

MEMORANDUM

FROM: RESOLUTIONS COMMITTEE
RE: Resolutions for BCNU Annual Convention 2017

Council has set a deadline to have all resolutions for the 2017 BCNU Annual Convention submitted by Tuesday, January 24, 2017.

Please make sure you have canvassed your bargaining unit to see that those individuals wanting to submit resolutions receive the proper forms.

PLEASE SUBMIT ALL RESOLUTIONS, ON THE APPROPRIATE FORMS, TO:

British Columbia Nurses' Union
4060 Regent Street, Burnaby BC V5C 6P5
(or fax to (604) 433-7945 or toll-free 1-888-284-2222)

Attention: Lindsay Clement

Additional forms can be downloaded from the BCNU website.

Enclosures:

Resolution Form
Background Information Form
Resolutions Checklist
Resolutions Guidelines
Convention Rules and Privileges
Policy on New Business Resolutions

PLEASE NOTE: Council requires that the Resolutions Committee cannot accept resolutions which do not include required background material, particularly costing.

RESOLUTIONS CHECKLIST

1. Please be sure to read the “Resolutions Guidelines” which follow this checklist.
2. Is your topic already under consideration by the BCNU Council? If in doubt, check with Claudette Jut, Chair of the Resolutions Committee or Lindsay Clement at the BCNU office. Telephone (604) 433-2268, or toll-free 1-800-663-9991.
3. Does your resolution clearly state your intention? (Who, What, Where, When, Why and How?)

If possible, relate your resolution to the strategic objectives of the Union.
4. Background information is recommended, where possible, to support the intent of your resolution. Have you researched and added all the necessary information? This information will assist in the decision-making of the voting delegates.
5. Do you have a seconder for your resolution? It will not be accepted by the Resolutions Committee if you do not.
6. Are you prepared to speak to your resolution at the Annual Convention? If not, have you made arrangements for someone else to present it?
7. If you wish Regional support for your resolution, contact your Regional Chairperson for further information.
8. You **must** submit costing estimates with your resolutions. If assistance is needed, contact David Tsai in the finance department, at the BCNU office.

IMPORTANT NOTE

Resolutions will be ruled out of order if they:



Conflict with BCNU’s Constitution and By-Laws (review this document in total);



Conflict with the Rules and Privileges of the Convention (attached);



Address a concern already under review by the Assembly.

RESOLUTIONS GUIDELINES

Complete information with regard to resolutions may be found in the sections indicated under “resolutions” in the index of *Robert’s Rules of Order, newly revised (R.R.N.R.)*.

BACKGROUND INFORMATION

It is recommended that you provide background information to support your resolution (sheet included). This information should be concise. Facts should be accurate and substantiated with proof, when possible. Opinions and reasons should be identified as such and should not be represented as factual information. It is the responsibility of the supporter of the resolution, whether a Region or an individual, to have someone prepared to speak to the issue when it comes to the floor of the Annual Convention.

PREAMBLE (CITATION ROBERT’S RULES, NEWLY REVISED)

A preamble consists of one or more clauses beginning, “Whereas”. It is recommended that these clauses be limited to short statements of fact and be limited to not more than three. A preamble is placed before the resolving clauses. It should be emphasized that neither rule nor custom require a resolution to have a preamble, and one should not be used merely for the sake of form. Careful preparation of background material may eliminate the necessity of a preamble.

SAMPLES

Sample 1 (without preamble): States action to be taken

RESOLVED, that the BCNU Resolutions Committee review proposed resolutions carefully and suggest improvements to movers and seconders before the motions are put to BCNU conventions.

Sample 2 (with one “Whereas” clause) - text of preamble

Whereas, some resolutions considered at recent BCNU conventions have been worded unclearly;

THEREFORE BE IT RESOLVED, that the BCNU Resolutions Committee review proposed resolutions carefully and suggest improvements to movers and seconders before the motions are put to BCNU conventions.

