



Choosing Our Future

AFL Convention 2019

RESOLUTION

Submission Guidelines

SAMPLE RESOLUTION

THE ALBERTA FEDERATION OF LABOUR SHALL accept all resolutions submitted for the AFL convention that meet the following requirements:

- a) Are in digital print format;
- b) Deal with one subject;
- c) Contain no more than 200 words;
- d) Indicate the name and local of the submitting organization; and
- e) Be signed by the presiding officer of the organization.

BECAUSE the submission of resolutions must meet the requirements of the Constitution, and

BECAUSE this format supports clear language principles.

WHY USE THE CLEAR LANGUAGE FORMAT FOR RESOLUTIONS?

In the union movement, much of our written material is technical and complex. Convention resolutions are no exception. There is a better way – clear language.

As part of an effort to promote more effective communications with our members, the AFL, affiliated unions, other Federations and the CLC, have adopted a clear language format as the preferred way to submit resolutions. While both traditional and clear language formats for writing resolutions will be accepted at the 2019 AFL Convention, we are encouraging unions to use the clear language format.

HOW DO I WRITE A CLEAR LANGUAGE RESOLUTION?

- Use words that your readers will easily understand.
- Use sentences that are clear, direct and short.
- Include only one main idea per resolution.
- Avoid too many facts, statistics, jargon and acronyms.
- Remember that 200 words is the maximum length.

When writing your resolution, say:

1. **WHAT** you want to see happen – **the SHALL sentences** (what you want to change, who you want to do it, when you want it to happen, how you want to do it, where the change will be, etc.) and then list the reasons.
2. **WHY** this is a good idea or necessary – **the BECAUSE sentences** (the impact the change will have, how it addresses certain problems, perhaps some history or context, etc.)

Resolutions may be submitted online through the AFL website at <http://www.afl.org/convention2019>.

ALL RESOLUTIONS MUST BE RECEIVED BY THE AFL BY 5:00 P.M. ON MARCH 1, 2019.

May 2nd - 5th 2019
Calgary Telus Convention Centre

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