



CALL FOR RESOLUTIONS

2020 CEIU National Triennial Convention September 11-15, 2020

January 29, 2020

Preparations for the 2020 CEIU National Triennial Convention are well underway and Locals as well as any official national, regional or district meetings of members are now invited to prepare and submit their resolutions.

Matters dealt with by Convention are in the form of **resolutions**. These are discussed, debated and voted on by the accredited delegates in attendance. Resolutions should be aimed at strengthening, improving and increasing CEIU and/or PSAC's capacity to fulfill its mandate. However, resolutions must be limited to actions which CEIU and/or PSAC can undertake. Any proposed changes to the CEIU By-Laws or the PSAC Constitution must be submitted in the form of a resolution.

***CEIU is your Union and resolutions will provide
its direction for the next three (3) years***

WHO CAN SUBMIT RESOLUTIONS TO CONVENTION? As per CEIU By-Law 11, sub-section 11.6, resolutions can be submitted by Locals, by the National Executive, as well as by any official national, regional or district meetings of members. Individual members cannot directly submit resolutions to Convention.

Only Locals in good standing have the right to submit resolutions to Convention. Locals under trusteeship or Locals that have had their Charters revoked are excluded from submitting resolutions to Convention.



As per CEIU By-Law 11, sub-section 11.7, any accredited delegate in attendance at the 2020 CEIU Convention has the right to submit to Convention an emergency or a late resolution in writing on a matter of urgent concern to the welfare of the members and one which was not capable of prior submission through the normal channels, provided it is duly seconded by another accredited delegate and that said resolution is acceptable to the Chair or the majority of the accredited delegates present.

DEADLINE TO SUBMIT RESOLUTION: Resolutions **must be received** by the CEIU National Office in Ottawa by **no later than 9:00 p.m. (EST), on March 27, 2020** in order to be eligible.

Only emergency and late resolutions will be received after the March 27, 2020 deadline date.

- An emergency resolution is defined as a resolution that deals with events and issues that arise after the deadline date as specified in CEIU By-Law 11, sub-section 11.8.
- A late resolution is defined as a resolution that arrives after the deadline date as specified in CEIU By-Law 11, sub-section 11.8.

Any emergency or late resolution will be considered only after the business listed in the Convention Agenda has been dealt with in due course, unless the accredited delegates vote to amend the agenda.

HOW TO WRITE A RESOLUTION? While the subject area for resolutions can be very broad, members should keep certain parameters in mind when they are preparing resolutions. For example:

- (a) ***What are the consequences of your resolution?*** Remember that the Union is bound by any resolution that Convention will adopt until it is changed by a resolution adopted at a future Convention.
- (b) ***Is there a clear course of action?*** The resolution must propose that the Union do something, adopt some policy or take a specific course of action. Any resolution that instruct CEIU or PSAC to take whatever necessary action to encourage the government or the employer to do something is acceptable. However, a resolution requiring that something *be done* by the Government of Canada or any of the Employers (ESDC/Service Canada, IRB, IRCC or Tribunal) for whom CEIU members work for, will be rejected, regardless of their relevance to the membership.



- (c) ***Does it follow the resolution format?*** A resolution generally consists of two parts: The 1st part begins with the *Whereas* which identifies the current situation, need or issue to be addressed and which describes the reasons why the issue requires action. The 2nd part of the resolution is the *Be it resolved* which identifies the *course of action* which CEIU or PSAC must adopt in order to address the issue.
- (d) ***Is the resolution clear and comprehensive?*** Keep your resolution simple. Long and complicated resolutions are often split at Convention, and each proposed course of action or policy is voted upon separately. In many instances, it is easier to submit two or three simple resolutions, rather than one complicated one.

HOW TO SUBMIT YOUR RESOLUTION? Your resolution must be submitted electronically as a *WORD* or *RTF (rich text format)* document to seguins@ceiu-seic.ca Your resolution must be sent with all required signatures on or with the Resolution Submission Form. A copy of the Resolution Submission Form is attached. It can also be downloaded from the CEIU website at www.ceiu-seic.ca

A resolution will not be accepted by social media, fax or mail. ***If you are unable to submit your resolution by email, you must contact the National Office prior to the deadline.***

SIGNATURES ARE REQUIRED ON THE RESOLUTION SUBMISSION FORM – if there is no signatures, the resolution will not be accepted. You can either scan, fax or mail your Resolution Submission Form with the necessary signatures; but it must arrive at the National Office by **the March 27th, 2020 (9:00 p.m. EST) deadline** to be accepted. The resolution must still be emailed in a *WORD* or *RTF* format with the mention of how the signatures will be provided to the National Office.

IN SUMMARY, if members have a specific concern which they want the Convention to address, they should:

- Submit the issue to a duly constituted forum of members where it must be adopted by the majority of members present.
- Type your resolution (**in a *WORD* or *RTF* format**) indicating the *WHEREAS* which identifies the current situation, need or issue to be addressed; and indicating the *BE IT RESOLVED* which identifies the course of action which CEIU or PSAC must adopt in order to address the issue.



- Ensure your Resolution Submission Form has the required signatures.
- Send your resolution electronically in a WORD or RTF format to seguins@ceiu-seic.ca by the March 27, 2020 – 9:00 pm (EST) deadline

Distribution List:

Local Presidents
National Executive
National Human Rights / Race Relations Committee
National IRCC Advisory Committee
National IRB Committee
National Call Centre Committee
National Young Workers' Committee
National Women's Committee
Regional Union Offices

Attachment:

Resolution Submission Form CEIU/C5-20