

Submitted resolutions must comply with the following criteria:

Format:

- ✓ Formatted in 14-point Arial font;
- ✓ Is concise, focused, and limited to 150 words;
- ✓ Utilize either the traditional or clear language format and include the title, originating body and language of origin;
- ✓ Not include any special formatting such as boxes or drawings;

Approved:

- ✓ Resolutions cannot be submitted by individual members. They must be voted on and endorsed by the appropriate originating body (i.e. Local, Area Council, etc.) prior to being submitted;

Content:

- ✓ Addresses just one topic (issue) and has one major objective;
- ✓ In simple wording, clearly identifies the issue and the action(s) required;
- ✓ Ensure that each Be it Resolved clearly articulates the action sought and is able to stand alone;
- ✓ Does not call for an action or outcome that contradicts or contravenes the PSAC Constitution;
- ✓ Ensures that the action proposed is within the jurisdiction of the organization to implement;
- ✓ Respects the mandate of Convention – i.e. do not submit bargaining demands via a Convention resolution;
- ✓ Does not duplicate an existing Resolution of Record;
- ✓ Builds in accountability – i.e. deadlines, who is responsible for implementing the proposed action, what resources are required;
- ✓ Allows for flexibility in implementation, as it's the end result that counts;
- ✓ Is not calling for something that is already enacted;
- ✓ Applies the Who, What, When, Why and How test;

On Time:

- ✓ Resolution is submitted **by January 20, 2020.**

EXAMPLES OF GOOD RESOLUTIONS

TRADITIONAL FORMAT	CLEAR LANGUAGE FORMAT
<p><i>RE-ESTABLISHMENT OF THE COURT CHALLENGES PROGRAM</i></p> <p>WHEREAS the Court Challenges Program, which provided funding to challenge laws and policies that violate Constitutional equality rights, was abolished by the Conservative government; and</p> <p>WHEREAS in the past, this program allowed citizens to defend their fundamental rights – rights that many would have not had the financial means to defend without this program; and</p> <p>WHEREAS without the Court Challenges Program, only people with means have access to the legal system to challenge unjust laws;</p> <p>BE IT RESOLVED THAT PSAC support the rights of citizens by taking a public stand in favour of re-establishing the Court Challenges Program; and</p> <p>BE IT FURTHER RESOLVED THAT PSAC support all campaigns to have the Court Challenges Program re-established in its entirety.</p>	<p><i>MENTAL HEALTH AWARENESS IN THE WORKPLACE</i></p> <p>BECAUSE mental health issues affect many of our members and is the leading cause of stress in the workplace; and</p> <p>BECAUSE there needs to be an increased awareness of mental health issues; and</p> <p>BECAUSE there needs to be consistency in dealing with mental health issues;</p> <p>PSAC WILL develop a presentation document on mental health and make it available to all locals to increase awareness on mental health issues in the workplace.</p>