



Resolutions Workshop

2024/2025




THE PURPOSE OF THIS WORKSHOP

- Discuss the various types of resolutions
- Examine the role of the Resolution Committee
- Examine the format and structure used in writing resolutions
- Provide an opportunity for questions




What is the purpose of a Resolution?

The purpose of a resolution is to provide a means whereby the membership can submit their ideas and proposals to the NSGEU for implementation.



A resolution to convention is the mechanism by which members, through their Locals, have the opportunity to bring about or shape policy of the NSGEU. Resolutions are also used to:

- *garner support from the NSGEU for many causes, (i.e. send a letter of support to striking workers)
- *join with other labour groups in denouncing action or inaction of the various levels of government,
- *recommend financial support to what the members may consider are an emergency or worthwhile cause,
- *request that the Union research a given situation and to report at the following convention.



Section 3.5

Resolutions to Convention – Ordinary Resolutions

3.5.1 – Locals may bring matters before a Convention for consideration only by means of resolutions duly discussed and adopted at a regular or special meeting of the Local.



Section 3.5.3 – Ordinary Resolution

- All resolutions from Locals to Convention shall be submitted in detail to and received by the Executive Director at least sixty (60) days prior to Convention except that this time requirement shall not apply in the case of a Special Convention.



3.5.4 – Ordinary Resolution

- All resolutions of Provincial and Special Committees shall be reported to the Board at least 60 days prior to Convention.
- The Board may only reject such Resolutions by 2/3 majority of Board members present



3.5.5 – Ordinary Resolutions

- All resolutions from the Board shall be forwarded to the Resolutions Committee not less than (30) days prior to convention.



Section 3.7

Extraordinary Resolutions

- 3.7.1 The Convention shall consider extraordinary resolutions and such other business as they approve by a two-thirds (2/3) majority vote of delegates present.
- 3.7.2 Extraordinary resolutions shall pertain to matters that have become evident after the expiry date for the receipt of ordinary resolutions.

Section 3.12

Extraordinary Amendment

- 3.12.1 Notwithstanding the provisions of Article 3, subsection 3.10.1, and subject to two-thirds (2/3) majority consent by the Convention, an extraordinary constitutional amendment may be considered. An extraordinary constitutional amendment must first be presented to the Constitution and By-Laws Committee for a study of eligibility and recommendation. The Committee will then present it to the Board for consideration, who will offer a recommendation respecting its presentation to the Convention delegates.
- 3.12.2 An extraordinary constitutional amendment shall be eligible for consideration only when it pertains to a matter or a development that has become evident after the expiry date for receipt of constitutional amendments as provided in Section 3.10 of this Article.



Constitutional Amendment/Resolution

- Amendment means to change, alter, improve correct etc. where a resolution means a declaration, motion, ruling etc. A change to the Constitution is an amendment. To make a change, it requires a declaration how the action is to be carried out by resolution. Therefore, it would be necessary to have a resolution to make a Constitutional Amendment. While people use the term Constitutional Resolutions, they in fact mean a resolution to amend the Constitution.



Section 3.10

Constitution and By-Law Amendments

3.10.1

Proposals for amendments to the Constitution and By-Laws may only be submitted by the Board or Locals and shall be presented in resolution form and submitted in detail to and received by the Executive Director at least sixty (60) days prior to Convention, except that this time requirement shall not apply in the case of a Special Convention. The Executive Director shall forward forthwith such resolutions to the Constitution and By-Laws Committee for study. The Committee shall report its recommendations on such resolutions to the Board and the Board may only reject the Committee's recommendations thereon by a two-thirds (2/3) majority vote of the Board members present.

