



# OFFICIAL CONVENTION CALL

# FIRST-EVER VIRTUAL CONVENTION 2021



**OFFICIAL CALL TO AFFILIATED LOCAL UNIONS OF CUPE Saskatchewan Division 2021 Annual Convention March 11, 2021 HELD VIRTUALLY (ONLINE)**

**For the very first time in our history, CUPE Saskatchewan will hold its annual convention entirely online for the year 2021.**

The virtual convention will ensure that delegates from affiliated Local Unions can gather and participate in convention safely from their homes during the public health crisis caused by the COVID-19 pandemic.

Convention business, reports, the consideration of resolutions and constitutional amendments, and nominations and elections will all be conducted virtually on a secure digital platform.

**The one-day virtual convention will be called to order at 9:00 a.m. on Thursday, March 11, 2021.** Virtual meeting links will be available for caucuses.

Each delegate will be assigned and receive a secure link by email to vote during convention. **In order to have a voting link assigned, every delegate must be registered with an email address.**

Agenda updates and convention announcements will be published at: [www.sk.cupe.ca/convention](http://www.sk.cupe.ca/convention)

*How do I attend convention?*

CUPE Local Unions determine the delegates that will represent them at convention. You must hold a credential from your local to receive a virtual link to attend as a delegate and to vote.

## 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.

**CREDENTIALS**

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 original copy of delegate credential forms and/or alternate delegate registration forms should be submitted to the office of CUPE Saskatchewan, along with the registration fee. Notify the office of any change in delegate(s) or alternate(s) prior to the opening of the convention.

**REGISTRATION & RATES**

Registration rates are as follows:

**\$100 per delegate by February 10, 2021.**

**\$150 per delegate between the dates of February 11 until Noon on March 3, 2021**

**Last day to register for convention is March 3, 2021 at Noon.**

*The registration fee covers the costs of conducting the convention virtually, which includes technical hosting fees and the use of a secure electronic voting system.*

**REFUND POLICY IS AS FOLLOWS:**

Full refund up to February 10, 2021.

Refund minus \$50 Administration Fee from February 11 - 24, 2021.

**No refund after February 24, 2021.**

Cheques payable to: CUPE SASKATCHEWAN

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

**CONVENTION DEADLINES**

Early Registration	February 10, 2021
Resolutions and Constitutional Amendments	February 10, 2021 (Noon)
W.S. Lloyd Award Nomination	February 10, 2021 (Noon)
Activist Award Nomination	February 10, 2021 (Noon)
Registration Deadline:	March 3, 2021 (Noon)

► **ELECTRONIC SUBMISSION:**

Submit convention-related documents to Jodi Reavley at the CUPE Saskatchewan office:

[j.reavley.cupe@sasktel.net](mailto:j.reavley.cupe@sasktel.net)

## 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 \$1,250 total for expenses such as registration fees, and lost wages.

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 at: [www.sk.cupe.ca/forms](http://www.sk.cupe.ca/forms)**

## CONVENTION COMMITTEES

Volunteer for one of the following convention committees:

- Credentials
- Resolutions & Constitutional Amendments

Contact the office to express your interest, or indicate your interest on the credential form.

Convention committee members must be delegates to convention.

## RESOLUTIONS & CONSTITUTIONAL AMENDMENTS

**Resolutions and constitutional amendments must be received by the office no later than February 10, 2021, 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, policies 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 the issue;
- Use clear and short sentences;
- Use a maximum of 200 words; and
- Give the 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 By-laws which the resolution seeks to amend.

Use **bold** to indicate the recommended additional wording and ~~striketrough~~ 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

## CONVENTION AGENDA

The following is a draft agenda subject to change.

### THURSDAY, MARCH 11, 2021

8:30 a.m. Caucuses

#### CONVENTION BUSINESS SESSION #1

**9 a.m. Call to Order**

Land Acknowledgement  
Convention Opening  
Greetings  
President's Report  
Introduction of Executive  
Credentials Report  
Task Force Report

Break

*Deadline to sign up for the Candidate's Forum before 11 a.m.*

**11 a.m. CONVENTION BUSINESS SESSION #2**

Convention resumes  
National President's Report  
Resolutions  
Motion to reaffirm NDP affiliation  
Regional Director's Report  
Candidates' Forum

