

## **16. RESOLUTIONS PROCEDURES**

### **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 second (2<sup>nd</sup>) 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](http://www.nstu.ca)) under Annual Council – Resolution Submission and can be submitted online there or by emailing the form to ([resolutions@nstu.ca](mailto: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. TIME LINES**

- I. The deadline for resolution submissions by Locals, Regional Representative Councils, and Professional Associations is the Second (2<sup>nd</sup>) 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. Resolutions are considered at Annual Council in May.
- VI. A preliminary Disposition of Resolutions is presented to the Provincial Executive following Annual Council.

**H. 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.

**I. 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 (second (2<sup>nd</sup>) Friday in December).
  - b. New Information – an issue has incurred new developments after the official closing date for resolution submission to Annual Council.

*Reference: OP16 amended by substitution October 2021*