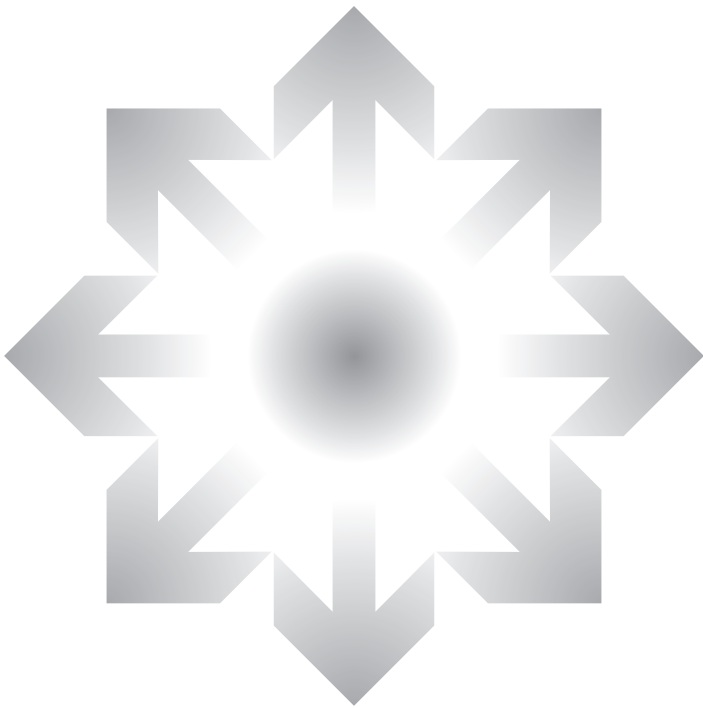


RESOLUTIONS *Procedures*

Annual Council



NOVA SCOTIA TEACHERS UNION



NSTU BY-LAW ARTICLE II – THE COUNCIL, 3.

GOVERNANCE OF COUNCIL

- (a) A majority of Voting Delegates shall constitute quorum of Council.
- (b) There shall be an Annual Meeting of Council at such time and place as determined by the Provincial Executive.
- (c) The President, with the consent of the Provincial Executive, may call a Special Meeting of Council for such time and place as determined by the Provincial Executive.
- (d) The President shall call a Special Meeting of Council when requested in writing by a majority of Locals.
- (e) When a Special Meeting of Council is called, delegates shall be restricted to the Voting Delegates of the Annual Meeting of Council immediately prior. A Voting Delegate unable to attend may be replaced by the affected Local, Regional Representative Council, or Professional Association.
- (f) Resolutions to Council amending By-Laws require a two-thirds (2/3) majority vote and at least thirty (30) days-notice.
- (g) Resolutions to Council amending Standing Orders require a majority vote provided thirty (30) days-notice has been given. In lieu of thirty days-notice, resolutions amending Standing Orders require a two-thirds (2/3) majority vote provided notice has been given at a preceding session of Council.
- (h) Resolutions to Council which have been costed at two percent (2%) or more of the budgeted expenditures require a two-thirds (2/3) majority vote.
- (i) Resolutions to Council which amend Policy or direct action require a majority vote.