Break

12:30 p.m. Caucuses

**1:30 p.m. CONVENTION BUSINESS SESSION #3**

Convention resumes  
Secretary-Treasurer's Report  
Trustees' Report  
Resolutions  
National Secretary-Treasurer's Report  
Credentials Report  
Elections

Break

**3:30 p.m. CONVENTION BUSINESS SESSION #4**

Convention resumes  
Presentation  
Credentials Report  
By-Elections  
Caucus election results announced  
Oath of office  
Resolutions  
Closing Address  
Adjournment

**AGENDA UPDATES: [www.sk.cupe.ca/convention](http://www.sk.cupe.ca/convention)**

## 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 [j.reavley.cupe@sasktel.net](mailto:j.reavley.cupe@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 10, 2021, 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 [j.reavley.cupe@sasktel.net](mailto:j.reavley.cupe@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 10, 2021, at noon.**



# ELECTIONS

The following positions will be up for election at the 2021 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 Boards & Agencies Member\***  
\*(one (1) - year term only)

## NOMINEE FOR CUPE REGIONAL VICE-PRESIDENT & ENDORSEMENT OF GENERAL VICE-PRESIDENT

### AT-LARGE ELECTION:

Nominee for CUPE Regional Vice-President elected at-large.\*

Endorsement of CUPE General Vice-President (Prairies).\*

*\*CUPE National Executive Board positions elected at National Convention.*

## TRUSTEE

### AT-LARGE ELECTION:

Position is a three (3) - year term.

- **Trustee** (1)

# CUPE SASKATCHEWAN STRUCTURE

## Organizational Structure of CUPE Saskatchewan

**ANNUAL CONVENTION:** CUPE Local Unions voluntarily affiliate to CUPE Saskatchewan Division and send delegates to the Annual Convention where elections are held for leadership positions, reports are received, and resolutions are passed determining the direction and priorities for the year ahead.

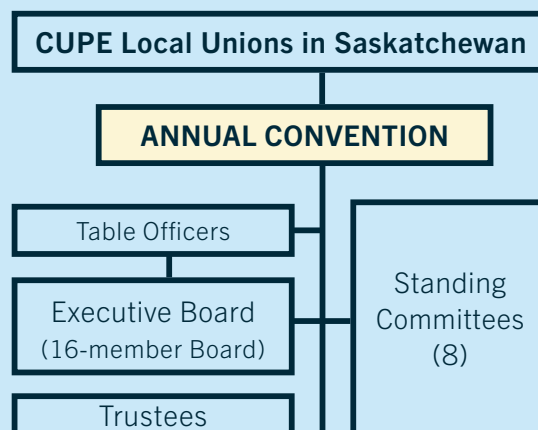
**TABLE OFFICERS:** President, Vice-President, Recording Secretary, and the Secretary-Treasurer. Positions are two-year terms elected at the Annual Convention on a rotating basis in even and odd numbered years.

**EXECUTIVE BOARD:** Table Officers, Diversity Member, Indigenous Member, Young Worker Member and Sectoral Members including: Boards and Agencies Member, Community Based Organizations Member, Education Member, Health Care Members (two positions), Library Member, Local 600 Member, Municipal Member, and the University Member. Positions are two-year terms elected at the Annual Convention on a rotating basis in even and odd numbered years. The Executive Board governs CUPE Saskatchewan between Conventions and carries out the decisions made at Convention.

**TRUSTEES:** Three trustees ensure financial controls are in place and financial statements are accurate. Positions are three-year terms, with one position elected at each Annual Convention.

**STANDING COMMITTEES:** Each of CUPE Saskatchewan's eight standing committees has three members. In even-numbered years, two members are elected at the Annual Convention. In odd-numbered years, one member is appointed by the Executive Board. (For Indigenous Council Committee composition, see Article 5, Section 9, *The Constitution*). Elected members and appointed members serve a two-year term. Standing Committees advise the Executive Board. Each committee's objectives are identified in Appendix C of *The Constitution*.

**STAFF:** CUPE Saskatchewan employs two staff members to support its officers and Executive Board, and to carry out its office administration, operations, and activities.





# *FIRST-EVER VIRTUAL* **CONVENTION** **2021**

**CUPE Saskatchewan Division**

3725 E Eastgate Drive, Regina, SK

Tel. 306-757-1009

[www.sk.cupe.ca/convention](http://www.sk.cupe.ca/convention)