



2025

# RESOLUTION WRITING **HANDBOOK**

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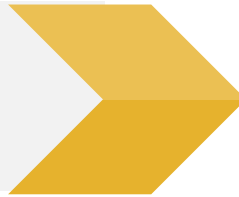
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# What's a Resolution?

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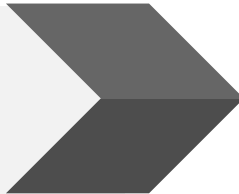
(in its simplest form)

THE IDENTIFICATION OF A



**PROBLEM**

THE PROPOSAL OF A



**SOLUTION**

# Resolutions relate to:

- ✓ UCTE By-laws, Finance, Regulations, or Policies
- ✓ PSAC Constitution or Regulations  
(including Regulation 15 re: Collective Bargaining policy)
- ✓ National Joint Council policies
- ✓ Miscellaneous

**Resolutions always deal with  
just ONE problem.**

**If you want to address more  
than one problem...**

**Create more than one  
resolution.**

# Who Can Submit a Resolution?

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## **LOCALS**

Resolutions adopted at Local meetings can be brought to UCTE's National Convention

## **NATIONAL EXECUTIVE**

Resolutions adopted by the National Executive can be brought to UCTE's National Convention

# 2 ways to write a resolution:



## **TRADITIONAL:**

**Uses “WHEREAS” and “BE IT RESOLVED”**



## **PLAIN LANGUAGE:**

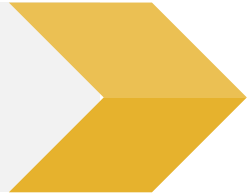
**Uses “BECAUSE” and “UCTE WILL” or “PSAC WILL”**

# Parts of a Resolution

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There are 2 parts to a resolution:

**WHEREAS /  
BECAUSE**



**Identifies the problem**

**BE IT RESOLVED /  
UCTE or PSAC WILL**



**Identifies the solution**

# Whereas or Because

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- ✓ Identifies the problem clearly and provides any necessary background
- ✓ Answers: WHY? (WHY is this a problem? WHY is the solution necessary?)
- ✓ One thought per whereas or because

# Be It Resolved or UCTE/PSAC Will

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- ✓ Identifies the solution clearly
- ✓ Needs to stand on its own
- ✓ Answers the questions:
  - WHAT? (What is the solution?)
  - WHO? (Who will undertake it?)
  - WHEN? (By when will it occur?)
  - WHERE? (Where will the solution happen?)

# Example using traditional language:

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**WHEREAS** it has been identified that re-establishing a defined benefit plan is important for every bargaining unit; and

**WHEREAS** many private sector locals struggle to maintain this proposal in bargaining; therefore

**BE IT RESOLVED** that any UCTE Bargaining unit that is not on a defined benefit plan must place a proposal for a defined benefit plan in their bargaining package; and

**BE IT FURTHER RESOLVED** that this bargaining proposal will only be withdrawn with the permission of the UCTE Component President

# Example using plain language:

**BECAUSE** it has been identified that re-establishing a defined benefit plan is important for every bargaining unit; and