NSTU STANDING ORDER 3 – RESOLUTIONS TO COUNCIL

- (a) Resolution submissions shall be prepared into a document which is circulated to all Members prior to deliberations at Council.
- (b) Resolution submissions shall be available to Delegates in both official languages.
- (c) Resolution submissions shall be accompanied by supporting briefs at the time of submission and be presented to the Membership in the same order as they are to be deliberated during Annual Council proceedings.
- (d) All resolutions submitted for consideration to Annual Council shall be studied beforehand by the appropriate committee and/or the Provincial Executive. The findings and recommendations, if any, from such study shall be available to the delegates at Annual Council.
- (e) Submitted resolutions categorized as Economic Welfare and Working Conditions which relate to Provincial Negotiations shall be automatically referred to staff for consideration by the Provincial Economic Welfare Committee.
- (f) A resolution adopted at Annual Council becomes effective immediately upon adoption unless the resolution itself specifies a particular time frame or unless the resolution affects the NSTU budget.
- (g)
 - (i) Resolution submissions identified by the Resolutions Committee as an NSTU Operational Procedure shall have that submission returned to the Local, RRC or Professional Association for redirection to the Provincial Executive for action.
 - (ii) Should the Local, RRC, or Professional Association not agree with the decision of the Provincial Executive concerning the issue, the affected Local, RRC, or Professional Association is able to resubmit that same resolution to the next Annual Council. The brief accompanying the resolution shall contain information concerning the Operational Procedure status of the submission as well as the decision of the Provincial Executive concerning the issue.
- (h) All resolutions to Annual Council shall be designated constitutional, policy, or action.
- (i) Resolutions adopted at Council designated constitutional are recorded in the NSTU Constitution.
- (j) Resolutions adopted at Council designated policy are recorded in NSTU policy documents and are subject to the six-year (6-yr) cycle review.
- (k) Resolutions adopted at Council designated action are removed from NSTU documents when action has been taken.
- (l) A full report of the action taken on each resolution passed by Council shall be presented at the following Council in the Disposition of Resolutions Report.

NSTU STANDING ORDER 4 – COMMITTEES OF COUNCIL, (C) RESOLUTIONS COMMITTEE – DUTIES

(iii) The Resolutions Committee shall:

- a. Designate each resolution by topic (Governance, Curriculum, Economic Welfare and Working Conditions, Government, Professional Development, General); by category (Constitutional, Policy, Action); by intent (Amend, Rescind, New); and by eligibility (majority or two-third (2/3) majority Vote).
- b. Ensure that resolutions affecting the NSTU's budget are costed by the Finance and Property Committee and make such costing information available at the time of deliberation.
- c. Consult the sponsor of a resolution to clarify the costing specifics of any resolution classified as a costed resolution. d. Combine resolutions of similar intent without altering the substantial intent of any resolution.
- e. Consult the sponsor of a resolution on rewording of a submission.
- f. Inform and report to the sponsor of a resolution at least thirty (30) days prior to Council if a proposed resolution is out of order, and include suggestions on how to improve it so it could be submitted to Annual Council the following year.
- g. Supply the sponsor of a resolution, upon request, a written summary of legal advice regarding submitted resolutions if available.
- h. Determine the eligibility of submissions received during Council proceedings for consideration under New Business.
- i. Coordinate compilation of Reports; the Disposition Report, which includes the URL of an electronic compilation of memos and letters regarding adopted resolutions, and Reports to Council.

NSTU OPERATIONAL PROCEDURE 18 – RESOLUTIONS PROCEDURE

A. Authority

The NSTU Constitution.

B. Definition and Purpose

- I. NSTU Resolutions to Council are proposals, which when adopted:
 - a. amend NSTU By-Laws,
 - b. amend NSTU Standing Orders,
 - c. set, amend, or rescind NSTU Policy, or
 - d. direct the action of the NSTU.
- II. The purpose of Council and the resolution process is to provide a democratic means for Member input into the structures and policies of the NSTU.

C. Eligibility/Suitability

- I. The Provincial Executive may submit resolutions directly to Council.
- II. NSTU Locals, Regional Representative Councils, and Professional Associations submit resolutions to Council via the Resolutions Committee.
- III. Suitability for resolutions to Council adhere to the following guidelines:
 - a. Issues that could be addressed by alternate means within the organization are not suitable as resolutions.
 - b. A resolution that repeats existing policy shall not be submitted.
 - c. Two (2) or more thoughts in a single resolution shall be avoided.
 - d. Resolutions should not specifically refer to NSTU programs or committees.
 - e. Reference should be made to the specific By-Law or Standing Order article number when amendments to the NSTU Constitution are proposed.
 - f. Reference should be made to the specific Policy number when amendments to NSTU Policy are proposed.

