

RESOLUTION TEMPLATE

150-WORD LIMIT

All bodies with the constitutional right to submit resolutions that could potentially be submitted to a PSAC convention must be aware **that PSAC is enforcing a 150-word limit** within their own resolutions process. Therefore, to ensure all adopted resolutions that could potentially be submitted to the PSAC convention are eligible, **please limit your resolution to a 150-word limit or less.**

The **150-word limit include** the “Whereas” and “Be It Resolved” portions of the resolution (or clear language equivalent) but will not include the title of the resolution.

Any proposed language change to the CEIU By-Laws or PSAC Constitution included in the resolution **will not be part of the 150-word count.**

INSTRUCTIONS FOR COMPLETING THE RESOLUTION FORM

Title: Enter the name of the subject in the space provided. For example, if the resolution concerns a change to CEIU’s financial procedures, you would enter as the subject: CEIU - Financial Procedures

Originator: Enter the name of your submitting body. Submitting bodies can be Locals or any official national, regional or district meeting of members.

Language: Enter English if the original resolution is being submitted in English or enter French if the original resolution is being submitted in French

Resolution: When entering the wording of the resolution, an indication should be given as to why the resolution is necessary. This is done by providing an explanation at the introduction of the wording. For example, a typical resolution would be worded as follows:

***Whereas** monies used for regional conferences of Local Presidents are from national funds.*

***Be it resolved that** it be CEIU policy not to forward any future monies unless a properly verified financial statement has been received at the National Office.*

Certification: The Presiding Officer and Secretary of the meeting, or the President and Secretary of the Local, must sign the form to indicate that the resolution was adopted by the properly constituted meeting.

RESOLUTION

Send your electronic resolutions

by email to congres2026convention@ceiu-seic.ca

no later than the deadline date of 9:00 pm (EST) on April 14, 2026.

TITLE : _____
ORIGINATOR : _____
LANGUAGE: _____

WHEREAS _____

BE IT RESOLVED _____

Certification: *We attest that the above resolution was adopted at a properly constituted official meeting of this submitting body, held on*

(date)

Signed: _____
Presiding Officer or President of the Local

Signed: _____
Secretary of Meeting or Secretary of Local