

# CONVENTION CALL

**52<sup>nd</sup> ANNUAL CONVENTION**  
**MARCH 8 – 10, 2017**  
**DELTA HOTEL**  
**REGINA, SK**



PROUDLY PRODUCED BY UNION LABOUR  
**COPE 342**  
CUPE Saskatchewan staff

# TABLE OF CONTENTS

HOW DO I ATTEND CONVENTION .....	3
YOUNG GUESTS WELCOME .....	3
CONVENTION COMMITTEES .....	3
<b>DELEGATE REPRESENTATION</b> .....	3
<b>REGISTRATION RATES</b> .....	3
REFUND POLICY .....	3
CONVENTION REMINDERS .....	4
BOTTLED WATER BAN .....	4
SCENT-FREE ENVIRONMENT .....	4
ACCOMMODATIONS .....	4
SMALL LOCAL ASSISTANCE .....	4
CHILD CARE AVAILABLE .....	4
<b>CONVENTION AGENDA</b> .....	5
<b>CONVENTION DEADLINES (February 8, 2017)</b> .....	5
<b>ELECTIONS</b> .....	5
RESOLUTIONS .....	6
EXAMPLES OF RESOLUTIONS .....	7
SAMPLE CONSTITUTIONAL AMENDMENT .....	7
SAMPLE RESOLUTION – CLEAR LANGUAGE .....	7
SAMPLE RESOLUTION – TRADITIONAL .....	7
WOODROW STANLEY LLOYD AWARD FOR COLLECTIVE ACTION .....	8
SASKATCHEWAN ACTIVIST AWARD .....	9
DONATION REQUEST .....	10

Each year, delegates from affiliated CUPE locals gather at the CUPE Saskatchewan Division Annual Convention to set the direction and determine priorities for the year ahead, hear reports on the vital work being done by our union, elect members to leadership positions, approve financial statements, and engage in important discussions on the issues facing CUPE members and the public services we provide to Saskatchewan communities.

## HOW DO I ATTEND CONVENTION?

CUPE locals determine the delegates that will represent them at convention. You must hold a credential from your affiliated local.

## YOUNG GUESTS WELCOME!

The first 15 young guests will have their registration fees waived!

Regular registration rates apply. Young guests are those who accompany delegates and are between the ages of 13 – 18.

## CONVENTION COMMITTEES

Volunteer for one of the following convention committees:

- Credentials
- Sergeant-At-Arms
- Balloting
- Resolutions

**Contact the office to express your interest.** Committee members must be delegates to convention.

## DELEGATE REPRESENTATION

LOCAL SIZE / ORGANIZATION	DELEGATES
Up to 100 members	(4) delegates
Up to 200 members	(6) delegates
Up to 300 members	(8) delegates
Up to 400 members	(10) delegates
Up to 500 members	(12) delegates
For each additional 300 members or portion thereof	(2) delegates
For each District Council	(2) delegates
For each Council of Unions	(2) delegates

Representation at the Annual Convention shall be calculated on the paid-up membership of the average number of members of the last twelve (12) months before the convention call is sent out.

\*For more information, see Article 7 of *The CUPE Saskatchewan Division Constitution, 2013*.

## REGISTRATION RATES

**EARLY REGISTRATION** **\$250**  
Before February 8, 2017

**LATE REGISTRATION** **\$275**  
After February 8, 2017

Guest fees are the same as delegate fees. To register, complete the *Delegate Credential Form*.

MAKE CHEQUES PAYABLE TO: CUPE Saskatchewan

SEND PAYMENTS TO: CUPE Saskatchewan  
3725 E Eastgate Drive REGINA SK S4Z 1A5

## REFUND POLICY

<b>Up to February 8, 2017</b>	Full refund
<b>February 9 – 22, 2017</b>	Refund minus \$50 administration fee
<b>After February 22, 2017</b>	No refund

## CONVENTION REMINDERS

### BOTTLED WATER BAN

Commercially bottled water is banned from CUPE events.

(Resolution E4, 2008 Convention)

### SCENT-FREE ENVIRONMENT

Delegates are asked to refrain from wearing scented products during convention.

