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.

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 Committee does not receive the commentary from the mover. The intent of the resolution should be readily apparent to the reader without having to rely on any additional information or background material. The Committee also does not receive the name of the sponsor of the resolution to remove any perceived bias.

The Resolutions Committee will accept resolutions or notices of motion that are within the jurisdiction of Council and the Federation, and are:

- Submitted on time.
- Submitted late but deemed emergent.
- Submitted for a Special Meeting of Council and within the scope of the agenda for that meeting.

If no issues arise with respect to a resolution or notice of motion, the Resolutions Committee approves it for publication as submitted.

The Resolutions Committee may not change the intent of a resolution or notice of motion but may, to promote productive debate at Council, edit the resolution in order to:

- Combine two or more resolutions addressing the same issue and intent.
- Correct inaccuracies or remove libelous or non-verifiable.
- Provide clarity to the resolution or notice of motion.
- Make grammatical and format changes as necessary.

If a resolution is edited using the above criteria, the Committee approves the resolutions or notices of motion as amended. 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 Committee feels a resolution is unclear, they may edit it for clarity and instruct Federation staff to work with the mover to clarify the resolution. The Resolutions Committee must accept the final wording of all resolutions that will advance to Council.

As per Bylaw 2. 2.5.2 (3), the Resolutions Committee shall reject a resolution as being outside the jurisdiction of the Council. The discussions and internal decision-making process regarding the adjudication of resolutions are treated as confidential. It is important that only accurate and appropriate information is provided to ensure integrity in the governance process and to avoid any misinterpretation. The original mover will be notified and provided the reason (i.e., bylaw, policy or legislation that determines jurisdiction).

The Resolutions Committee also adjudicates resolutions or notices of motion received after the submission deadline. A late resolution will only be accepted by the Resolutions Committee and advanced to Council if it is of an urgent nature or concerns a matter that could not have been reasonably anticipated prior to the deadline. If a late resolution is rejected, the mover will be informed.

All resolutions that are rejected are brought to the attention of the Executive Director.

The Council can set aside a ruling of the Resolutions Committee when a motion to do so is accepted by 80 percent of those present and voting. 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 or notice of motion is considered along with the other resolutions or notices of motion that have come to the floor of the Council in the final plenary.

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.

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?

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.

JURISDICTION OF COUNCIL AND THE FEDERATION

The Resolutions Committee may only accept resolutions that are within the jurisdiction of Council and the Federation. *The Teachers' Federation Act, 2006*, along with other legislation, bylaws and policy, dictate who has the authority to make decisions.

Jurisdiction of Council

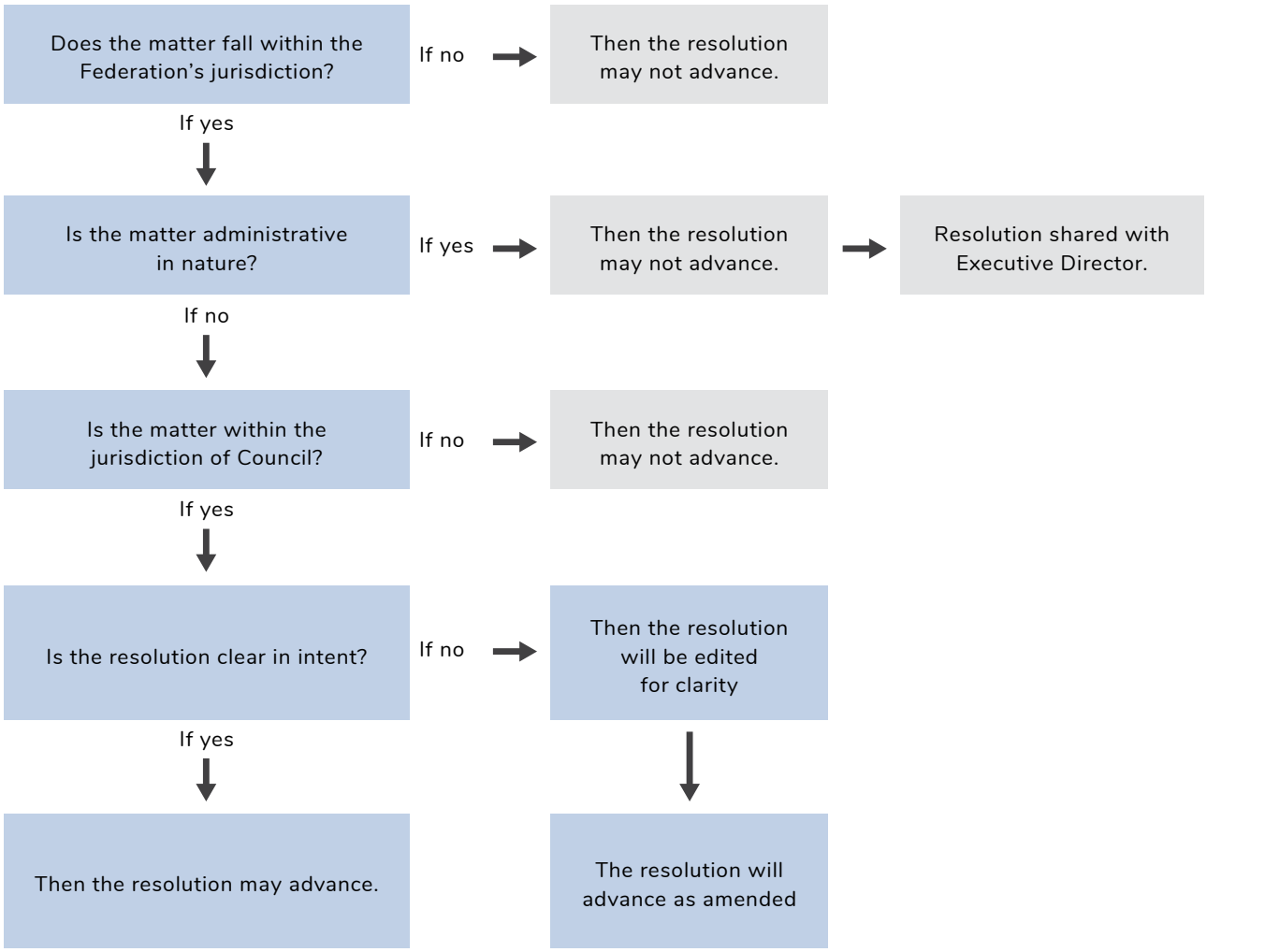
- Make bylaws
- Adopt and amend policy
- Approve certain financial matters and matters related to pension and benefits as recommended by the STF Executive.
- Appoint members to the complaints panel
- Request for consideration matters related to collective bargaining, programs and services, and pension and benefits.
- Advocacy on behalf of members.

Jurisdiction of the Federation

- The STF Executive has a legislated duty to manage and regulate the activities of the Saskatchewan Teachers' Federation.
- The action requested in the resolution must be within the authority of the STF Executive to decide.

For more information, see the councillor module *Guide to Resolutions and Notices of Motion*.

RESOLUTION COMMITTEE ADJUDICATION PROCESS



Any changes of significance will be communicated to the mover(s) of the resolution → Federation staff will review commentary from the mover(s) to ensure it is referenced, accurate, free from libelous/ inflammatory statements and supportive of the resolution. → Federation staff will communicate with the mover(s) regarding any changes made to the commentary.

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SASKATCHEWAN TEACHERS' FEDERATION