



# CONVENTION 2019

March 6 - 8, 2019 ❖ Regina, SK

## *OFFICIAL CONVENTION CALL*





# OFFICIAL CALL

*to affiliated Local Unions of  
CUPE Saskatchewan Division*

## 2019 Annual Convention

**March 6 to 8, 2019**  
Delta Hotel, Regina, SK

Each year, delegates from affiliated CUPE Local Unions gather at the Annual Convention of CUPE Saskatchewan Division 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 discussions on the issues facing CUPE members and the public services we provide to communities.

### *How do I attend convention?*

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

## REPRESENTATION AT CONVENTION

Article 7 of *The CUPE Saskatchewan Constitution* states that representation at the Annual Convention shall be as follows:

### Section 1, (a)

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.**

### (b) **Additional Young Worker Credentials**

At all CUPE Saskatchewan Conventions, representation from affiliated locals and organizations shall be:

LOCAL SIZE / ORGANIZATION	DELEGATES
Up to and including 1,000 members	1 Young Worker delegate
Over 1,000 members	2 Young Worker delegates

### Section 2

Credentials must be received by the Secretary-Treasurer not later than fourteen (14) days prior to the opening of convention. Credentials received after this date will be accepted at the discretion of the CUPE Saskatchewan Executive Board.

### Section 3

No credential shall be accepted from any member who is in full or part-time employment of the Canadian Union of Public Employees.

### Section 4

Delegates from locals which are more than two (2) months in arrears with per capita taxes to CUPE National or CUPE Saskatchewan shall not be seated as voting delegates, but as visitors.

## CREDENTIALIALS

Enclosed with the call to convention are the **delegate credential(s) assigned to your Local Union, the additional young worker delegate credential(s), as well as an alternate delegate registration form.**

The delegate credential forms and/or alternate delegate registration forms should be submitted to the office of CUPE Saskatchewan, along with the registration fee. **The original copy is to be submitted to the office of CUPE Saskatchewan.**

**Notify the office of any change in delegate(s) or alternate(s) prior to the opening of the convention.** If prior notification cannot be given, the replacing delegate (or alternate) should then have in their possession, at the time of registration at convention, a letter (signed by the Local Union president and secretary) outlining the change.

## REGISTRATION & RATES

Registration rates are as follows:

**\$250 per delegate by February 1, 2019**

**\$275 per delegate for registrations received after February 1, 2019**

*The registration fee applies to all alternates and/or guests.*

The registration fee includes two (2) lunches, one (1) breakfast, and convention banquet/entertainment ticket.

Refund policy is as follows:

Full refund up to February 1, 2019

Refund minus \$50 Administration Fee from February 2 - 15, 2019

**No refund after February 15, 2019**

Cheques payable to: CUPE SASKATCHEWAN

Send payment to: Attn: Secretary-Treasurer  
CUPE SASKATCHEWAN  
3725 E Eastgate Drive  
REGINA SK S4Z 1A5

## RESOLUTIONS & CONSTITUTIONAL AMENDMENTS

**Resolutions and constitutional amendments must be received by the office no later than February 5, 2019, at noon.**

All resolutions and constitutional amendments must be signed by the President and Secretary of a Local Union or chairperson and secretary of an occupational group or council.

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.

A copy of all properly submitted resolutions and proposed constitutional amendments will be provided to Local Unions two weeks prior to the opening of convention.

*What are resolutions?*

Resolutions passed by 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.

*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;
- Use a maximum of 200 words; and
- Give your resolution a title.

## How should proposed constitutional amendments be put in writing?

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 **bold** to indicate the recommended additional wording and ~~strikethrough~~ to indicate deletions.

## What format should be used?

Resolutions are accepted in two formats:

- Traditional Format: Background sentences beginning with WHEREAS go first; recommended actions prefaced with THEREFORE BE IT RESOLVED follow.
- Clear Language Format: The action sentences go first and begin with CUPE SASKATCHEWAN WILL; the background sentences beginning with BECAUSE follow.

## 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

Title: 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

Title: 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

## ACCOMMODATION

Accommodation is available at a group block booking rate at the Delta Hotel in Regina located at 1919 Saskatchewan Drive, the hotel where the convention will be held.

