

# THE 2012 CONVENTION: YOUR GUIDE TO RESOLUTIONS AND CONSTITUTIONAL AMENDMENTS

***REMEMBER THE DEADLINE: Monday, March 5, 2012***

**To all Local Officers and Stewards, Area Council and Division Officers (of a Ministry or Sector Division), the Provincial Women's Committee, the Provincial Human Rights Committee, the Provincial Young Workers Committee and the Provincial Francophone 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. Only locals, ministry or sector divisional meetings, area councils, the Executive Board, the Provincial Women's Committee, the Provincial Human Rights Committee, the Provincial Young Workers Committee, the Provincial Francophone Committee and the executive of the Retired Members Division can submit them. Resolutions require approval by a majority of the voting delegates.

OPSEU's Policy Manual, sent to all Local Presidents, 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. **Resolutions that are already OPSEU policy will not be accepted, and will be returned to the submitting body.** Check with your staff rep or Executive Board Member for clarification on policy questions.

## What are constitutional amendments?

Constitutional amendments are changes to the actual wording of the Constitution.

Because these amendments change the union's basic structure or administration, they require approval by 2/3 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 approval by a 2/3 majority. Before you submit a resolution, make sure it doesn't require constitutional change. If it does, submit an amendment instead.

## Contract demands are not allowed!

No one would want delegates from other bargaining units voting on your negotiating proposals. You and your delegates set specific contract demands at your own demand-setting meetings. Contract proposals 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. **If they are already OPSEU policy, they won't be accepted.**

## Human rights review

All resolutions or amendments submitted 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.

OPSEU's Equity Unit will review submissions and report back in writing to the appropriate Committees and the Executive Board. If the Executive Board decides to remove a submitted resolution or constitutional amendment for presentation to Convention, the submitting bodies will be immediately informed of that decision.

## Who can submit resolutions and amendments?

Only locals, ministry or sector divisional meetings, area councils, the Executive Board, the Provincial Women's Committee, the Provincial Human Rights Committee, the Provincial Young Workers Committee, the Provincial Francophone Committee and the executive of the Retired Members Division can submit them. Individual members cannot. This ensures that any proposal has a substantial amount of member 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. Resolutions or amendments must **NOT** simply mirror 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 Ministry or Sector division, area council, the PWC, the PHRC, the PYWC, the Provincial Francophone Committee (PFC) or the Executive Board.
3. Each proposed resolution or amendment must be **SIGNED** by two (2) officers of the submitting body. **OPSEU recommends** 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 on the OPSEU website. **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, Ministry or Sector divisional meeting or area council meeting, PWC, PHRC, PYWC, PFC 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., March 5, 2012** (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 it 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 by the Convention Committee can be corrected prior to 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. **Remember: one topic per resolution, one resolution per form.**

## Where do they go?

Address your proposals as follows:

### RESOLUTIONS

Chairperson, Resolutions Committee  
2012 Convention  
Pam Doig, Staff Advisor  
OPSEU, 100 Lesmill Road  
North York, Ontario M3B 3P8  
Email: [resolutions2012@opseu.org](mailto:resolutions2012@opseu.org)

### CONSTITUTIONAL AMENDMENTS

Chairperson, Constitutional Committee  
2012 Convention  
Laurie Chapman, Staff Advisor  
c/o Sherry Bader  
OPSEU, 100 Lesmill Road  
North York, Ontario M3B 3P8  
Fax # (416) 443-8618  
email: [sbader@opseu.org](mailto:sbader@opseu.org)

Resolutions and constitutional amendments will be accepted at OPSEU Head Office up to **11:59 P.M., March 5, 2012 and no later!**

If you mail your proposals, allow enough time for them to reach Head Office by the deadline. We are not 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 Regional Staff to see how much earlier the proposal must reach the Regional Office in order to meet the Head Office deadline.

## Faxing rules

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

1. All FAXES must be sent to the designated FAX numbers shown above. FAXES sent to any other number will be disallowed.
2. All FAXES must be received at Head Office by the deadline of 11:59 p.m., March 5, 2012. Keep a copy of your dated and timed confirmation sheet as proof of submission.
3. FAXED proposals are subject to the same rules (see page 2) as proposals submitted personally or by mail.

## E-mail rules

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

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

- Received by deadline, 11:59 p.m., March 5, 2012
- Signed by two officers
- Minutes (signed by same two officers)
- Evidence of quorum (reflected in minutes sign-in sheet, number of members in local)
- Separate votes on each resolution and amendment.

In solidarity,



Warren (Smokey) Thomas  
President