PRE-CONVENTION DEADLINES

4 MONTHS AHEAD (120 days prior to convention)	Tuesday, January 21, 2025
<p><i>Article 3, Section 3</i></p> <p>For the purpose of determining the number of delegates to Convention, the membership in a Local shall be those members shown on the membership list of the Local one hundred and twenty (120) calendar days preceding any Convention.</p>	<p>Deadline for determining local delegate entitlement. Based on total “signed” members per local.</p>
<p><i>Article 3, Section 18.1</i></p> <p>The Executive and Board of Directors shall appoint a Nominations Receiving Committee of two (2), one hundred and twenty (120) days prior to Convention</p>	<p>Deadline for appointment of Nominations Receiving Committee no later than the December 6/7, 2024 Board Meeting</p>

<p>3 MONTHS AHEAD (90 days prior to convention)</p>	<p>Thursday, February 20, 2025</p>
<p><i>Article 3, Section 4</i></p> <p>4.1 On the direction of the President, the Executive Director shall give ninety (90) days notice in writing of a Convention and ten (10) days notice of a special Convention.</p>	<p>Deadline for mailing of convention call letters along with delegate entitlement letters sent a couple of weeks after the 120 day deadline.</p>
<p>70 DAYS PRIOR TO CONVENTION</p>	<p>Wednesday, March 12, 2025</p>
<p><i>By-Laws, Section 3</i></p> <p>Election of delegates and their alternates to the Union Convention shall take place at a special or regular meeting of the Local at least seventy [70] days prior to the Convention. In the case of a Special Convention when the Local has not elected delegates and alternates, the Local shall hold an emergency meeting as soon as is reasonably practical before the Convention to elect their delegates and alternates.</p>	<p>Deadline for locals to elect delegates and alternates</p>
<p>Delegates must meet eligibility requirements as laid out in Section 3 of the ByLaws.</p>	

<p>2 MONTHS AHEAD (60 days prior to convention) <i>continued</i></p>	<p>Friday, March 21, 2025</p>
<p><i>Article III, Section 10</i></p> <p>10.1 Proposals for amendments to the Constitution and By-Laws may only be submitted by the Board or Locals and shall be presented in resolution form and submitted in detail to and received by the Executive Director at least sixty (60) days prior to Convention, except that this time requirement shall not apply in the case of a Special Convention.</p> <p>The Executive Director shall forward forthwith such resolutions to the Constitution and By-Laws Committee for study. The Committee shall report its recommendations on such resolutions to the Board and the Board may only reject the Committee's recommendations thereon by a two-thirds (2/3) majority vote of the Board members present.</p>	<p>Deadline for receipt of constitutional amendments from Locals and Board of Directors</p> <p>Deadline for forwarding all constitutional amendments to Constitution Committee</p> <p>Deadline for submitting ordinary resolutions from Locals</p>
<p>40 DAYS PRIOR TO CONVENTION</p>	<p>Friday, April 11, 2025</p>
<p><i>Board Policy Manual, Section 17, Policy 17.1</i></p> <p>All reports to be included in the Convention book must be received at Head Office not later than 40 days before Convention commences. It is understood that if new developments occur after this date, they can be included in the book</p>	<p>Deadline for receipt of all Committee Reports for presentation to the next board meeting for approval.</p> <p>Reports must be finalized and ready for copying by April 11, 2025</p>

1 MONTH AHEAD (30 days prior to convention)	Monday, April 21, 2025
<p><i>Article 3, Section 5</i></p> <p>5.5 All resolutions from the Board shall be forwarded to the Resolutions Committee not less than thirty (30) days prior to Convention.</p>	<p>Deadline for the Board of Directors to forward their approved recommendations to the Resolutions Committee.</p>
<p><i>Article 3, Section 5</i></p> <p>The Executive Director shall arrange that copies of all resolutions and recommendations which are received at least sixty (60) days prior to Convention are forwarded to all Locals at least thirty (30) days prior to Convention, except in the case of a Special Convention.</p>	<p>Deadline for providing copies of local resolutions and constitutional amendments to Locals for discussion</p>
<p><i>Board Policy Manual, Section 2, Policy 2.8</i></p> <p>Resolutions Committee Report to convention is required 30 days prior to convention.</p>	<p>Deadline for Resolutions Committee to submit their report to Convention.</p>

