

# Member Information Session

## UNION PROCESSES:

### *Submitting Resolutions*

Welcome & Thank you for joining us.  
We will begin the session at our  
scheduled time.



# Member Information Session

## UNION PROCESSES:

### *Submitting Resolutions*

# Decision-Making Structure

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# Decision-Making Structure

- **Constitution Article 4: Governing Body**

- The governing body of the Union shall be a general meeting of the Union and all policies, rules and regulations enacted shall bind all members, chartered locals, SUN District Councils, committees and directors of the Union.
- A general meeting includes annual meeting, bargaining conference or special meeting.

- **Annual Meeting**

- Allows all nurses to have a voice.
- Place where decisions are made regarding Constitutional and Bylaw amendments, policy and financial matters.
- Opportunity to discuss current issues related to nursing practice, and items for consideration related to negotiations.

# Decision-Making Structure

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- **Constitution – Article 5 – Board of Directors**

- The affairs and activities of the Union shall be managed and administered by an elected Board of Directors between annual meetings.

# Governance: Document Hierarchy

- **Constitution**

- A body of fundamental principles or established precedents according to which a state or other organization is acknowledged to be governed.

- **Bylaws**

- Set of rules made by a company, organization or society to control the actions of its members.

- **Positions Statements**

- A written statement outlining where an individual or organization stands on a topic in a variety of areas like policy, literature, ethics and legislation.

- **Board & Membership Policies**

- A course or principle of action adopted by a government, organization, business, or individual.

# Constitution, Bylaws & Resolutions

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# CB&R Committee – Terms of Reference

- As per Bylaw 6.04, the Constitution, Bylaws & Resolutions (CBR) Committee shall:
  - Initiate, receive, prepare and present constitutional and bylaw amendments, policy resolutions, business resolutions, and position statement resolutions to the Annual Meeting.
  - Initiate, receive and present negotiations considerations to the Annual Meeting.
  - Initiate, receive and facilitate the presentation of open forum discussion papers to the Annual Meeting.
  - Ensure that all constitutional and bylaw amendments passed at an Annual Meeting are properly incorporated into the Constitution and Bylaws.
  - Ensure that Local Bylaws and SDC Bylaws are current and a copy is retained in the Regina office.
- The CBR Committee does not edit resolutions, nor can they assist with writing submissions for members.
  - Local Executive and/or Board Representatives are available for assistance.



# Call for Resolutions

- Bylaw 3.03 (i): *Throughout the year and up to **January 7**, any member may submit to the Constitution, Bylaws and Resolutions Committee, constitutional amendment(s), bylaw amendment(s), SUN District Council/Local Bylaw prototype amendment(s) and resolution(s), in writing, signed by such member and a seconder.*
- Call for Resolutions is issued in October each year.
  - Provides criteria required for submissions to be accepted.
  - Issued October 20, 2021

# Criteria for Submissions

- **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).

- **Changes to Position Statements or Policies,**

- Must be submitted on the Resolution Form.
- A policy resolution or position statement resolution should identify the rationale and intent of the proposed change or proposed new item that is being submitted.
  - Whereas statements should be used to provide the rationale for the proposed change
  - Be It Resolved statement identifies the intent of the proposed change.

# Criteria for Submissions

- **General Business of the Union**

- Any matter affecting the general operations of the Union, its relationship to other organizations (labour, union or otherwise) or government.
- Must be submitted on the Resolution Form.

- **Negotiations Considerations**

- 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.
- Include reference to article number and a brief rationale.

- **Signatures Required**

- Each submission form (amendment, resolution or consideration form) must be signed by two members of the Union.
- Must reach the Regina office no later than the stated deadline.

# Financial Implications

- As per **Membership 014-M-2007** - Resolutions with Financial Components:
  - All financial information must be made available in order **to allow full consideration** to proposed resolutions.
  - All Annual Meeting resolutions with a financial component must be accompanied by cost implications, upon submission. Providing the cost implications is the responsibility of the mover and seconder and must be submitted with the resolution.
- Be specific when identifying costs
  - CORRECT: “Based on \$60.37/hr at 8 hours per day for 10 days each year, the estimated cost would be \$4,829.60 plus benefits.”
  - INCORRECT: “In my/our opinion(s) the cost is minimal.”

# Resolutions: In order

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- Resolutions accepted by the CB&R Committee will be reported to and discussed at the Annual Meeting.
- Resolutions are considered **in order** by the CB&R Committee, if:
  - Resolutions to amend constitutional statements, bylaws or policies.
  - If a significant change to the existing constitutional statements, bylaws or policies is proposed, the resolution can state to delete and replace with new.

# Resolutions: NOT In order

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- Resolutions will be deemed **out of order** by the CB&R Committee, if:
  - In conflict with the existing constitution, bylaws or policies.
  - The same idea as a motion already defeated in the same meeting.
  - Proposes action outside the scope of the organization's objectives, for example changing provincial or federal law or dictating the actions of the employer.
  - Absent of financial implications.

# NOT In Order: Examples

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- The Union cannot dictate Employer practices through SUN Bylaws.
- Resolution applies to operational functions.
- Resolution does not specify who this payment would apply to.
- Resolution does not specify for what type of business or educational events would apply to.
- Resolution does not have required financial implications attached (as per Membership Policy 014-M-2007).
- Resolution addresses federal legislation that applies to employer.

# NOT In Order: Examples

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- Proposed activity is already being coordinated with a number of organizations.
- Proposed activity is already being considered by the Union due to a resolution that was approved by the membership at a previous Annual Meeting.
- Resolution applies to provincial and federal legislation that SUN would not have jurisdiction to bargain.
- SUN does not have the jurisdiction to bargain fee for service payments for members.
- Pension plan changes negotiated by trustees of the plan and not through collective bargaining.
- Not signed by a mover and a seconder.





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**SASKATCHEWAN  
UNION OF NURSES**

[www.sun-nurses.sk.ca](http://www.sun-nurses.sk.ca)