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*Healthy Members, Healthy Union, Healthy Communities*

# Memorandum

**TO:** SUN Local Presidents  
SUN District Council Chairpersons  
SUN Committee Members  
SUN Board of Directors

**FROM:** Janelle Ruhr, Office Assistant

**DATE:** October 2, 2017

**SUBJECT:** GENERAL MAIL OUT



1. Memo from CB&R Committee re: Call for Discussion Papers to the Open Forum at the 2018 Annual Meeting
2. Memo from the CB&R Committee re: Call for Resolutions and/or Bylaw Amendments Call and Call for SUN Negotiations Committees Considerations



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## Memorandum

**TO: All SUN Locals  
All SUN District Councils  
SUN Board of Directors**

**FROM: Constitution, Bylaws & Resolutions Committee**

**DATE: October 2, 2017**

**SUBJECT: Call for Discussion Papers  
to the Open Forum at the 2018 Annual Meeting**

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If a SUN member, Local or SUN District Council wishes to submit a discussion paper for discussion in the Open Forum at the 2018 Annual Meeting, the discussion paper must be in the Regina SUN office by **January 5, 2018, 1630 hours**.

Acceptance of discussion papers will be subject to relevance to SUN's objectives and time available for discussion.

When submitting the discussion paper, please include a short summary for the committee which will include title or topic, relevance to union objectives, name of submitter and a phone number that submitter may be contacted at.

# A m e n d m e n t F o r m

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Constitution Amendment                      Article # \_\_\_\_\_

Bylaw Amendment                                Bylaw # \_\_\_\_\_

✓ The CB&R Committee will be meeting in the week following the January deadline. In the event that the committee requires clarification, please provide a contact name and phone number.

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

## MUST HAVE TWO SIGNATURES TO BE CONSIDERED

**Submitted by** \_\_\_\_\_  
(Signature of person and Local #) Print Name

**Seconded by** \_\_\_\_\_  
(Signature of person and Local #) Print Name

### Submitted on behalf of (if applicable)

Board of Directors

Committee                      Committee Name \_\_\_\_\_

SUN District Council                      District Name \_\_\_\_\_

Local

# Negotiations Consideration Form

- ✓ **State intent of proposal, not actual contract language. Include reference to article number, if applicable.**
- ✓ You must provide a brief rationale that could be included in the report to Locals and SDCs.
- ✓ In years when bargaining is active, these forms will be processed in normal procedure but will be held in a pending file to be reviewed in the next round of bargaining.
- ✓ The CB&R Committee will be meeting in the week following the January deadline. In the event that the committee requires clarification, please provide a contact name and phone number.

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

## MUST HAVE TWO SIGNATURES TO BE CONSIDERED

**Submitted by** \_\_\_\_\_  
(Signature of person and Local #) Print Name

**Seconded by** \_\_\_\_\_  
(Signature of person and Local #) Print Name

### Submitted on behalf of (if applicable)

- Board of Directors
- Committee Committee Name \_\_\_\_\_
- SUN District Council District Name \_\_\_\_\_
- Local

# Resolution Form

- Policy Resolution Policy # \_\_\_\_\_
- Position Statement Resolution Topic \_\_\_\_\_
- Business Resolution

✓ The CB&R Committee will be meeting in the week following the January deadline. In the event that the committee requires clarification, please provide a contact name and phone number.