<p>10 DAYS AHEAD</p>	<p>Friday, May 9, 2025</p>
<p><i>Article 3, Section 5</i></p> <p>5.7 The Executive Director shall arrange that copies of all resolutions, recommendations and reports which are to be submitted to Convention shall be forwarded to all delegates at least ten (10) days prior to Convention, except in the case of a Special Convention.</p>	<p>Deadline for information to be provided to delegates</p>
<p>2 DAYS AHEAD</p>	<p>Monday, May 19, 2025</p>
<p><i>Bylaws, Section 5</i></p> <p>Each Local Secretary or Secretary-Treasurer shall make out individual delegate's credentials in duplicate and shall mail or deliver one (1) copy to be in the hands of the Executive Director at least two (2) days before the Convention which the delegates are to attend and shall give the other copy to the delegate to be produced by the delegate to the Credentials Committee.</p>	<p>Deadline for receipt of delegate credentials from Locals</p>



Constitution Committee

Terms of Reference

These Terms of Reference are a supplement to the Provincial Committees 'Generic Terms of Reference'.

1. The Constitution Committee shall receive from the Executive Director all constitutional amendments for preparation and presentation to the Triennial Convention.
2. The Committee shall review and identify areas of concerns and forward recommendations to the Board.
3. The Committee shall report its recommendations on submitted amendments to the Board.

Constitution Committee

Terms of Reference (cont'd)

4. The Committee shall make recommendations to convention on all constitutional amendments it has received.
5. The committee will function under the direction of Article 3, Section 3.10 of the NSGEU Constitution and By-Laws.
6. The Committee with respect to proposals for constitutional amendments submitted by the Board and/or Locals may:
 - (a) Coordinate constitutional amendments on the same subject. If the subject matter of the amendments are the same, the Committee will determine the order of the amendments to be presented.
 - (b) Ensure that the Constitutional amendment cites the correct articles of the Constitution to be amended.
 - (c) Ensure that any constitutional amendments are presented in resolution form to Convention.
 - (d) Seek clarification from submitting body re: properly cited articles etc. and intent of amendment

Constitution Committee

Terms of Reference (cont'd)

7. The Committee:

- can clarify or correct any typographical or grammatical errors without changing the intent of the constitutional amendment;
- cannot combine constitutional amendments;
- cannot split or divide constitutional amendments received;
- is not authorized to re-write the constitutional amendment.

Resolution Committee

Terms of Reference

Although the Resolutions Committee is a Committee of Convention, the following Terms of Reference are supplement to the applicable Provincial Committees 'Generic Terms of Reference'.

1. The Resolutions Committee shall receive from the Executive Director all non-constitutional resolutions for preparation and presentation to the upcoming Triennial Convention.
2. The Resolutions Committee shall receive Provincial Committees and Special Committees resolutions as approved by the Board of Directors.
3. The Resolutions Committee shall make recommendations to convention on all resolutions it has received. Recommendations of concurrence or non-concurrence shall be made by a simple majority vote of the committee members.
4. When moving resolutions at convention, the committee shall provide the rationale for the decision of the committee vote on a resolution.

Resolution Committee

Terms of Reference (cont'd)

5. The Resolutions Committee shall:
 - (a) clarify ambiguous resolutions by changing words, not the intent of the original resolution;
 - (b) prepare substitute resolutions for purposes of clarification of information and intent without changing the intent of the original resolution;
 - (c) combine resolutions or prepare a composite resolution to cover the intent of the issue in question without changing the intent of the original resolution(s);
 - (d) ensure that the resolve portion of the resolutions contains the subject matter identified in the whereas portion of the resolution.

Consultation with the submitting body shall be carried out when any of the afore mentioned actions are necessary.

6. The Resolutions Committee shall arrange for delegates to receive at convention, typed copies of resolutions that have been clarified, combined, substituted, or for which a composite has been written.
7. The Resolutions Committee shall update the terms of reference as necessary and present same to the Board of Directors for ratification.

Resolutions Committee

Terms of Reference (cont'd)

8. The Resolutions Committee shall refer all resolutions involving cost implications to the Director of Financial and Administrative Services prior to Convention for an analysis.
 - Analysis to be reviewed by the Finance Committee;
 - A report with recommendations and rationale by the Finance Committee to be forwarded back to the Resolutions Committee based on the financial analysis;
 - Resolutions Committee to review Finance Committee recommendations
 - Resolutions Committee to recommend concurrence or non-concurrence of the resolutions involving cost implications (with accompanying rationale) to the Convention delegates.
9. Considering the responsibilities of the Resolutions Committee at Convention, all committee members will be allowed rooms at Convention according to Policy 18.9.

