COUNCIL

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 it is accurate and 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. Typically, 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 e.g., the STF Executive, the Teachers' Bargaining Committee, or the Pension and Benefits Board of Directors. Resolutions must be in the jurisdiction of Council and the Federation, meaning they must be regarding a matter that Council and the Federation have the authority to decide. See jurisdiction chart on the last page.

RESOLUTIONS TEMPLATE

The examples below provide a template to assist you in the preparation of your resolution(s) or notice(s) of motion. Simply replace the italicized information below with the information pertaining to your resolution(s) or notice(s) of motion.

- 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 amend STF Policy:

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

- A resolution to request the STF Executive investigate/ examine/ explore a matter:

  BE IT RESOLVED that STF Executive investigate *describe request.*

- A resolution to influence an external entity:

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

The Teachers' Bargaining Committee is granted exclusive authority for matters related to collective bargaining. Decisions are based on many factors and Council resolutions are closely considered when establishing the Proposals for Teachers' Consideration. Resolutions regarding collective bargaining are recommendations for the Teachers' Bargaining Committee to consider in the next cycle of provincial collective bargaining.

- A resolution for bargaining:

  BE IT RESOLVED that the Teachers' Bargaining Committee consider for negotiation, in the next cycle of provincial 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 consider, in the next full comprehensive review of Members' Health Plan benefits, *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 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, it must be fewer than 250 words and can also include up to three web links to support your position. It includes 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 corrected. The mover will be contacted if any significant changes are required.

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 established by the STF Executive, 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 discussions and internal decision-making process regarding the adjudication of resolutions are treated as confidential. Committee members do not disclose the details of the conversations or the subject matter of any of the resolutions they adjudicate. It is important that only accurate and appropriate information is provided so that all members receive the same information at the same time to promote good and fair decision making and to avoid misinterpretation. Final outcomes and reasons for decision-making are communicated to the sponsor of the resolution. 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.

Resolutions must be in the jurisdiction of the Federation and Council to be accepted by the Resolutions Committee and advance to Council. *The Teachers' Federation Act*, along with other legislation, regulation, bylaw and policy, dictates who has the authority to make decisions.

JURISDICTION OF THE FEDERATION

- The action requested must lie within the authority of the Federation as per legislation, regulation, bylaw and policy.
- The STF Executive has a legislated duty to manage and regulate the activities of the Saskatchewan Teachers' Federation. The Executive must ensure the organization is acting in accordance with its legislated mandate and fiduciary commitments.
- Resolutions directed to the STF request the STF Executive to consider matters within their authority to decide.

JURISDICTION OF COUNCIL

The requested action must lie in within the authority of Council as per legislation, regulation, bylaw and policy.

TOPIC	JURISDICTION OF COUNCIL
Finance and Governance	• Adopt/amend Federation Bylaw and Policy • Approve fees and annual budget • Approve contingency fund levy
Advocacy	• Determine if the Federation should advocate on behalf of members for a matter connected to the purposes of the Federation.
Programs and Services	• Request the STF to investigate/examine/explore matters connected to the purposes of the Federation. • Request the STF to consider providing specific programs and services
Committees	• Appoint members to the complaints panel
Collective Bargaining	• Determine if resolutions to the Teachers' Bargaining Committee should be considered in the Proposals for Teachers' Consideration in the next round of bargaining • Approve Proposals for Teachers' Consideration
Pension and Benefits	• Request the Pension and Benefits Board to consider benefits for coverage • Approve the establishment and termination of any plan • Approve premiums and contributions for each plan • Approve other health benefits • Approve changes to benefits or pension plan design

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