

CUPE BC RESOLUTIONS CHECKLIST

Please review this checklist *before* submitting your resolution(s).

ACTION	COMPLETED BY	DATE
Refer to the CUPE BC Resolutions Guide when composing resolutions.		
Is the intent of the resolution clear? Action: Instructs CUPE BC to carry out a specific action. Constitutional: Adds, deletes, or amends the CUPE BC Constitution. Policy: Adds, deletes, or amends the policy manual.		
Review punctuation and capitalizations		
Review names of organizations, legislation, and campaigns for accuracy, spelling, and punctuation.		
Make sure that your resolution is calling on the appropriate organization for an action. <i>See the 'Problems with Resolutions' section of the Resolutions Guide for examples.</i>		
Spell out acronyms and abbreviations. <i>See the 'Problems with Resolutions' section of the Resolutions Guide for examples.</i>		
Read your resolution out loud. Is it clear whether the resolution is Action, Constitutional or Policy? Is the intent clear?		
Have someone other than yourself read the resolution without the 'because' information. Do they understand it?		
Should this be a Constitutional amendment? <i>See the Resolutions Guide for more information.</i>		