



# ABOUT THE RESOLUTIONS COMMITTEE

The Resolutions Committee is appointed annually to adjudicate all submitted resolutions for consideration at Council. Bylaw 2 (Council) Section 2.5 of the *STF Governance Handbook* states the following:

- 2.5.1 The Executive shall appoint a resolutions committee from among the members of the Council.
- 2.5.2 The Resolutions Committee shall receive all resolutions to be considered by Council and, prior to consideration by the Council, will do one or more of the following:
- (1) Accept the resolution in the form in which it was submitted.
  - (2) Reject the resolution as having been received after the deadline for the receipt of resolutions.
  - (3) Reject the resolution as being outside the jurisdiction of the Council.
  - (4) Edit the resolution for clarity or accuracy.
  - (5) Combine resolutions that have similar intent.
- 2.5.3 The Resolutions Committee may rule that a resolution received after the deadline for the receipt of resolutions may be considered by the Council because the subject matter is of an urgent nature or could not have been anticipated prior to the deadline.
- 2.5.4 The Council may set aside a decision of the Resolutions Committee when a motion to do so is accepted by 80 percent of those present and voting.

## TERMS OF REFERENCE

### Governance Authority

The Resolutions Committee is a committee of Council established by the STF Executive pursuant to Section 15(s) of *The Teachers' Federation Act, 2006* and in accordance with STF Bylaw 5 (Committees). The Committee's primary role is to adjudicate resolutions to be considered by Council and carry out the functions described in STF Bylaw 2 (Council) Section 2.5.

### Terms of Reference

1. To receive, edit and accept or reject resolutions moved by members in accordance with Federation bylaws and policies approved by Council and resolutions procedures developed by Federation administration.
2. To treat as confidential, the deliberations of the Resolutions Committee regarding the adjudication of resolutions.
3. To carry out other responsibilities as requested by the Executive.
4. To move, through the Resolutions Committee chairperson, en bloc and courtesy resolutions.
5. To be available during meetings of Council to receive late resolutions and determine the status of these resolutions in accordance with resolutions procedures.
6. To receive a report from administration outlining changes to background material of resolutions.

## Membership

1. The STF Executive appoints as members of the Committee six councillors, including one chairperson, who have expressed an interest in serving on the Committee.
2. The one-year term of appointment shall be from July 1 to June 30. Members may be reappointed by the Executive.
3. Two senior administrative staff members serve as resource persons to the Resolutions Committee.
4. A quorum is comprised of a majority of the current Committee membership.
5. A person shall cease to be a member of the Committee:
  - (a) At the expiration of the appointment period.
  - (b) Through a decision of the Executive terminating the appointment.
  - (c) On a member's written notice to the Executive Director or designate of resignation from the appointment.
  - (d) On the date that the Committee member ceases to be a member of Council.

## RESPONSIBILITIES

It is the responsibility of the Resolutions Committee, in accordance with bylaws and policies, to rule on the acceptability of resolutions and notices of motion.

The Resolutions Committee will accept resolutions or notices of motion that are:

- Submitted on time.
- Within the scope of the agenda of a Special Meeting of Council.
- Within the jurisdiction of Council or the Federation.
- Submitted late but deemed emergent.

If no issues arise with respect to a resolution or notice of motion, the Resolutions Committee approves it for publication as submitted. If edited (e.g., to correct grammar or specify or clarify a term), the Committee approves the resolution or notice of motion as amended.

The Resolutions Committee may not change the intent of a resolution or notice of motion but may edit it in order to:

- Combine two or more resolutions addressing the same issue and intent.

- Clarify, correct inaccuracies or remove libelous or non-verifiable statements in the resolution or notice of motion.
- Make grammatical and format changes as necessary without altering the intent of the resolution.

If a change of significance is made to a resolution or notice of motion, whether through the editing process or in combining it with one of a similar intent, the Resolutions Committee, either through the chair or senior administrative staff supporting its work, will notify the original mover of the change. If the Resolutions Committee rejects a resolution, the original mover will be notified and provided the reason (i.e., does not fall within the jurisdiction of the Federation or Council). Resolutions that are rejected are brought to the attention of the Executive Director. The mover(s) will also be informed that it is the right of the individual(s) who submitted the resolution or notice of motion to present the resolution to Council in its original form regardless of changes made to it by the Resolutions Committee.

