

---

## **RESOLUTIONS CONVENTION COMMITTEE TERMS OF REFERENCE**

---

### **PURPOSE OF THE COMMITTEE**

The Resolutions committee will:

- Ensure all resolutions for consideration by delegates are in the proper resolution format and get sign off on any “minor amendments” from submitting parties.
- Refer any constitutional resolutions to the Constitution committee.
- Prioritize resolutions and make recommendations to the CUPE BC Executive Board for the Order of the Day.

### **STRUCTURE OF THE COMMITTEE**

- The Committee shall be comprised of a Chairperson, Co-Chair, Secretary and other members. Efforts shall be made to have at least one (1) representative from each region on the committee.
- Chairperson and members are appointed by the CUPE BC Division Officers from nominations received from Locals and District Councils.
- An Executive Board liaison is appointed by the CUPE BC Division Officers.
- Staff advisors are appointed by the CUPE BC Regional Officers.
- A lead administrative assistant from CUPE BC will be provided to support the chair and the committee.

### **TERM**

The Chair, Co-Chair, Staff Advisors, and Executive Board Liaison will meet at least one month prior to convention to review all resolutions.

The Resolutions committee members will report to their committee chairperson on their first day in the board room assigned to the committee and each subsequent morning after until convention adjourns at on the last day (Saturday).

### **RESPONSIBILITIES**

At minimum one month prior to Convention:

The Chairperson, Co-Chairperson, and Staff Advisors shall complete the following:

- Review and correct grammatical errors
- Ensure formatting and structure are correct

- Obtain sign-off of all minor amendments from submitters
- Pre-categorize resolutions by topic in accordance with convention agenda
- Create draft PowerPoint

The Resolutions Committee shall complete the following:

- Review all resolutions submitted and make the following recommendations as follows:
  - Combine any resolutions that are similar in nature into a “composite resolution”.
  - Any minor amendments for individual resolutions to be added to the “minor amendments sheet”.
  - Obtain sign off on all minor amendments from submitters. A “Resolution(s) Sign off sheet” is provided.
  - Any resolutions that do not have sign off as of 5:30pm on the opening day of convention (Wednesday) will be reviewed by the Secretary-Treasurer and they will have the authority to sign off on any outstanding amendments.
  - Establish priority resolutions for the Order of the Day. Where possible, prioritize resolutions to align with the agenda (ie. Education resolutions to follow the Education Committee Report).
- If the committee is not clear on any aspect of the resolution(s) they should confer with the submitters of the resolution to clarify intent.
- All resolutions are received by the resolutions committee and it is the responsibility of the committee to refer the resolutions that pertain to constitutional changes to the constitution committee BY MOTION to the convention floor.
- The committee will not accept any late or emergency resolutions. All late and emergency resolutions must be submitted to the Executive Board through the Secretary-Treasurer.
- **Executive Board liaison and lead staff advisor** – Shall be invited to attend all committee meetings and are responsible to get sign off on Order of the Day at the morning Executive Board meeting each day and promptly advise the administrative assistant assigned to their committee to ensure it is copied for distribution on the convention floor. They will then meet with their committee to provide them the most current Order of the Day.
- **Motions: Committee Chair** – The wording for the committee chairperson when presenting a resolution to Convention is:

I move Resolution # \_\_\_\_\_ and the committee secretary seconds the motion.
- **Committee Secretary** – Keeps a record of each resolution on the “Record of Resolutions Summary” document provided.
  - **The Committee Secretary will provide a copy of every resolution with its**

**disposition noted to the administrative assistant committee in the CUPE BC convention office at close of Convention.**

- Committee Chair & Staff advisors must submit a report post-convention, to the Division President and Secretary, with their recommendations for consideration to improve the process for next year. The CUPE BC Division Staff will provide a copy of the previous year's report for reference.
- The Staff Advisors for the Committee shall submit the draft Resolutions Workplan for the year and ensure each resolution is determined as action or policy or both. This will go forward for review to the CUPE BC Admin Committee (annual Admin Planning) and CUPE BC Executive Board (annual Think Tank).

**ADDITIONAL COMMITTEE INFORMATION**

- Lunch will be provided to the committee Tuesday, Wednesday (if required), Thursday, Friday, and Saturday of convention.
- The chairperson will have expense forms and a sign in sheet available. Please ensure that committee members sign in each day, complete the expense forms, and submit them on the last day of convention. The chairperson will collect all forms and submit the completed forms to the CUPE BC convention office.

**COMMITTEE BINDER**

The CUPE BC administrative assistant will provide the resolutions committee with a binder consisting of the following items:

1. Contact information for committee
2. The Committee Terms of Reference
3. A convention agenda
4. Order of the Day (Proposed order of business)
5. Resolutions book
6. Minor amendments (blank sign off sheets)
7. Composite resolutions (blank sign off sheets)
8. Emergency resolutions (a blank tab to add any emergent issues deemed emergent by the CUPE BC Executive Board)
9. Notification of Minor Amendments
10. Resolutions guide
11. Record of resolutions summary
12. Constitution and Policy books

The Chairperson of the committee is to provide a written report, including any recommendations for future conventions, to the Secretary-Treasurer within 30 days of the close of Convention.