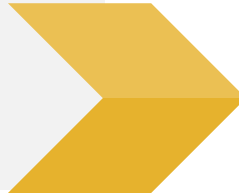


# SUCCESSFUL RESOLUTION WRITING

# What's a Resolution?

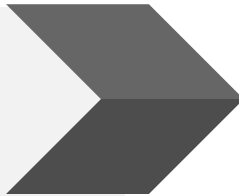
(in its simplest form)

THE IDENTIFICATION OF A



**PROBLEM**

THE PROPOSAL OF A



**SOLUTION**

(over which USJE has jurisdiction)

# Resolutions relate to:

- ✓ **USJE By-laws, Finance, Regulations, or Policies**
- ✓ **PSAC Constitution or Regulations (including Regulation 15 re: Collective Bargaining policy)**
- ✓ **National Joint Council policies**
- ✓ **Miscellaneous**

**Resolutions always deal with  
just ONE problem.**

**If you want to address more  
than one problem...**

**create more than one  
resolution.**

# Who Can Submit a Resolution?

## **LOCALS**

Resolutions adopted at Local meetings can be brought to USJE's National Convention

## **NATIONAL EXECUTIVE**

Resolutions adopted by the National Executive can be brought to USJE's National Convention

# Parts of a Resolution

There are 2 parts to a resolution:

**WHEREAS**



Identifies the problem

**BE IT RESOLVED**



Identifies the solution

# Whereas:

- ✔ Identifies the problem clearly and provides any necessary background
- ✔ Answers: WHY? (WHY is this a problem? WHY is the solution necessary?)
- ✔ One thought per whereas

# Be It Resolved

- ✔ Identifies the solution clearly
- ✔ Needs to stand on its own
- ✔ Answers the questions:
  - WHAT? (What is the solution?)
  - WHO? (Who will undertake it?)
  - WHEN? (By when will it occur?)
  - WHERE? (Where will the solution happen?)



# Example:

**WHEREAS** the Component's name is representative of the Department to whom the Component membership belong; an

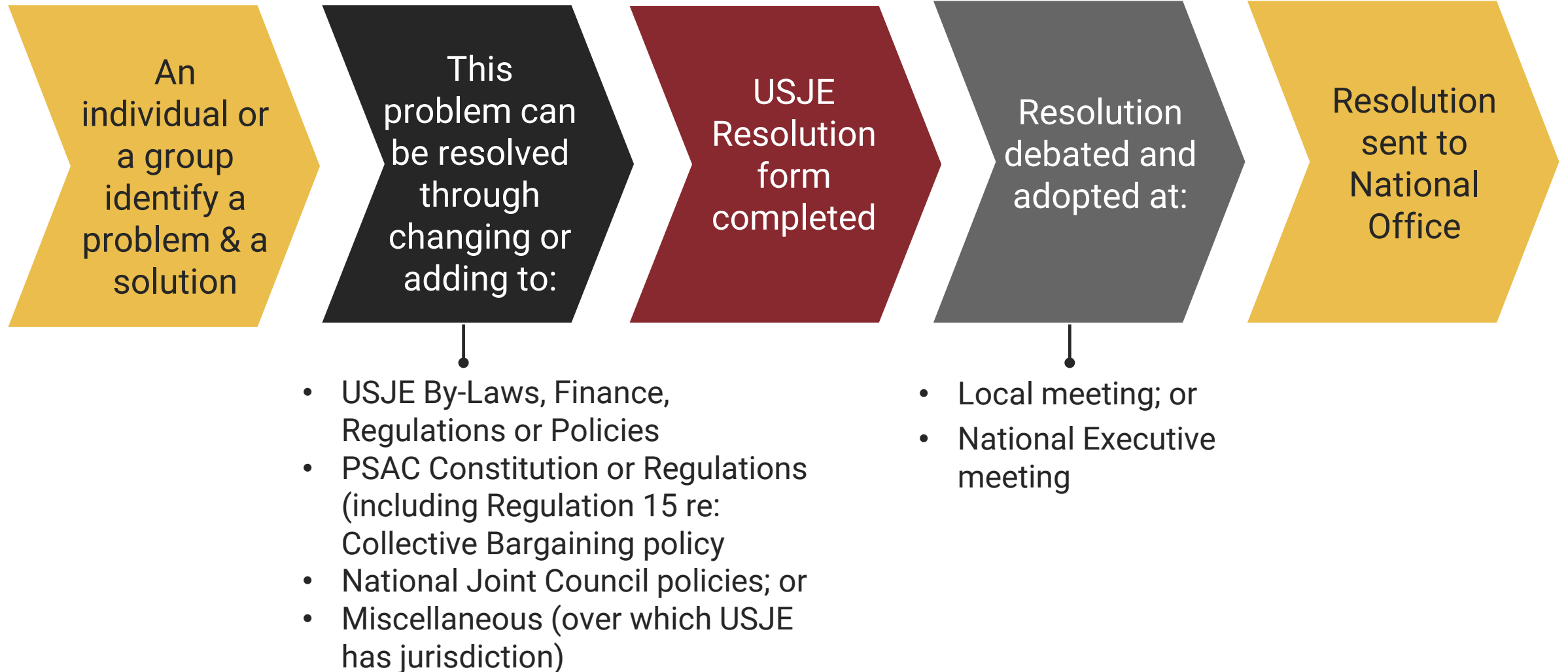
**WHEREAS** the name of USGE (Union of Solicitor General Employees) represented the Department of the Solicitor General Canada; and