Similarly, if the Resolutions Committee rejects a late resolution or notice of motion, the mover will be informed. If a councillor disagrees with such a ruling, they may make a motion to the Council at the meeting in plenary that the resolution or notice of motion be considered. This motion requires a seconder. If 80 percent of those present and voting support the motion, the ruling of the Committee is set aside, and the resolution is considered along with the other resolutions that have come to the floor of the Council in plenary.

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 or 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.

## DECISION CONSIDERATIONS

### Definitions

The STF Executive has a legislated duty to manage and regulate the activities of the Federation. The Executive must ensure the organization is acting in accordance with its legislated mandate and fiduciary commitments. The day-to-day operations of the Saskatchewan Teachers' Federation, however, are the delegated

responsibility of the Executive Director who is appointed by the Executive.

### Constitution

The legally binding system of fundamental rules that prescribe the nature, function and limits of the Saskatchewan Teachers' Federation and the purposes, powers and relationships of its governance structures.

- Legislation is established by provincial government.
- STF bylaws are established by Council.

### Federation Policy

The formal policy statements that Council has adopted or amended that publicly express the beliefs and values of Saskatchewan teachers and guide the governance and administration of their professional organization.

- Jurisdiction of Council.

### Executive or Board Policy

The formal policy statements the Executive or a board has adopted or amended that express the principles of good governance and guide processes for decision making and the implementation of decisions.

- Jurisdiction of the Executive.

### Operational Policy

The formal policy statements that the Executive Director (or designate) has adopted or amended that express an understanding of legislation, bylaws, regulations, beliefs and principles, and guide processes for the development and implementation of programs and services. The Executive Director has the delegated responsibility to approve operational policy and any related processes and guidelines.

- Jurisdiction of Executive Director.

### Intent

A resolution is deemed to be "clear in intent" if one desired outcome is readily apparent to the reader without having to rely on any additional information or background material.