**The block booking rate at the Delta Hotel Regina is available until February 1, 2019.**

Call 306-525-5255 to make hotel reservation(s). Mention you are attending the 2019 Annual Convention of CUPE Saskatchewan to receive the group rate.

Book your hotel reservation online by visiting: [www.sk.cupe.ca/convention](http://www.sk.cupe.ca/convention)

The Delta Hotel requires a seven day cancellation notice during this period unless there are extenuating circumstances.

## CHILD CARE

ON-SITE: Child care facilities will be made available during the convention proceedings for those who pre-registered for child care.

**The enclosed *Child Care Registration Form* must be completed by the delegate(s) requiring such facilities and received by the office no later than February 5, 2019.**

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 per family.

Delegates claiming off-site child care expenses must submit applicable receipts and an *Expense Voucher* to the Secretary-Treasurer no later than thirty (30) days after the event for which expenses are claimed. Expense Vouchers are available on the website or by contacting the office.

## YOUNG GUESTS

**The first 15 young guests of registered delegates will have their fees waived.**

Young guests are those who accompany delegates and are between the ages of 13 – 18. Young guests will have guest status and will be able to visit the convention floor during the proceedings. To register a young guest, complete the registration form for guests enclosed. Regular registration rates apply for guests other than those whose fees are waived through the Young Guest Program.

## SMALL LOCAL ASSISTANCE

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

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.

## CONVENTION DEADLINES

Early Registration	February 1, 2019
Hotel Reservation Block Booking Rate	February 1, 2019
Child Care Registration	February 5, 2019
Resolutions	February 5, 2019 (Noon)
W.S. Lloyd Award Nomination	February 5, 2019 (Noon)
Activist Award Nomination	February 5, 2019 (Noon)

## CONVENTION AGENDA

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

### Tuesday, March 5, 2019

7 - 8:30 p.m.            Registration  
8 p.m.                    New Delegate Orientation  
  
Evening activity TBA.

### Wednesday, March 6, 2019

8 - 9 a.m.                Registration  
9 a.m. - 5 p.m.        Convention Proceedings  
  
*Lunch provided.*  
Evening activity TBA.

### Thursday, March 7, 2019

8:30 - 9 a.m.            Registration  
9 a.m. - 4:30 p.m.    Convention Proceedings  
  
*Lunch provided.*  
Evening Banquet & Dance.

### Friday, March 8, 2019

9 a.m. - Noon            Convention Proceedings  
  
*Breakfast provided.*

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

## AWARD NOMINATIONS

### WOODROW STANLEY LLOYD AWARD FOR COLLECTIVE ACTION

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

A *W.S. Lloyd Award Nomination Form* is enclosed and available on the website.

Award decisions are made by the Executive Board.

**Deadline for nomination submission:  
February 5, 2019, at noon.**

### SASKATCHEWAN ACTIVIST AWARD

Nominate a deserving CUPE member who has shown outstanding 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

A *Saskatchewan Activist Award Nomination Form* is enclosed and available on the website.

Award decisions are made by the Executive Board.

**Deadline for nomination submission:  
February 5, 2019, at noon.**

## ELECTIONS

The following positions will be up for election at the 2019 Annual Convention:

### EXECUTIVE BOARD MEMBERS

Each position is a two (2) - year term.

#### 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 IN CAUCUS

- **Alternate Young Worker Member \***  
\*(one (1) - year term only)
- **Alternate Community Based Organization Member\***  
\*(one (1) - year term only)

By-election held in respective caucus.

### NOMINEES

#### 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

Position is a three (3) - year term.

#### AT-LARGE ELECTION

- **Trustee** (1)

## CONVENTION REMINDERS

**BOTTLED WATER BAN:** Commercially bottled water is banned from CUPE events.

**SCENT-FREE ENVIRONMENT:** Delegates are asked to refrain from wearing scented products during convention.

## CONVENTION COMMITTEES

Volunteer for one of the following convention committees:

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

Contact the office to express your interest, or indicate your interest on the delegate credential form. Convention committee members must be delegates to convention.

/nm Cope342





**CUPE Saskatchewan Division**  
3725 E Eastgate Drive, Regina, SK  
Tel. 306-757-1009  
[sk.cupe.ca/convention](http://sk.cupe.ca/convention)