



Guide to the Resolution Form

Annual Local Meeting

This guide is for members wishing to submit a resolution for the consideration of the delegates to the Annual Local Meeting.

- **Article/Policy:** The Article number from the Local Bylaws that is proposed to be changed, deleted, or added.
- **Submitted by:** Your name.
- **Whereas:** Give a reason for the proposed change, deletion, or addition. List one reason per “whereas”.
- **and whereas:** Give additional reasons for the proposed change, deletion, or addition, if necessary.
- **Therefore, be it resolved that:** State the proposed change, deletion, or addition to the Bylaws.
- **Be it further resolved that:** If there is more than one proposed change, deletion, or addition to the same Article, continue stating it on the back of the form.

If additional ‘Whereas’ or ‘Be if further resolved that’ are required, please write them on the back of the form.

Example of a change: Therefore, be it resolved that Article X be amended to read:
“[type exactly what you want changed and ensure that it is complete]”

Example of an addition: Therefore, be it resolved that Article X be added to read:
“[type exactly what you want changed and ensure that it is complete]”
If adding a subsection of an Article, be specific as to where it should be placed.

Example of a deletion: Therefore, be it resolved that Article X be deleted in its entirety.

When writing your resolution, be sure that you state exactly what is to be changed and where it should be changed, added, or deleted.
Please note: *Resolutions are typed verbatim as they are received.*
If the resolution is done incorrectly, it will not be considered at the Annual Local Meeting, as there will be no interpretation of what was intended when the resolution was put forward.

Please send all resolutions to the Local Office.

Mail:
63 Otter Lake Court
Halifax, NS
B3S 1M1

Fax:
(902) 422-4647

Email:
reception@unifor2289.ca