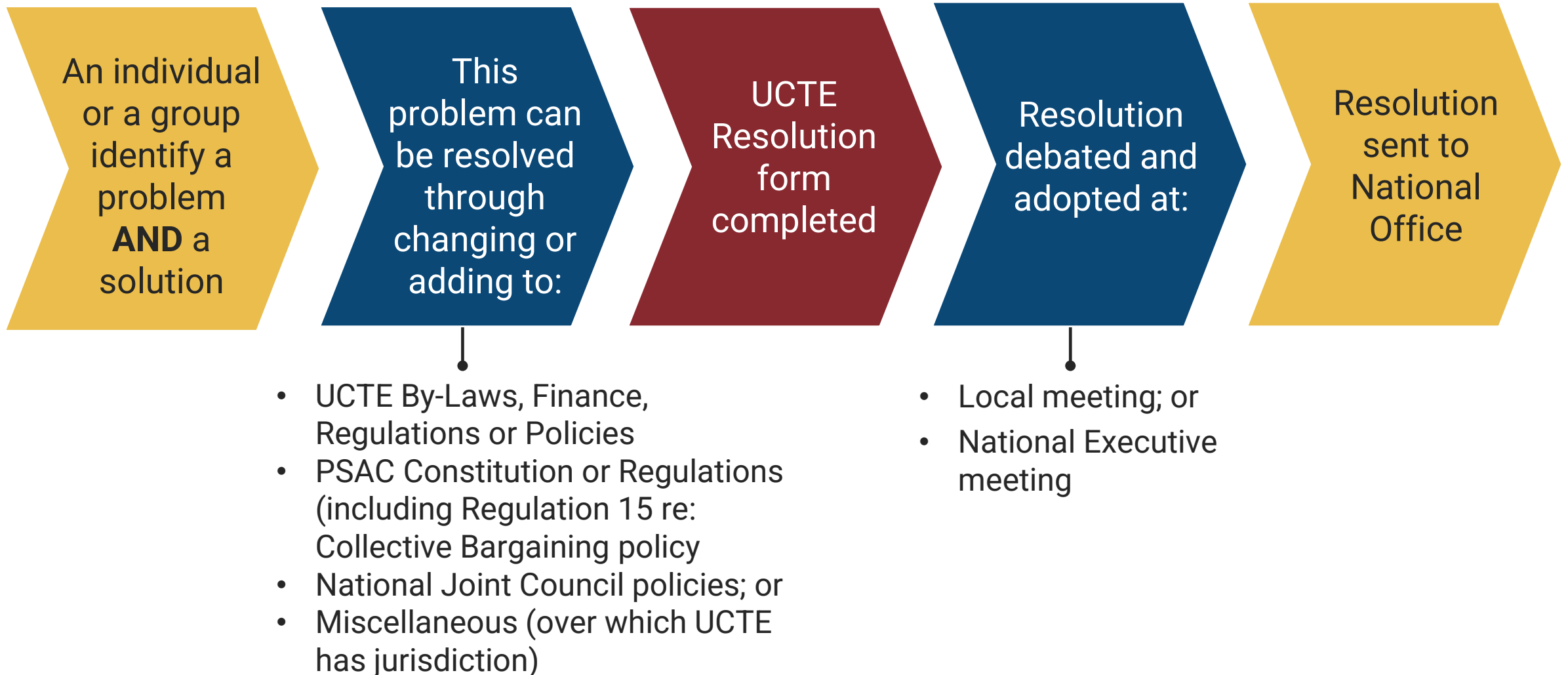
**BECAUSE** many private sector locals struggle to maintain this proposal in bargaining; therefore

**UCTE WILL DIRECT** any UCTE Bargaining unit that is not on a defined benefit plan to place a proposal for a defined benefit plan in their bargaining package; and

**UCTE WILL ALSO HAVE** it that this bargaining proposal will only be withdrawn with the permission of the UCTE Component President