### Commentary From the Mover

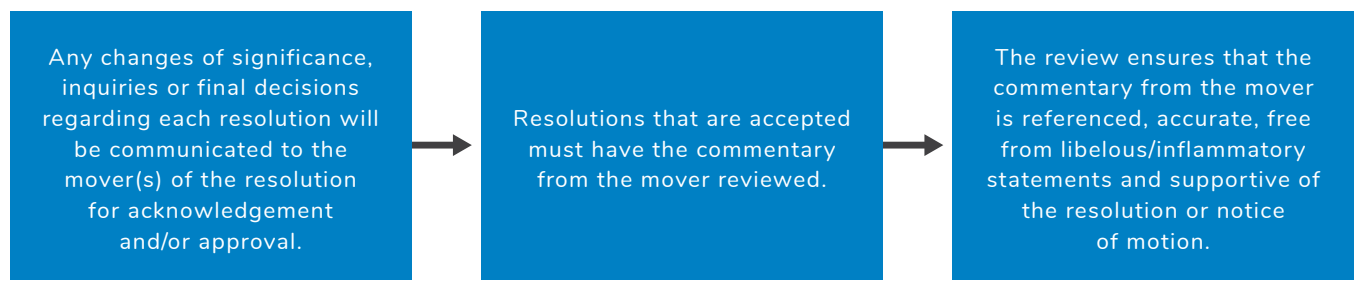
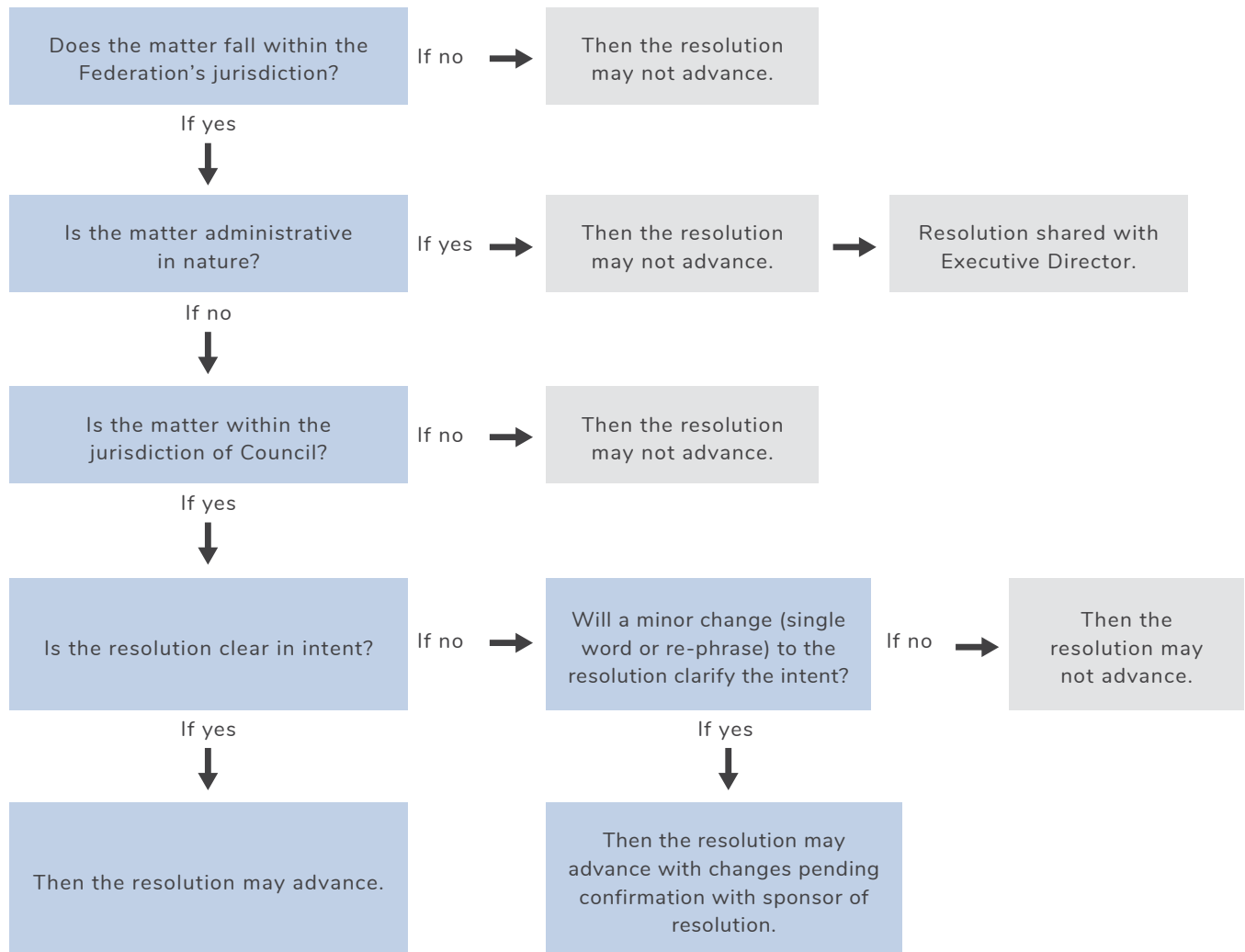
Must serve to inform the decision maker by providing rationale or supporting data that is directly related to the intention of the resolution.

## CHECKLIST FOR RESOLUTIONS

At the meeting of the Resolutions Committee, the Committee is to use the following determinations when adjudicating each submitted resolution:

- ✓ Does the resolution or notice of motion fall within the Federation's jurisdiction?
- ✓ Does the resolution or notice of motion fall within Council's jurisdiction?
- ✓ Is the resolution or notice of motion appropriate in regard to the Special Meeting of Council agenda?
- ✓ Was the resolution or notice of motion submitted prior to the resolutions deadline? If not, is this resolution or notice of motion determined to be emergent?
- ✓ Is the intent of the resolution or notice of motion clear and concise?
- ✓ Is the resolution or notice of motion formatted and grammatically correct?

# RESOLUTION COMMITTEE ADJUDICATION PROCESS



STF-00674 / 20230905 / 5070-99



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