

# memorandum

TO: All Chief Stewards and Primary Contacts  
FROM: Mandi Ayers, Chair – Resolutions Committee  
DATE: December 6, 2019  
SUBJECT: **Submitting Resolutions to HSA's Annual Convention**

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Please find enclosed, in preparation for HSA's 49<sup>th</sup> Annual Convention, information about the Resolutions Committee and guidelines for submitting resolutions to convention. The information in this memo is for your reference so that as steward you are able to assist members in developing clear and concise resolutions.

## **THE RESOLUTIONS COMMITTEE**

The HSA Resolutions Committee is chaired by the HSA Vice-President and is composed of one other Regional Director and one Member-at-Large from each Region. The committee will consider resolutions received by the deadline of **midnight, Tuesday January 28, 2020.**

The committee may edit or combine resolutions for clarity and to ensure that the “therefore be it resolved” makes sense independent of the “whereas” clauses (please see Structuring a Resolution on the next page). It is imperative that the committee understands what outcome the members are seeking. If necessary, the committee may contact the sponsoring chapter to seek clarification of intent.

## **SUBMITTING RESOLUTIONS – CHAPTER MEETINGS**

At your chapter meetings, individual members may come with concerns that they want the union to address at convention. As per Article 7, Section 4 of the HSA constitution, all resolutions must be endorsed by the local chapter before they are submitted to the Resolutions Committee, i.e., participants at a chapter meeting must vote on whether to support putting the resolution forward to convention. **Individual members cannot forward resolutions for the committee's consideration.**

I encourage you to schedule a chapter meeting as soon as possible to give notice to HSA members at your chapter about the opportunity to vote on resolutions and elect delegates to convention, and to ensure members have adequate time to prepare resolutions and, once elected, to request union time off for the convention April 1 – 3, 2020. Deadline for submitting resolution is January 28, 2020, so a chapter meeting must be held in time to meet that deadline.

When submitting resolutions, it is important to remember that the purpose of a resolution is to address an issue raised by the membership. Issues pertaining to union policy, government lobbying or future action for the union, are all appropriate topics for convention debate. **Collective bargaining issues are not dealt with at convention. They are dealt with at the bargaining proposal conferences held prior to the expiry of HSA collective agreements.**

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Convention resolutions guide the work of the union and for this reason they are taken very seriously. The committee encourages chapters to submit practical and achievable resolutions.

For your information, previous resolutions passed at recent HSA conventions can be found on the HSA website under “news” / “annual reports” / “minutes” and “business arising”. In addition, for the information of members, the rationales presented by the Resolutions Committee at the 2019 convention in its introduction of resolutions are available in the [stewards' password-protected area of the HSA website](#).

All resolutions must be received by the committee in the HSA office by **midnight, Tuesday, January 28, 2020**. Resolutions may be submitted online at [HSA Online Resolution Form](#), faxed (604.515.8889 / toll free: 1.800.663.2017), or mailed to the committee at the HSA office c/o Resolutions Committee. Faxed or mailed resolutions must be submitted on a form signed by the chief steward. Chief stewards may also e-mail resolutions to [info@hsabc.org](mailto:info@hsabc.org)

E-mails and online submitted resolutions must include stewards' current telephone contact information for verification purposes.

### STRUCTURING A RESOLUTION

Policy resolutions shall consist of no more than **150 words** (names or organizations are counted as one word; no abbreviations please).

Resolutions proposing constitutional changes (constitutional resolutions), have no word limit. **Please note that constitutional resolutions must include the exact language that the chapter is proposing be added, deleted or amended.**

A resolution usually contains preamble sentences that provide the necessary background about the issue. The “be it resolved” sentence(s) of the resolution must declare the action(s) that members are seeking and should be able to stand on its own.

*The following is an example of a resolution that was submitted to the 2018 convention:*

**Whereas** Providing access to housing is the responsibility of both the provincial and federal governments; and

**Whereas** There is a well-documented housing crisis in many areas of British Columbia; and

**Whereas** Families are unable to access and/or afford suitable housing, partially related to eligibility criteria (e.g. income testing deems families eligible to either rental assistance or subsidized housing, but not both).

**Therefore be it resolved** that HSA work with the National Union of Public and General Employees and the BC Federation of Labour to advocate for the funding and creation of affordable housing.

I hope this information is useful to you in your preparations for convention. A form has been attached to this memo to assist you in submitting your resolutions.



# CONVENTION 2020 Resolutions Form

Deadline for receipt of resolutions at the HSA Office is:

**5:00 P.M. ON TUESDAY, JANUARY 28, 2020**

Submit Resolutions using this form by fax or email:

**Fax: 604.515.8889 / Toll Free: 1.800.663.6119 / E-mail: [info@hsabc.org](mailto:info@hsabc.org)**

**Word limit: 150 words for policy resolutions; no limit for constitutional resolutions.**

WHEREAS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_; and

WHEREAS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_; and

THEREFORE BE IT RESOLVED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_; and

BE IT FURTHER RESOLVED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_; and

BE IT FINALLY RESOLVED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

Submitted by (Name of Facility): \_\_\_\_\_

Contact No.: \_\_\_\_\_  
(Chief Steward's Signature)

**PLEASE NOTE: THIS FORM MUST BE SIGNED BY THE CHIEF STEWARD OR IT WILL NOT BE  
ACCEPTED BY THE RESOLUTIONS COMMITTEE.**