D. Resolution Submission Procedures for Locals, Regional Representative Councils, and Professional Associations

- I. Submissions from Locals, Regional Representative Councils, and Professional Associations must be sent directly to the Resolutions Committee via the NSTU Central Office by the deadline of the first (1st) Friday in December.
- II. Submissions must be accompanied by the draft minutes of the General Meeting where the submission was approved.
- III. A resolution submission must be accompanied by a supporting Brief and be signed by the sponsor (Local President, RRC Chair, or Professional Association President respectively).
- IV. Submission forms are available on the NSTU website (www.nstu.ca) under Annual Council – Resolution Submission and can be submitted online there or by emailing the form to (resolutions@nstu.ca).

E. Voluntary Screening Process

Locals, RRCs, or Professional Associations wishing to receive input regarding the appropriateness and accuracy of a resolution submission may contact the Executive Staff Officer liaison to the Resolutions Committee.

F. Documentation

- I. The costing of a resolution is recorded with the actual resolution in the Resolutions Booklet.
- II. The Disposition of Resolutions from the previous Council will be included in the Council Workbook and will include the URL of an electronic compilation of memos and letters regarding adopted resolutions.
- III. All Reports generated by Council Resolutions are directed to the Provincial Executive as Information Items prior to Council.

G. Pre-Council Voting Procedures

- I. Resolutions submitted to Council in any given year may be considered by Council in a Pre-Council voting process as outlined below.
- II. Resolutions categorized as Constitutional or Costed are to be debated and voted on at Council, with no Pre-Council voting.
- III. All Resolutions that do not fall into G. II. above will be considered by registered Voting Delegates in a Pre-Council voting process.
- IV. A majority of registered Voting Delegates participating in the Pre-Council voting process will satisfy quorum.

- V. Pre-Council voting to be conducted electronically, poll to be open for two (2) weeks with the poll closing at noon of the last Tuesday prior to Annual Council weekend.
- VI. Poll to include three options per Resolution (adopt, defeat, and debate at Council).
- VII. A threshold of seventy-five percent (75%) must be reached to adopt or defeat a resolution during the pre-Council voting process.
- VIII. The results from the pre-Council vote will be tabulated and supplied to Delegates at Annual Council.
- IX. Sponsors of Resolutions will have the opportunity at Annual Council to withdraw or amend their Resolution prior to the start of debate on the Resolution.

H. Timelines

- I. The deadline for resolution submissions by Locals, Regional Representative Councils, and Professional Associations is the First (1st) Friday in December.
- II. The Resolutions Committee reviews resolution submissions by Locals, Regional Representative Councils, and Professional Associations prior to the end of January.
- III. Recommendations from Committees concerning resolutions are prepared in advance of Council.
- IV. Resolutions are made available to the membership at least thirty (30) days prior to Council.
- V. The Pre-Council Vote is conducted leading up to Annual Council.
- VI. Resolutions are considered by Council and are processed during the Pre-Council Vote or during Annual Council.
- VII. A preliminary Disposition of Resolutions is presented to the Provincial Executive following Annual Council.
- VIII. The Disposition of Resolutions is presented to the following Annual Council.

I. Reading of Council Resolutions

- I. Resolutions for consideration by Annual Council shall be identified by their respective numbers only and the text of resolutions shall not be read aloud in Council Chambers.
- II. The sponsor of a resolution shall be the initial speaker to that resolution.

J. Annual Council New Business Resolutions

- I. The NSTU Resolutions Committee coordinates the New Business Resolutions of Annual Council.
- II. It is the responsibility of the NSTU Resolutions Committee to make the determination whether or not a New Business Resolution meets eligibility criterion.
- III. New Business submissions require the signature of the sponsor (NSTU President, Local President, RRC Chair, or Professional Association President respectively).
- IV. Eligibility requirement for a New Business submission shall be one of the following:
 - a. Time – an issue arises after the official closing date for resolution submissions to Annual Council (first (1st) Friday in December).
 - b. New Information – an issue has incurred new developments after the official closing date for resolution submission to Annual Council.

CONSULTATION ON WORDING

Any Local, RRC, or Professional Association leader, wishing to have resolutions reviewed prior to submission is welcome to send proposed resolutions to Louis Robitaille, Executive Staff Officer, Liaison to the Resolutions Committee at lrobitaille@staff.nstu.ca.