Sample 3 (with Two “Whereas” Clauses)

Whereas, some resolutions considered at recent BCNU conventions have been worded unclearly; and

Whereas, Debate of unclear resolutions can take unnecessarily long times, thus reducing the time for consideration of other motions;

*THEREFORE BE IT RESOLVED, that resolutions for BCNU conventions be prepared more carefully by the movers and seconders; and
BE IT FURTHER RESOLVED, that the BCNU Resolutions Committee review proposed resolutions carefully and suggest improvements to movers and seconders before the motions are put to BCNU conventions.*

CONVENTION RULES & PRIVILEGES

1. Voting delegates will wear delegates' badges during the sessions and will be seated in the section reserved for voting delegates.
2. Speakers will use microphones when addressing the Chair.
3. Speakers must be acknowledged by the Chair before addressing the assembly.
4. Speakers addressing the Chair will state their names and regions.
5. Each speech will be limited to two (2) minutes. A timer will be used.
6. Main motions and amendments must be presented in writing to the chair.
7. Debate on any motion at this convention will be limited to two (2) speeches by any person on any question, unless special permission is granted by the assembly. No person can speak a second time to any question, as long as another person who has not spoken to that question wishes to speak.
8. Only those members of the voting body registered at the convention will be eligible to vote, and each will carry only one vote. Votes will not be transferable.
9. The doors shall remain closed during business sessions and no person is to enter or leave the convention hall during a vote.
10. Members who are not part of the voting body may address the convention, but will not be entitled to make motions or vote.
11. Authorship for any material circulated at BCNU annual conventions must be disclosed and pre-approved for circulation.
12. "New Business" Resolutions will be covered by the attached policy.
13. The BCNU Convention shall follow *Robert's Rules, Newly Revised*.
14. All pagers and cell phones are to be turned off during convention.
15. Convention Rules and Privileges may be suspended by a two-thirds (2/3) vote.

POLICY ON NEW BUSINESS RESOLUTIONS

4.1.3 Procedure for Pre-Circulated Resolutions

Policy: To maintain the principles of democracy by implementing appropriate controls for pre-circulated resolutions and ensuring all members have the right to debate the proposed resolutions at Annual Conventions.

Procedure:

1. Resolutions on subjects other than dues and bylaws will be screened, circulated in advance to Delegates, and presented at the Annual Convention by the Resolutions Committee.
2. The Resolutions Committee Chairperson, or designate, will present a report with the resolutions to the Annual Convention.
3. To be included in the report, resolutions must be received in the Executive Office no later than 16 weeks prior to the first day of the Annual Convention, thereby facilitating resolutions to be distributed to all BCNU Members through BCNU Update (a Regular Publication) four to six weeks prior to the first day of the Annual Convention.
4. A resolution will be accepted only if:
 - I. It does not conflict with BCNU's Constitution & Bylaws (*note: a resolution related to a bylaw amendment will only be ruled out-of-order if the bylaw amendment in question does not pass*),
 - II. It does not conflict with the 'Rules and Privileges of the Annual Convention' as presented within the Delegate's information package,
 - III. It has a 'mover' and 'seconders' who are both BCNU Members in good standing. (*note: in the absence of a mover and seconders, a resolution must be submitted by a Bargaining Unit, Region, Committee or Council*),
 - IV. It has costing estimates included,
 - V. It meets the deadline for receipt of resolutions,
 - VI. The movers, seconders, and/or designates are available within one week of the submission deadline to clarify information and questions from the Resolutions Committee.
5. The Resolutions Committee will determine the order of the resolutions presented to the Annual Convention floor.
6. After a proposed resolution has been submitted to the Resolutions Committee, it may be withdrawn by the mover before 12 PM on the first day of the Annual Convention. Thereafter, a proposed resolution may not be removed from the agenda by the mover.

4.1.4 Procedure for Resolutions from Convention Floor

Policy: To implement appropriate controls for resolutions from the Convention Floor

Procedure:

1. A resolution from the Convention floor will be accepted only if;
 - I. It relates to issues raised during Convention's open forum,
 - II. It is of an emergent / urgent nature (i.e.: it is an urgent matter that has arisen after the distribution of resolutions in BCNU Update (a Regular Publication) prior to the Convention, as per **Section 4.1.3 Procedure for Pre-Circulated Resolutions** above),
 - III. It does not conflict with BCNU's Constitution & Bylaws (*note: a resolution related to a bylaw amendment will only be ruled out-of-order if the bylaw amendment in question does not pass*),
 - IV. It does not conflict with the 'Rules and Privileges of the Annual Convention' as presented within the Delegate's information package,
 - V. It does not conflict with one already adopted at the same Convention,
 - VI. It does not relate to issues beyond BCNU's control or jurisdiction,
 - VII. It does not relate to issue already under review by Council, and
 - VIII. It has a 'mover' and 'seconder' who are both BCNU Members.
2. Resolutions from the Convention floor must be presented to the Resolutions Committee for screening by the end of the first day of the Convention.
3. Resolutions that are approved through this screening process (i.e.: those that are deemed by the Resolutions Committee to require immediate action) will be brought to the attention of the Convention Chairperson. These resolutions will be presented under New Business or at the discretion of the Convention Chairperson and Resolutions Committee.