



RESOLUTIONS CHECKLIST

PLEASE REVIEW THIS CHECKLIST *BEFORE* YOU SUBMIT YOUR RESOLUTION/S

Deadline for submission: **March 22, 2021 at 12:00 pm PST**

ACTION	COMPLETED BY	DATE
Refer to the <u>CUPE BC Resolutions Guide</u> when composing resolutions.		
Is the intent of the resolution clear? Action: instructs CUPE BC to carry out a specific action Constitution: 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. See page 7 of the Resolutions Guide for examples.		
Spell out acronyms and abbreviations. See page 7 of the Resolutions Guide for examples.		
Read your resolution out loud. Is it clear?		
Have someone other than yourself read the resolution without the 'because' information. Do they understand it?		
Should this be a Constitutional amendment? See pages 3, 5 and 9 of the Resolutions Guide for more information.		
It is clear whether the resolution is? <ul style="list-style-type: none"> • Policy (establish new or change existing) • Action (direct CUPE BC to do something) • Constitutional (amend constitution) 		