

CUPE BC RESOLUTIONS CHECKLIST

Please review this checklist *before* submitting your resolution(s)

Action	Completed By	Date
Refer to the CUPE BC Resolutions Guide when composing resolutions.		
<p>Is the intent of the resolution clear?</p> <p>Action: instructs CUPE BC to carry out a specific action Constitutional: adds, deletes, or amends the CUPE BC Constitution Policy: 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. <i>See the 'Problems with Resolutions' section of the Resolutions Guide for examples.</i>		
Spell out acronyms and abbreviations. <i>See the 'Problems with Resolutions' section of the Resolutions Guide for examples.</i>		
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? <i>See the Resolutions Guide for more information.</i>		
<p>It is clear whether the resolution is?</p> <ul style="list-style-type: none"> • Policy (establish new or change existing) • Action (direct CUPE BC to do something) • Constitutional (amend constitution) 		