Board.

Before you draft a policy resolution for the Convention, check the Policy Manual to see if a policy already exists. There is no point in reiterating policies that are already on the books. **RESOLUTIONS THAT ARE ALREADY OPSEU POLICY WILL NOT BE ACCEPTED, AND WILL BE RETURNED TO THE SUBMITTING BODY.**

CONTRACT DEMANDS ARE NOT ALLOWED!

Would you want delegates from other bargaining units to vote on your negotiating proposals? Of course not. You and your delegates set specific contract demands at your own demand-setting meetings. They do not belong at a convention, will **NOT** be accepted as resolutions, and will be returned to the sender.

However, **general bargaining goals for the union as a whole** are permitted as resolutions. Many have already been adopted by previous conventions, and are in the Policy Manual. Look at them before you decide whether a new resolution is needed. **Remember, if they are already OPSEU policy, they won't be accepted.**

HUMAN RIGHTS REVIEW

Members intending to submit resolutions also need to be aware that resolutions (or amendments) must pass a review to see whether or not they conform to human rights policy and legislation.

This requirement is set out by the Executive Board as follows: "All resolutions and constitutional amendments shall be reviewed by the Human Rights Officer with written recommendations to Committees and the Provincial Human Rights Committee prior to their Committee meetings. Prior to the OPSEU Convention, the Human Rights Officer (HRO) will attend a meeting of the Resolutions and Constitution committees and a meeting of the Executive Board, to review the report, provide any supporting documentation or information regarding the HRO's recommendations.

Upon receiving the HRO's report and recommendations the Executive Board will determine where it is appropriate to pull a submitted resolution or constitutional amendment for presentation to convention.

The Executive Board will immediately apprise the committees and submitting Local(s) of its decision".

WHAT ARE CONSTITUTIONAL AMENDMENTS?

They are changes to the actual wording of the Constitution.

Because they amend the union's basic structure or administration, they require approval by 2/3 of the voting delegates. Compare this with resolutions, which require only a majority of the voting delegates.

Every year, locals submit some resolutions without realizing they require changes to the Constitution. Such resolutions are treated as constitutional amendments and require 2/3 approval. Before you submit a resolution, make sure it doesn't require constitutional change. If it does, submit an amendment instead.

WHO CAN SUBMIT RESOLUTIONS AND AMENDMENTS?

Only locals, divisions, area councils, the Executive Board, the Provincial Women's Committee, the Provincial Human Rights Committee and the Provincial Young Workers Committee can submit them. Individual members cannot. This is to ensure that any proposal that will take up the Convention's limited time has a substantial amount of membership support behind it, before it gets to the convention floor.

WHAT CONDITIONS MUST BE MET?

ALL the following conditions must be met before a resolution or amendment can be accepted. This is important because the convention must be sure that the proposals reflect the true wishes of the submitting body:

1. As stated above, they must **NOT** simply reiterate existing policy, and they must **NOT** be specific contract proposals.
2. They must be passed by a **majority (more than 50 per cent)** of those voting at a general membership meeting of the local, or at a meeting of a division, area council, the PWC, the PHRC the PYWC or the Executive Board.
3. Each proposed resolution or amendment must be **SIGNED** by two (2) officers of the submitting body. We strongly recommend that you use the official colour-coded forms enclosed with this letter. Use the **BLUE** form for a resolution, and the **YELLOW** form for a constitutional amendment. There are spaces at the bottom for the two (2) required signatures. Extra copies of these forms are available at your regional office. Or you can simply photocopy them. **NOTE: If, despite this recommendation, you prefer to send in a LIST of your proposals, remember to sign AFTER EACH PROPOSAL (not just at the end).**
4. The proposals must be accompanied by **SIGNED MINUTES** of the local general membership meeting, divisional meeting or area council meeting, PWC, PHRC, PYWC or Executive Board meeting at which they were adopted. The minutes must be signed by the same two (2) officers of the submitting body.
5. The minutes must contain evidence that a **QUORUM** was present.
6. The minutes must show that **EACH** resolution or amendment was presented and voted upon **SEPARATELY**.
7. Except for those submitted by the Executive Board, they must reach OPSEU Head Office by **11:59 P.M., MONDAY, March 5, 2007** (see below).

WHAT HAPPENS IF THESE CONDITIONS ARE NOT MET?

The proposal will be returned to the submitting body. It will **NOT** be included in delegates' kits, and will **NOT** be on the convention agenda. However, provided that a proposal is received by the deadline, any technical defects brought to the attention of the submitting body can be corrected no later than the printing deadline of the resolutions and amendments books.

WHAT'S THE PROPER FORMAT?

Resolutions and amendments should be in two parts:

- a) one or more 'WHEREAS' clauses, explaining why the proposal is being made; and
- b) one or more 'THEREFORE BE IT RESOLVED' clauses, i.e., the proposal itself, which is what the convention actually votes on.

Don't mix up several topics in one resolution or amendment. The convention may have trouble dealing with two issues at the same time. **Remember: one topic per resolution, one resolution per form.**

WHERE DO THEY GO?

Address your proposals as follows:

RESOLUTIONS

Chairperson, Resolutions Committee
2007 Convention
Pam Doig, Staff Advisor
c/o Gloria Marcos
OPSEU, 100 Lesmill Road
North York, Ontario M3B 3P8
Fax # (416) 448-7454

CONSTITUTIONAL AMENDMENTS

Chairperson, Constitutional Committee
2007 Convention
Frank Rooney, Staff Advisor
c/o Sherry Bader
OPSEU, 100 Lesmill Road
North York, Ontario M3B 3P8
Fax # (416) 443-8618

Resolutions and constitutional amendments will be received at OPSEU Head Office up to 11:59 *P.M.*, **MONDAY, March 5, 2007 and no later!**

If you mail your proposals, make sure to allow enough time for them to reach Head Office by the deadline. We cannot be responsible for delays in the mail.

If you leave a proposal at your regional office, remember it still must reach Head Office by the deadline. Check with your regional staff rep to see how much earlier the proposal must reach the regional office.

FAXING RULES

If you wish, you may also FAX your proposals. Note the following rules:

1. **FAX** resolutions in care of Gloria Marcos at (416) 448-7454.
2. **FAX** constitutional amendments in care of Sherry Bader at (416) 443-8618.

3. All **FAXes** must be sent to the designated **FAX** numbers shown above. **FAXes** sent to any other number will be disallowed.
5. All **FAXes** must be received at Head Office by the deadline of 1159 p.m., Monday, March 5, 2007. Keep a copy of your dated and timed confirmation sheet as proof of submission, in case of doubt.
6. **FAXed** proposals are subject to the same rules (see page 2) as proposals submitted personally or by mail.

E-MAIL RULES

Resolutions may be submitted electronically by e-mail to resolutions@opseu.org and constitutional amendments can be sent by e-mail to constitutionalamendments@opseu.org.

Please be advised that the supporting documentation must be received by fax or mail and the e-mail version is only a placeholder until the hard copies arrive.

When submitting in this manner, the following normal requirements for submission must still be met:

- received by deadline
- signed by two officers
- minutes (signed by same two officers)
- evidence of quorum (reflected in minutes sign-in sheet, # of members in local)
- separate votes on each resolution and amendment.

In solidarity,

Leah Casselman
President

Attachments (3)