

memorandum

TO: All Chief Stewards and Primary Contacts
FROM: Janice Morrison, Chair – Resolutions Committee
DATE: December 11, 2018
SUBJECT: **Submitting Resolutions to HSA's Annual Convention**

Please find below, in preparation for HSA's Annual Convention, information about the Resolutions Committee and guidelines for submitting resolutions to convention. The information in this memo is for your reference so that as a steward you are able to assist members in developing clear and concise resolutions.

THE RESOLUTIONS COMMITTEE

The HSA Resolutions Committee is chaired by the HSA Vice-President and is composed of one other Regional Director and one Member-at-Large from each Region. The committee will consider resolutions received by the deadline of **5:00 p.m. Friday, January 25, 2019.**

The committee may edit or combine resolutions for clarity and to ensure that the “therefore be it resolved” makes sense independent of the “whereas” clauses (please see Structuring a Resolution on the next page). It is imperative that the committee understands what outcome the members are seeking. If necessary, the committee may contact the sponsoring chapter to seek clarification of intent.

SUBMITTING RESOLUTIONS

At your chapter meetings, individual members may come with concerns that they want the union to address at convention. As per Article 7, Section 4 of the HSA constitution, all resolutions must be endorsed by the local chapter before they are submitted to the Resolutions Committee. **Individual members cannot forward resolutions for the committee's consideration.**

When submitting resolutions, it is important to remember that the purpose of a resolution is to address an issue raised by the membership. Issues pertaining to union policy, government lobbying or future action for the union, are all appropriate topics for convention debate. **Collective bargaining issues are not dealt with at convention. They are dealt with at the bargaining proposal conferences held prior to the expiry of HSA collective agreements.**

Convention resolutions play a pivotal role in guiding the work of the union and for this reason, they are taken very seriously. The committee encourages chapters to submit practical and achievable resolutions.

For your information, previous resolutions passed at recent HSA conventions can be found on the HSA website under “news” / “annual reports” / “minutes” and “business arising”. In addition, for the information of members, the rationales presented by the Resolutions Committee at the 2018 convention in its introduction of resolutions are available in the [stewards password-protected area of the HSA website](#)

All resolutions must be received by the committee in the HSA office by **5:00 p.m. Friday, January 25, 2019**. Resolutions may be submitted online at [2019 Online Resolutions Form](#), faxed (604.515.8889 / toll free: 1.800.663.2017), or mailed to the committee at the HSA office c/o Resolutions Committee. Faxed or mailed resolutions must be submitted on a form signed by the chief steward. Chief stewards may also e-mail resolutions to Rosemary DeYagher at rdeyagher@hsabc.org. E-mails and online submitted resolutions must include current telephone contact information for verification purposes.

STRUCTURING A RESOLUTION

Policy resolutions shall consist of no more than **150 words** (names or organizations are counted as one word; no abbreviations please). Resolutions proposing constitutional changes (constitutional resolutions), have no word limit. **Please note that constitutional resolutions must include the exact language that the chapter is proposing be added, deleted or amended.**

A resolution usually contains preamble sentences that provide the necessary background about the issue. The “be it resolved” sentence(s) of the resolution must declare the action(s) that members are seeking and should be able to stand on its own.

The following is an example of a resolution that was submitted to the 2018 convention:

Whereas the province has long waitlists for many healthcare services; and

Whereas long waitlists are the result of under-funded and under-staffed programs; and

Whereas it is difficult to recruit and retain good healthcare providers.

Therefore be it resolved that Health Sciences Association (“HSA”) continue to raise awareness of staff shortages that lead to lengthy waitlist for BC residents; and

Be it further resolved that HSA lobby government to work on solutions to resolve staff shortages at worksites, i.e. housing incentives, forgiveness loans, bonuses and other incentives to staff chronically vacant positions.

I hope this information is useful to you in your preparations for convention. Please click [2019 HSA Resolutions Form](#) in pdf or the fillable [2019 Online Resolutions Form](#)