Role of General Resolutions Committee

Prior to and During Convention

Section 3.5 – Resolutions to Convention

3.5.4 All resolutions of Provincial Committees and Special Committees shall be reported to the Board at least sixty (60) days prior to Convention. The Board may only reject such recommendations and resolutions by a two-thirds (2/3) majority vote of the Board members present. Such recommendations and resolutions, other than those rejected by a two-thirds (2/3) majority vote of the Board, shall be forwarded to the Resolutions Committee not less than thirty (30) days prior to Convention.

3.5.5 All resolutions from the Board shall be forwarded to the Resolutions Committee not less than thirty (30) days prior to Convention.

Section 3.6 – Resolutions Committee

3.6.1 It shall be the responsibility of the Resolutions Committee to make recommendations to the Convention on all resolutions submitted to it.

3.6.2 When moving the resolutions, the Committee shall give the reasons for concurrence or non-concurrence.

p. 11 Section 3.5 (5.4, 5.5)

p. 11 Section 3.6 (6.1, 6.2)

Tips for Writing Resolutions

- **Please adhere to the submission deadlines.** NSGEU Office must receive all resolutions **60 days prior to Convention. (March 21, 2025)**
- All resolutions must be **submitted on the proper resolution form.**
- **Print or type** (as some people's writing is difficult to read)
- Each resolution must contain **a minimum of one "whereas"** explaining the reason for the resolution being submitted.
- All resolutions **must contain the phrase "Therefore be it resolved..."**
- **Be very clear as to the intent of your resolution.** The resolutions committee does not have the authority to decide the intent of your resolution. The committee can assist to get the resolution in proper form to achieve your intent. Remember if the intent is not clear, the committee cannot proceed.

Tips for Writing Resolutions (cont'd)

- **Identify the subject of your resolution.**
- **One subject matter per resolution.** Try not to ask for two things in the one resolution. It is better to submit two separate resolutions.
- Ensure that the "resolve" portion of the resolution contains the subject matter identified in the "whereas" portion of the resolution.
- Make sure that the "intent" portion is clearly reflected in the "Therefore be it resolved" portion of your resolution.
- **In the case of Constitutional Resolutions, do not simply cite the articles to be changed but provide the actual wording change when submitting your resolution. When writing Constitutional Resolutions, it is imperative that all applicable articles of the constitution be included.** E.g. If you wanted to take away the delegate as of right for Board Members as per Article III section 3.3.1.1, you must also include a change to Article III section 3.14.1, when it speaks of voting delegates. One is directly connected to the other.
- **Each resolution must be duly discussed and adopted at a regular or special local meeting and signed by both the local president and secretary.**



RESOLUTION FORM INSTRUCTIONS

1. Please print or type.
2. All resolutions must be submitted on this form or facsimile.
3. All resolutions must be received by NSGEU Head Office no later than 60 days prior to the Triennial Convention.
4. Each resolution must contain a minimum of one "**whereas**" explaining the reason for the resolution being submitted.
5. All resolutions must contain at least one **Therefore be it resolved.**
6. Ensure that the resolve portion of the resolution contains the **subject matter** identified in the whereas portion of the resolution.
7. Each resolution must be duly discussed and adopted at a regular or special **Local meeting and signed by both the Local President and Secretary.**

Submitted by Local # _____

Subject of Resolution: Short title for your resolution (what it is about?)

Intent of Resolution: What is your resolution designed to achieve?

Whereas: The reason that we need the resolution. Think of this as “because”.

Whereas: If you need it, another reason for the resolution.

Whereas: If you need it, another reason for the resolution.

Therefore be it resolved that: What change, addition or deletion that you want to make or add to NSGEU policy, expenditure etc. All resolutions must be consistent with the constitution or a constitutional amendment must be made using the appropriate (not this one!) form.

This is to certify that the foregoing Resolution was duly discussed and adopted at a regular or special meeting of Local # _____ on the _____ day of _____, 2025.

Dated at _____, N.S., this _____ day _____, 2025.

Local President

SIGN HERE

Local Secretary

SIGN HERE



Questions & Next Steps