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## CUPE BC RESOLUTIONS CHECKLIST

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**Please review this checklist *before* submitting your resolution(s)**  
**Submission Deadline: February 26<sup>th</sup>, 2024 at 12:00pm PST**

ACTION	COMPLETED BY	DATE
<b>Refer to the CUPE BC Resolutions Guide when composing resolutions.</b>		
<p>Is the intent of the resolution clear?</p> <p><b>Action:</b> instructs CUPE BC to carry out a specific action  <b>Constitutional:</b> adds, deletes, or amends the CUPE BC Constitution  <b>Policy:</b> adds, deletes, or amends the policy manual</p>		
Review punctuation and capitalizations		
Review names of organizations, legislation, and campaigns for accuracy, spelling and punctuation.		
Make sure that your resolution is calling on the appropriate organization for an action. See page 9 of the Resolutions Guide for examples.		
Spell out acronyms and abbreviations. See page 8 of the Resolutions Guide for examples.		
Read your resolution out loud. Is it clear?		
Have someone other than yourself read the resolution without the 'because' information. Do they understand it?		
Should this be a Constitutional amendment? See pages 3, 5 and 10 of the Resolutions Guide for more information.		
<p>It is clear whether the resolution is?</p> <ul style="list-style-type: none"> <li>• Policy (establish new or change existing)</li> <li>• Action (direct CUPE BC to do something)</li> <li>• Constitutional (amend constitution)</li> </ul>		