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

Whereas \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Whereas \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Be it Resolved That \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## MUST HAVE TWO SIGNATURES TO BE CONSIDERED

Submitted by \_\_\_\_\_ (Signature of person and Local #) \_\_\_\_\_ Print Name

Seconded by \_\_\_\_\_ (Signature of person and Local #) \_\_\_\_\_ Print Name

### Submitted on behalf of (if applicable)

- Board of Directors
- Committee Committee Name \_\_\_\_\_
- SUN District Council District Name \_\_\_\_\_
- Local



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## Memorandum

**TO: All SUN Locals  
All SUN District Councils  
SUN Board of Directors**

**FROM: Constitution, Bylaws & Resolutions Committee**

**DATE: October 2, 2017**

**SUBJECT: Call for Amendments  
Call for Resolutions  
Call for Negotiations Considerations**

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The SUN 2018 Annual Meeting is scheduled for April 25, 26, and the Constitution, Bylaws & Resolutions Committee, in accordance with Bylaw 6.04 (i), hereby calls for:

- (1) Constitutional Amendments
- (2) Bylaws Amendments
- (3) Policy Resolutions
- (4) Position Statements Resolutions
- (5) Business Resolutions
- (6) Negotiations Considerations

Constitutional and bylaws amendments must be submitted on the Amendment Form. A constitutional or bylaw amendment is any proposed change(s) to the current language. Do not repeat the current language on the form but rather submit the proposed wording change(s).

Resolutions pertaining to policy changes, position statement changes or general business of the union must be submitted on the Resolution Form. A policy resolution or position statement resolution should identify the rationale of the proposed change or proposed new item that is being submitted and the intent of the proposed change or proposed new item. A general business resolution(s) is any matter affecting the general operations of the Union, its relationship to other organizations (labour, union or otherwise) or government. On the form, Whereas statements should be used to provide the rationale for the proposed change and the Be It Resolved statement identifies the intent of the proposed change.

Resolutions related to bargaining and collective agreement changes must be submitted on the Negotiations Consideration Form. State the intent of the proposal and not actual contract language. Also include reference to article number and a brief rationale. In years when bargaining is active, these resolutions may be returned to the mover with the recommendation that this resolution can be held and resubmitted in the year prior to the next round of bargaining.

Each form must be signed by two members of the Union and submitted to reach the Regina office no later than:

**1630 HOURS  
JANUARY 5, 2018**

**NOTE:** Allow ample time if mailing - consider other means if you have slow mail service. Any forms that are faxed to the Regina SUN office must be followed up with a phone call to confirm the fax was received. The original must also be sent in to the Regina SUN office by mail. Forms can also be scanned and emailed to [regina@sun-nurses.sk.ca](mailto:regina@sun-nurses.sk.ca)

**PROPOSED AMENDMENTS RECEIVED AFTER  
THE DEADLINE CANNOT BE CONSIDERED**

Forward the forms to:

Constitution, Bylaws & Resolutions Committee  
c/o Saskatchewan Union of Nurses  
2330 2nd Avenue, Regina, SK S4R 1A6  
Regina Office Fax # 306-522-4612

The Constitution, Bylaws & Resolutions Committee will issue to each Local and SUN District Council a report containing the proposed amendments and resolutions, which are to be voted on at the Annual Meeting.

The Committee requests each Local/SDC to advise its membership of the Call for Resolutions.

Direction with respect to submission of Resolutions and Constitution/Bylaw amendments is contained in the SUN Constitution Article 7, and Bylaws 3.03 and 6.04.

In addition, the Committee adds these points:

- 1) Resolutions should be worded in a concise, unambiguous and complete form in order that clear direction may be taken from them. Include only one idea or direction per Resolution/Amendment.
- 2) On submitting a Constitution or Bylaw amendment, where such change has implication elsewhere in the Constitution or Bylaws, the member is responsible to also submit further amendments made necessary by the initial amendment. The Constitution and Bylaws cannot contain contradictory clauses.

- 3) In accordance with Membership Policy 014-M-2007, “All Annual Meeting resolutions with a financial component must be accompanied by cost allocation, upon submission.” This financial component is the responsibility of the mover/seconded to provide.

Constitution, Resolutions & Bylaws Committee:

Rachel Hyatt-Hiebert, Chairperson  
Jason Parkvold, Board Liaison  
Candace Lahoda, Committee Member  
Kushal Sharma, Committee Member  
Crystal Kuras, Committee Member