

CHECKLIST FOR A GOOD RESOLUTION – UCTE 2026 CONVENTION

A good resolution is clear, actionable, and focused. It identifies an issue, proposes a practical solution, and explains why the change matters. To help you in preparing your submission, please refer to the checklist below as a guide to what makes a strong, effective resolution.

A resolution:

- Uses clear, simple wording.
- Is concise and focused (maximum 150 words, unless otherwise noted).
- Deals with one topic (problem) and has one major objective.
- Clearly identifies the problem.
- Specifically outlines the required action.
- Builds accountability: deadlines, who will be responsible for implementing the proposed action, what resources will be required.
- Falls within UCTE's jurisdiction (not bargaining matters).
- Allows flexibility in implementation.
- Isn't already enacted elsewhere.
- Is submitted on time (not a late resolution).
- Applies the WHO, WHAT, WHEN, WHY, HOW test.

EXAMPLE – A RESOLUTION IN TRADITIONAL FORMAT

TITLE: Christine Collins Scholarship
ORIGINATOR: UCTE Region/Local
LANGUAGE OF ORIGIN: English

The Committee referred Resolution 21-201 to the Finance Committee since, if passed, would be an addition to a regulation and not a change to an existing by-law or regulation. The resolution is renumbered as Resolution 23-101.

WHEREAS Sister Christine Collins was the first female UCTE National President; and,

WHEREAS Sister Christine Collins gave her time generously to Social Justice; and,

WHEREAS Sister Christine Collins was integral part of the successful pay equity case; and,

WHEREAS Sister Christine Collins fought for our members tirelessly for over 45 years;

THEREFORE, BE IT RESOLVED that UCTE create an annual Scholarship of \$5,000.00 in Sister Christine Collins name; and,

BE IT FURTHER RESOLVED that UCTE create a Scholarship to promote women's activities, rights, and leadership within the union movement; and,

BE IT FURTHER RESOLVED that this Scholarship can be used for post-secondary or any activities which enhance our members' ability to promote the women's movement within the union; and,

BE IT FURTHER RESOLVED that this Scholarship be open to any UCTE members in good standing, retired members, their children/grandchildren, dependent children or grandchildren, including the children/grandchildren, dependent children/grandchildren of deceased members, and staff.

EXAMPLE – A RESOLUTION IN PLAIN LANGUAGE FORMAT

TITLE: Christine Collins Scholarship
ORIGINATOR: UCTE Region/Local
LANGUAGE OF ORIGIN: English

The Committee referred Resolution 21-201 to the Finance Committee since, if passed, would be an addition to a regulation and not a change to an existing by-law or regulation. The resolution is renumbered as Resolution 23-101.

BECAUSE Sister Christine Collins was the first female UCTE National President;

AND BECAUSE she gave her time generously to social justice;

BECAUSE she played an integral role in the successful pay equity case;

BECAUSE she fought tirelessly for UCTE members for over 45 years;

UCTE WILL create an annual \$5,000 scholarship in Sister Christine Collins' name.

UCTE WILL create a scholarship to promote women's activities, rights, and leadership within the union movement.

UCTE WILL ensure this scholarship can be used for post-secondary education or any activity that helps members advance the women's movement within the union.

UCTE WILL open this scholarship to all UCTE members in good standing, retired members, their children and grandchildren, dependent children and grandchildren, including those of deceased members and staff.