(Resolution L15, 2007 Convention;  
Resolution E24, 2012 Convention)

## ACCOMMODATIONS

### DELTA HOTEL IN REGINA, SK

A block booking rate is available at the Delta Hotel located at 1919 Saskatchewan Drive in Regina, SK. The Annual Convention will be held at the hotel, convention floor level.

**Reserve your hotel room by February 8, 2017.**

CALL: 306-525-5255

Be sure to mention you are attending the CUPE Saskatchewan 2017 Annual Convention to receive the special room rate.

**Book online using the Delta Hotel Regina link for CUPE** available at: [www.cupe.sk.ca/convention](http://www.cupe.sk.ca/convention)

## SMALL LOCAL ASSISTANCE

Small Local Assistance is available to locals with 50 full-time equivalent members or less. If locals meet this eligibility, CUPE Saskatchewan Division will reimburse up to \$1,000 for lost wages, hotel accommodation, registration and transportation expenses.

- Locals applying for Small Local Assistance must have a dues structure of no less than 1.5% and be affiliated to CUPE Saskatchewan Division.

Requests for reimbursement are to be submitted to the Secretary-Treasurer by the close of convention.

*Small Local Assistance Forms* are available on the website or by contacting the office.

## CHILD CARE AVAILABLE

### ON-SITE

On-site child care is available at convention.

**Register with the office no later than February 8, 2017.**

### OFF-SITE

If delegates incur additional at-home child care costs while attending convention, support is available up to a maximum of \$50 per day.

Delegates claiming off-site child care expenses must submit applicable receipts and a completed *Expense Voucher* to the Secretary-Treasurer.

*Expense Vouchers* are available on the website or contact the office.

### AM I ELIGIBLE FOR ADDITIONAL CHILD CARE SUPPORT?

- Contact: JUDY HENLEY, Secretary-Treasurer  
[st.cupes@sktel.net](mailto:st.cupes@sktel.net)

## CONVENTION AGENDA

*The following is a draft agenda subject to change.*

### MARCH 7, 2017

Registration 7:00 p.m. – 8:30 p.m.  
New Delegate Orientation 8:00 p.m.

### MARCH 8, 2017

Registration 8:00 a.m. – 9:00 a.m.  
9:00 a.m. – 5:00 p.m.  
Lunch provided.

### MARCH 9, 2017

Registration 8:30 a.m. – 9:00 a.m.  
9:00 a.m. – 4:30 p.m.  
Lunch provided.  
Banquet to follow.

### MARCH 10, 2017

9:30 a.m. – 12:00 p.m. (NOON)  
Breakfast provided.

For updated agenda information, visit [www.cupe.sk.ca](http://www.cupe.sk.ca) and click on the "Take Action" tab; select "Convention" from the drop down menu.

## CONVENTION DEADLINES

---

Accommodation Booking	February 8, 2017
Early Registration	February 8, 2017
Child Care Registration	February 8, 2017

---

<b>Resolutions</b>	<b>February 8, 2017 NOON</b>
Activist Award Nomination	February 8, 2017 NOON
W.S. Lloyd Award Nomination	February 8, 2017 NOON

---

## ELECTIONS

The following positions will be up for election at the Annual Convention:

### **EXECUTIVE BOARD MEMBERS // TWO (2) - YEAR TERMS**

#### AT-LARGE ELECTIONS

- Vice-President
- Recording Secretary

#### CAUCUS ELECTIONS

- Local 600 Member (and Alternate)
- Library Member (and Alternate)
- Municipal Member (and Alternate)
- Health Member (and Alternate)
- University Member (and Alternate)
- Diversity Member (and Alternate)

**BY-ELECTIONS:** Community Based Organizations Member (and Alternate)\*  
AND Alternate Young Worker\* \*(one (1) - year term only)  
By-election held in respective caucus.

### **NOMINEE // CUPE REGIONAL & GENERAL VICE-PRESIDENT**

- **Nominees for CUPE Regional and General Vice-President** elected at-large. (CUPE National Executive Board. Position elected at National Convention.)