**WHEREAS** the Department of the Solicitor General Canada has been named Public Safety Canada for a few years now, and includes more specifically the groups that made up that Department;

**BE IT RESOLVED THAT**

our Component be named USJE (Union of Safety and Justice Employees) as soon as it has been accepted by the Component's Convention.

# The path of a USJE Resolution





- Locals change resolution & submit by deadline; or
- Locals don't change resolution

# Resolution Form

## 19<sup>th</sup> TRIENNIAL NATIONAL CONVENTION 2023 – WHISTLER

### RESOLUTION FORM

This resolution deals with:

USJE BY-LAWS

By-Law No. \_\_\_\_\_ Section \_\_\_\_\_

PSAC CONSTITUTION

Section No. \_\_\_\_\_ Sub-Section \_\_\_\_\_

USJE REGULATIONS

Regulation No. \_\_\_\_\_ Section \_\_\_\_\_

COLLECTIVE BARGAINING – POLICY

(do not submit bargaining demands)

FINANCE

NATIONAL JOINT COUNCIL GENERAL

POLICIES

MISCELLANEOUS

WHEREAS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

WHEREAS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

BE IT RESOLVED THAT \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BE IT FURTHER RESOLVED THAT \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
NAME OF LOCAL

\_\_\_\_\_  
LOCAL PRESIDENT

# When are resolutions submitted?

- ✔ Following a call for resolutions from USJE National Office

# Late resolutions

- ✓ are received after deadline,
- ✓ were not able to be reviewed by the convention committee,
- ✓ are looked at, if time permits, during convention.

# Emergency resolutions



Deal with a problem not identified (or in existence) prior to the final date for receipt of resolutions.



# Resolution Tips

Keep it simple

## WHEREAS



- Identifies the problem clearly and provides any necessary background
- Answers: WHY? (WHY is this a problem? WHY is the solution necessary?)
- One thought per whereas

## BE IT RESOLVED



- Identifies the solution clearly
- Needs to stand on its own
- Answers the questions:
  - WHAT? (What is the solution?)
  - WHO? (Who will undertake it?)
  - WHEN? (By when will it occur?)
  - WHERE? (Where will the solution happen?)

## BE IT FURTHER RESOLVED



- Identifies a follow up to the solution

# Small Group work

- ✓ Using the USJE Resolution Form, create a resolution
- ✓ Report back to the full group

Thank you!