

# Resolutions Procedures

## Section 1 - Definition, Purpose, Eligibility

### Definitions

#### Resolution

An NSTU resolution is a main motion in written form using a formal format set by the organization. The NSTU resolution format consists of a single-idea statement beginning with the phrase “be it resolved.” Every NSTU resolution is supported with a brief — a short paragraph outlining the background and reason for the main motion.

#### Costed Resolution

A Resolution that increases expenses in any current budget line or that causes a new budget line to be created shall be considered as a possible costed resolution by the Finance and Property Committee.

#### Purpose

The NSTU resolutions process provides a democratic structure which allows members to develop policies, procedures and practices of the organization.

#### Eligibility

The Provincial Executive and NSTU Locals may submit resolutions to Annual Council directly. NSTU Committees, Regional Representatives Councils (RRCs), and NSTU Professional Associations must submit resolutions to the Provincial Executive. The Provincial Executive determines whether or not submissions are forwarded to Annual Council.

## Section 2 - Submission Procedures

### Process

NSTU Locals, Committees, Regional Representative Councils, and Professional Associations are requested to use submission forms available from the NSTU central office on the NSTU website ([www.nstu.ca](http://www.nstu.ca)) and/or electronic mail ([resolutions@nstu.ca](mailto:resolutions@nstu.ca)).

#### Format

All resolutions submitted to the NSTU Resolutions Committee for consideration during Annual Council must adhere to the following requirements:

- accompanied by a supporting brief;
- dated and signed by the Local President and Local Resolutions Chairperson or Professional Associations President;
- received by NSTU central office by the 3rd Friday in December;
- forward to the NSTU Central Office by the 3rd Friday in January, draft minutes of the General Meeting of the Local or Professional Association at which Council Resolutions were considered by the general membership.

## Section 3 - Submission Guidelines

### Content

- Issues that could be addressed by alternate means within the organization are not suitable content for resolutions.  
*(Example: Items for consideration by the Provincial Economic Welfare Committee should be filed directly with that committee using forms available on the NSTU's website.)*
- A resolution that repeats existing policy shall not be submitted.
- Two or more thoughts in a single resolution shall be avoided.
- Resolutions should not specifically refer to NSTU programs or committees.
- The use of definitive words (ex – “shall” – use “seek to”) in resolutions should be avoided.
- Use of term “lobby” is discouraged. Replace with words such as register, document, confer or review.
- Specific references should be made to the NSTU Constitution when changes to NSTU By-Laws are requested. (i.e., numerical notation)

### Voluntary Screening Process

- NSTU Locals wishing to receive an opinion regarding the appropriateness and accuracy of a resolution submission may contact the Chair of the Resolutions Committee to provide an analysis.
- This procedure is available to a Local prior to that Local's General Meeting to conduct the vote on submissions.
- Resolutions addressing Economic Welfare and Working Conditions should be reviewed by NSTU Member Services staff as to their appropriateness given the status of the negotiations process.

### Briefs

- Resolutions submitted to the NSTU Resolutions Committee for consideration during Annual Council must be accompanied by supporting briefs. Only those resolutions supported by briefs will be forwarded to Council for consideration.
- The requirement to submit a brief with a resolution is designed to reduce the need for “whereas” clauses. Only the “Be It Resolved That” portion of a resolution is addressed by Council. The full intent of the resolution must be explained in this portion of the submission.
- Briefs should be clear, positive, concise.

### Editing

- The NSTU Resolutions Committee is charged with editing submissions. The committee will consult with the submitting Local regarding editing changes.
- The NSTU Resolutions Committee has the authority to combine resolutions of similar intent provided that the substantial intent of any resolution remains unaltered.
- The NSTU Resolutions Committee shall inform a Local at least thirty (30) days prior to Council if a proposed resolution is ruled out of order.
- When legal advice has been requested, a written summary of such advice must be provided to the Local.
- Submitted resolutions that reaffirm current policy are directed to the Provincial Executive for consideration and not forwarded to Council.
- The Resolutions Committee shall direct resolutions that reaffirm policy to the Provincial Executive for consideration.
- Resolutions that fall within the parameters of the NSTU's Operational Procedures shall be directed to the Provincial Executive for consideration.

## Section 4 - Disposition of Resolutions

All Annual Council resolutions are designated POLICY or ACTION. Resolutions designated policy are recorded in the Policy section of the NSTU Guidebook and are subject to the six-year cycle review.

A report of the action taken on each resolution adopted or referred by Council is recorded in the Disposition of Resolutions document for presentation at the upcoming Council.

## Section 5 – Communications

- Information packages for Local Resolutions Committees are circulated to both NSTU Local Presidents, committees, RRC's, Resolutions Committee Chairpersons and Professional Associations at least ninety (90) days prior to the submission date deadline.
- Locals receive all resolutions submitted to Annual Council in the order they will be considered during Annual Council.
- Resolutions for consideration by Annual Council are circulated to members prior to Annual Council.

## Section 6 - Time Lines

### **STEP 1: BY 2<sup>ND</sup> FRIDAY IN AUGUST**

Adopted and referred resolutions from the previous May Council are directed to committees and staff with stipulated required deadlines for action.

### **STEP 2: BY OCTOBER 1<sup>ST</sup>**

Deadline for submission of name of Local Resolutions Committee chairperson to Central Office.

### **STEP 3: BY 3<sup>RD</sup> FRIDAY IN DECEMBER**

Deadline for Council submissions by Locals, Regional Representative Councils, Committees and Professional Associations.

### **STEP 4: BY 3<sup>RD</sup> FRIDAY IN JANUARY**

Draft Minutes of General Meeting at which resolutions were adopted are forwarded to the NSTU Central Office.

### **STEP 5: BY 4<sup>TH</sup> FRIDAY IN JANUARY**

Resolutions Committee processes submissions (*topic; content; category — policy/action; costed; 2/3s; and status — new/amend/reaffirm/rescind.*)

### **STEP 6: BY 4<sup>TH</sup> FRIDAY IN JANUARY**

Submissions circulated to NSTU Committees for review.

### **STEP 7: BY 4<sup>TH</sup> FRIDAY IN JANUARY**

Provincial Executive considers submissions and recommendations from NSTU Committees, Regional Representative Councils and Professional Associations. Reports to Council are received by the Provincial Executive.

### **STEP 8: BY APRIL 3<sup>RD</sup>**

Resolutions made available to membership.

### **STEP 9: MAY ANNUAL COUNCIL**

Consideration of resolutions.

### **STEP 10: JUNE**

Disposition of Resolutions presented to Provincial Executive and membership and printed in June.