



GUIDE TO RESOLUTIONS AND NOTICES OF MOTION

The core function of any meeting of Council is the debate and decision making of resolutions and notices of motion. A resolution is a formal, public statement used to initiate the decision-making processes of the Council of the Federation.

Any Federation member or group of members may submit a resolution or notice of motion for debate and decision making by Council. You must submit each resolution or notice of motion in writing to the Resolutions Committee, which is established under STF Bylaw 2 (Council) Section 2.5. Submissions should be made through the Federation website. The Committee consists of six appointed councillors who are supported in their work by members of the senior administrative staff. Its members apply to serve and are appointed annually by the STF Executive.

A notice of motion is used to create and amend STF bylaws including approval of membership fees and the budget, changes to Teachers' Long-Term Disability Plan premiums and STF pension contribution rates, and approval of the STF Contingency Fund levy.

WRITING

A resolution expresses an idea, view or belief held by the mover(s) that is submitted through the Resolutions Committee to Council. Resolution processes provide all members of the Federation with an opportunity to become involved and engaged in the governance processes of the Federation. Resolutions are required to add, rescind or amend Federation policies or recommend the organization take a specific action. Certain conventions have also developed regarding the phrasing of resolutions.

Because a resolution establishes the basis for debate and decision making, it is imperative that the language used should be clear in intent. A misunderstood resolution may result in the defeat of the resolution regardless of its merits.

Both resolutions and notices of motion begin with the words, "BE IT RESOLVED that..."; however, there are differences between the two. There are certain conventions regarding the phrasing of resolutions. A resolution is limited to one sentence and should be asking for only one action to occur. It should be clear who the resolution is directing to take action. See examples.

- A notice of motion to change STF bylaw:

BE IT RESOLVED that *STF Bylaw 7 (Collective Interests)* be amended to read as follows:
State the bylaw as amended.

- A resolution to change STF Policy:

BE IT RESOLVED that *STF Policy 1.1 (Advocacy)* be amended to read as follows:
State the bylaw as amended.

- A resolution to influence an external entity:

BE IT RESOLVED that the STF lobby the provincial government to describe action.

- A resolution for bargaining:

BE IT RESOLVED that the Teachers' Bargaining Committee negotiate, during the next cycle of provincial collective bargaining, describe request.

The Pension and Benefits Board of Directors oversees the administration of the Saskatchewan Teachers' Retirement Plan, the Members' Health Plan, the Teachers' Long-Term Disability Plan and the Member and Family Assistance Plan in the best interests of the membership. Resolutions regarding these plans are

recommendations for the Pension and Benefits Board to consider.

- A resolution to effect change to the Members' Health Plan:

BE IT RESOLVED that the STF Pension and Benefits Board of Directors, in the next full comprehensive review of Members' Health Plan benefits, consider *describe the action and change in benefit*.

- A resolution to effect change to other benefit plans:

BE IT RESOLVED that the STF Pension and Benefits Board of Directors consider *describe benefit*.

If you have a question regarding the submission of a resolution or notice of motion, or need assistance in writing, contact the Federation for advice and information. If you would like to receive feedback and guidance on your resolution, prior to the submission of your resolution or notice of motion, it must be submitted to the Federation no later than the last Friday in January. Once your submission is received, it is prepared for adjudication by the Resolutions Committee.

SUBMITTING

All resolutions and notices of motion must be submitted online by completing the Submission of Resolution/ Notice of Motion form. You must provide the sponsor (i.e., name of the individual or group of members) that is the mover. Include contact information: email address, school name and address, city/town, postal code and telephone number.

If you provide explanatory commentary or commentary from the mover, it must be fewer than 250 word and should include information about the issue, implications, what the mover expects to achieve and facts that support the resolution. Facts must come from a reliable, referenced source and give a complete and accurate picture of the issue. Commentary from the mover will be reviewed by Federation staff. The standard practice has been to remove sections in the commentary that are deemed libelous, inflammatory, inaccurate or not properly referenced. Spelling and grammatical mistakes will be attended corrected.

DEADLINES

The deadline for resolution or notice of motion submissions is noon on the first Friday in February for the Annual Meeting of Council and varies depending on the date and agenda for a Special Meeting of Council. These deadlines facilitate the deliberations of the Resolutions Committee and preparation of documentation for distribution to councillors prior to

meetings. If you require assistance or advice, contact Federation staff no later than the last Friday in January.

At times, it is appropriate for submissions to be made after these deadlines. STF Bylaw 2 (Council) Section 2.5.3 gives the Resolutions Committee responsibility for ruling on the acceptability of late resolutions. If the Committee believes the subject matter in a late resolution is of an urgent nature or could not have been anticipated prior to the deadline, it may accept the resolution for consideration of Council.

RESOLUTIONS COMMITTEE

As a committee of Council, the Resolutions Committee is an agent for Council in the implementation of the resolution and notice of motion process. As a member of the Committee, a councillor occupies a position of trust, acting for the Council as a whole in accordance with carefully developed policies and procedures. The Committee does not debate its processes, nor the resolutions or notices of motion received. Committee members may not advise councillors on the development or handling of resolutions or notices of motion. Information presented and the nature of its deliberations shall remain confidential to the Committee. For further information about the adjudication of resolutions, please see About the Resolutions Committee.

ADDITIONAL INFORMATION AND PUBLICATION

The Resolutions Committee is not involved in the preparation of the additional information for consideration from the Federation on each resolution or notice of motion. This is done by Federation staff to provide historical and topical context that may aid in councillors' decision making, leaving councillors to draw their own conclusions from the information. All resolutions and notices of motion, along with approved explanatory commentary by the movers and the additional information for consideration from the Federation, will be published and placed on the Federation website prior to Council meetings. The inclusion of resolutions and notices of motion received and accepted by the Resolutions Committee after the deadline for submission depends upon whether it is received in time for publication. If not, the late resolution or notice of motion will be distributed at the Council meeting only.



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