### **TRUSTEE // THREE (3) - YEAR TERM**

- **Trustee (1) AT-LARGE ELECTION**

### **STANDING COMMITTEE MEMBER // BY-ELECTION**

- **BY-ELECTION: Environment Committee Member** (one (1) - year term only) elected at-large

---

For more information, refer to the *CUPE Saskatchewan Structure* document and/or consult *The CUPE Saskatchewan Division Constitution, 2013*. NM COPE 342

## RESOLUTIONS

### WHAT ARE RESOLUTIONS?

Resolutions passed by delegates at the Annual Convention set the direction and priorities for CUPE Saskatchewan Division—the political and policy arm of the Canadian Union of Public Employees in Saskatchewan. They can request the union to undertake a specific action, adopt a specific policy, and/or amend the constitution.

### WHO CAN SUBMIT RESOLUTIONS?

Locals affiliated to CUPE Saskatchewan Division, steering committees and council, and the CUPE Saskatchewan Division Executive Board.

### HOW SHOULD RESOLUTIONS BE SUBMITTED?

Resolutions and constitutional amendments must be:

- Signed by the president and recording secretary of the affiliated CUPE local,

and/or

- Signed by the chairperson and secretary of the steering committee or council.

### RESOLUTIONS ARE TO BE SUBMITTED IN WRITING BY:

- FAX 306-757-0102
- EMAIL [cupesask@sasktel.net](mailto:cupesask@sasktel.net)
- MAIL Attention: Marcia Ray, Recording Secretary  
CUPE Saskatchewan  
3725 E Eastgate Drive REGINA SK S4Z 1A5

### WHEN IS THE DEADLINE FOR RESOLUTIONS?

**Resolutions and constitutional amendments must be received in the office no later than February 8, 2017 at noon.**

Resolutions received after this date will be considered late and, accordingly, must be accepted as a resolution by delegates at convention with the approval of two-thirds vote. If approved at convention, the late resolution(s) will be debated after other resolutions are debated by convention.

### WHAT GUIDELINES SHOULD BE FOLLOWED WHEN WRITING RESOLUTIONS?

- Address only one issue per resolution
- Be specific about what you want to see done to address your issue
- Use clear and short sentences
- Give your resolution a title
- Maximum of 200 words

### HOW SHOULD CONSTITUTIONAL RESOLUTIONS BE FORMATTED?

Resolutions proposing a constitutional amendment must refer to a specific article and section in *The CUPE Saskatchewan Division Constitution and Bylaws* which the resolution seeks to amend.

Use **bolding** to indicate the recommended additional wording and ~~strikethroughs~~ to indicate deletions.

### WHAT FORMAT SHOULD BE USED?

**Resolutions are accepted in two formats:**

- **TRADITIONAL** – background sentences beginning with **WHEREAS** go first; recommended actions prefaced with **THEREFORE BE IT RESOLVED** follow.
- **CLEAR LANGUAGE** – the action sentences go first and begin with **CUPE SASKATCHEWAN WILL**; the background sentences beginning with **BECAUSE** follow.

## EXAMPLES OF RESOLUTIONS

### SAMPLE CONSTITUTIONAL AMENDMENT

Constitutional Amendment: Article 6, Section 1

CUPE Saskatchewan will:

Amend Article 6, Section 1 of the CUPE Saskatchewan Constitution and Bylaws as follows:

Section 1

CUPE Saskatchewan shall meet in Convention in ~~May~~ **March** of each year at a date, place and time set by the Executive Board.

Submitted by CUPE Local 99999

SIGNATURE HERE  
Name Here, President

SIGNATURE HERE  
Name Here, Recording Secretary

### SAMPLE RESOLUTION – CLEAR LANGUAGE

Resolution Guidelines

CUPE Saskatchewan will:

Develop guidelines to assist members in submitting resolutions in either traditional or clear language formats.

Because:

Well written resolutions in the proper format help ensure the CUPE Saskatchewan Annual Convention runs smoothly.