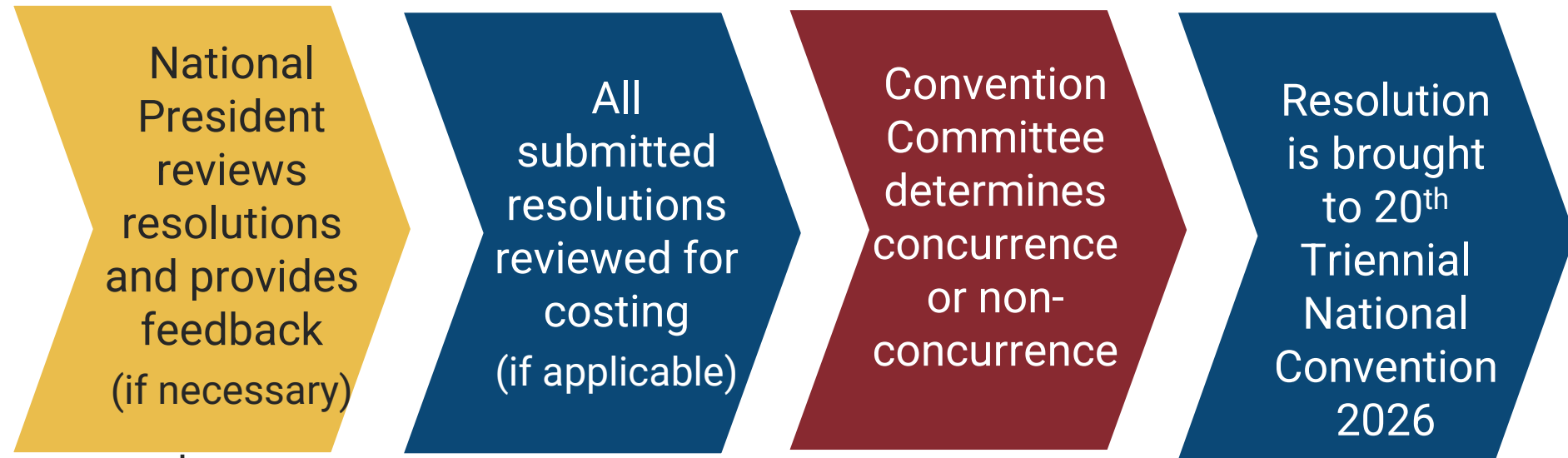
# The path of a Resolution

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# The path of a Resolution

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- Locals change resolution & submit by deadline; or
- Locals don't change resolution

# Sample Resolution Forms



UCTE - UCET  
UNION OF CANADIAN TRANSPORTATION EMPLOYEES  
UNION CANADIENNE DES EMPLOYES DES TRANSPORTS

CONVENTION  
CONGRES



**RESOLUTION**  
(Plain Language Format)  
Maximum 150 words

Resolution title: \_\_\_\_\_

Originating local: \_\_\_\_\_

Date of local meeting at which resolution was adopted: \_\_\_\_/\_\_\_\_/\_\_\_\_

*A minimum of one "Because" and "UCTE will" is required for a resolution.  
There are 2 extra fields available if required*

BECAUSE:

AND BECAUSE:

AND BECAUSE:

UCTE WILL:

UCTE WILL:

UCTE WILL:

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

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RESOLUTIONS MUST BE RECEIVED BY THE NATIONAL OFFICE BY  
JANUARY 24, 2020



UCTE - UCET  
UNION OF CANADIAN TRANSPORTATION EMPLOYEES  
UNION CANADIENNE DES EMPLOYES DES TRANSPORTS

CONVENTION  
CONGRES



**RESOLUTION**  
(Traditional Format)  
Maximum 150 words

Resolution title: \_\_\_\_\_

Originating local: \_\_\_\_\_

Date of local meeting at which resolution was approved: \_\_\_\_/\_\_\_\_/\_\_\_\_

*A minimum of one "Whereas" and "Be it resolved" is required for a resolution.  
There are 2 extra fields available if required*

WHEREAS

AND WHEREAS

AND WHEREAS

THEREFORE, BE IT RESOLVED THAT

And BE IT FURTHER RESOLVED THAT

And BE IT FURTHER RESOLVED THAT

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

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RESOLUTIONS MUST BE RECEIVED BY THE NATIONAL OFFICE BY  
JANUARY 24, 2020

# To Note

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- There is a **150-word limit** on resolutions
- The 150-word limit includes the “Whereas” and “Be It Resolved” portions of the resolution (or clear language equivalent) but will not include the title of the resolution
- Any proposed language change to the UCTE By-laws or PSAC Constitution included in the resolution will not be part of the 150-word count

# When are resolutions submitted?

- Following a call for resolutions from UCTE National Office
- Deadline is **January 30, 2026**
- Sent by email to **ucte-convention@psac-afpc.com**

# Supplementary resolutions

- ✓ are received after deadline,
- ✓ were not able to be reviewed by the convention committee,
- ✓ are looked at, if time permits, during convention.

# Emergency resolutions



Deal with a problem not identified (or in existence) prior to the final date for receipt of resolutions.

# Best Practices

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## Keep it simple



**WHEREAS or  
BECAUSE:**

- Identifies the problem clearly and provides any necessary background
- Answers: WHY? (WHY is this a problem? WHY is the solution necessary?)
- One thought per whereas



**BE IT RESOLVED or  
UCTE or PSAC  
WILL:**

- Identifies the solution clearly
- Needs to stand on its own
- Answers the questions:
  - WHAT? (What is the solution?)
  - WHO? (Who will undertake it?)
  - WHEN? (By when will it occur?)
  - WHERE? (Where will the solution happen?)



**BE IT FURTHER  
RESOLVED:**

- Identifies a follow up to the solution

Thank you!