Submitted by CUPE Local 99999

SIGNATURE HERE  
Name Here, President

SIGNATURE HERE  
Name Here, Recording Secretary

### SAMPLE RESOLUTION – TRADITIONAL

Resolution Guidelines

*Whereas* well written resolutions in the proper format help ensure the CUPE Saskatchewan Annual Convention runs smoothly.

*Therefore be it resolved* that CUPE Saskatchewan develop guidelines to assist members in submitting resolutions in either traditional or clear language formats.

Submitted by CUPE Local 99999

SIGNATURE HERE  
Name Here, President

SIGNATURE HERE  
Name Here, Recording Secretary



# WOODROW STANLEY LLOYD AWARD FOR COLLECTIVE ACTION



The unsung hero, Woodrow Stanley Lloyd succeeded Tommy Douglas as Premier of Saskatchewan to implement Saskatchewan's and North America's first public health care program known as Medicare in 1962.

Just like W.S. Lloyd, there are many in our union who deserve recognition for their leadership and activism.

*The Woodrow Stanley Lloyd Award for Collective Action* is awarded annually to a group (a CUPE local, a committee or collection of outstanding individuals) responsible for a remarkable achievement, a tremendous contribution, or for exceptional activism.

YOU MAY SUBMIT YOUR  
NOMINATION ONE OF THE  
FOLLOWING WAYS:

FAX 306-757-0102  
EMAIL [cupesask@sasktel.net](mailto:cupesask@sasktel.net)  
MAIL 3725 E Eastgate Drive  
REGINA SK S4Z 1A5

## NOMINATION FORM: WOODROW STANLEY LLOYD AWARD FOR COLLECTIVE ACTION

In addition to the information requested on the form below, please include a paragraph outlining why you believe this group should be recognized.

Award decisions are made by the CUPE Saskatchewan Executive Board.

**Deadline for nomination submission: February 8, 2017 at noon.**

GROUP NOMINATED:	
INDIVIDUALS COMPRISING NOMINATED GROUP:	
Name	Contact information
NOMINATOR INFORMATION:	
Name:	Local:
Email:	
Phone:	
Address:	

**\*ATTACH ADDITIONAL PARAGRAPH OUTLINING WHY YOU BELIEVE THIS GROUP SHOULD BE RECOGNIZED.**

NM COPE 342



## SASKATCHEWAN ACTIVIST AWARD



Activism is about doing something to build a stronger union, to inspire solidarity among fellow Sisters and Brothers, and to advance through action greater economic fairness and social justice.

What we desire for ourselves, we wish for all.

Nominate a deserving CUPE member who has shown outstanding activism using the following form.

YOU MAY SUBMIT YOUR NOMINATION ONE OF THE FOLLOWING WAYS:

FAX 306-757-0102

EMAIL [cupesask@sasktel.net](mailto:cupesask@sasktel.net)

MAIL 3725 E Eastgate Drive  
REGINA SK S4Z 1A5

## NOMINATION FORM: SASKATCHEWAN ACTIVIST AWARD

In addition to the information requested on the form below, please include a paragraph outlining why you believe this member should be recognized.

Award decisions are made by the CUPE Saskatchewan Executive Board.

**Deadline for nomination submission: February 8, 2017 at noon.**

INDIVIDUAL NOMINATED:	
Name:	Local:
Email:	
Phone:	
Address (if available):	
<b>NOMINATOR INFORMATION:</b>	
Name:	Local:
Email:	
Phone:	
Address:	

**\*ATTACH ADDITIONAL PARAGRAPH OUTLINING WHY YOU BELIEVE THIS MEMBER SHOULD BE RECOGNIZED.**

NM COPE 342



## DONATION REQUEST

### **DONATION REQUEST IN SUPPORT OF SFL SUMMER CAMP**

CUPE locals are encouraged to donate promotional items for a raffle to be held at convention in support of the Saskatchewan Federation of Labour (SFL) Summer Camp.

*What is the SFL Summer Camp?*

This six-day camp combines learning with cooperative recreational activities for lots of guaranteed fun!

Young people between the ages of 13 - 16 who are daughters and sons of union members are eligible to attend.