

Resolutions Guidelines - 2022



These guidelines are meant to ensure a successful resolutions process - for those drafting resolutions, the Resolutions Committee which processes and prioritizes them and for delegates that debate and decide on them at Convention.

Please keep in mind Party Principles and Guidelines when draft resolutions, you can see the our mission statement on the preamble of our constitution at <https://www.nsndp.ca/governance>. This will help to ensure that delegates at Convention reading your resolution will understand it clearly.

To facilitate the success of your resolutions, please keep in mind the following:

- Resolutions MUST be submitted to the Resolutions Committee before Friday, May 20th by 5:00pm, 35 days prior to the opening of Convention. They should be sent to the Resolutions Committee in electronic format (Word or Rich Text Format) to resolutions@nsndp.ca.
- The party has a database of resolutions that have been passed at Convention/AGMs past – you can find that database here: <http://nsndppolicy.puppytech.net/policy/index.php> the site is password protected, Username: resolution | Password: policy.
- The suggested word count for a resolution should be about 250 words. And have no more than five (5) whereas clauses.
- Include:
 - Your name, position, and contact information.
 - Name of the Electoral District Association, affiliated organization, standing committee, or YND – which passed the resolution for debate at Convention.
 - Date of General Meeting that approved the resolution(s).
 - Title of Resolution.
 - Policy category (see below for recognized categories)
 - List of existing resolutions it replaces or changes, if any.

The Resolutions Committee shall:

a) examine all submitted resolutions and identify the intent of each resolution as:

- (i) re-affirming present policy,
- (ii) amending present policy,
- (iii) rescinding present policy,
- (iv) initiating new policy, or
- (v) adding to present policy.

(Party Constitution, Article 17 – Resolutions Committee)

If the committee believes it can help you improve your resolution, it may return the resolution with suggestions for revision. It may also recommend combining resolutions to bodies submitting similar resolutions.



Resolution Data Base Categories:

- Agriculture and Forestry
- Arts, Culture, Heritage, Recreation, Continuing education
- Community services, Housing, Poverty
- Economic development
- Education, Job Training
- Elections
- Environment
- Equality and Human rights
- Finance, Taxation
- Health
- Inter-governmental affairs
- Justice and Human rights
- Labour
- Municipal affairs (urban, regional, community development)
- Natural Resources (fisheries, mining, energy)
- Party Affairs
- Public works, Public services, procurement, government operations
- Tourism
- Transport issues
- University Affairs, Research and Development

Guidelines for Resolutions preparation:

To prepare a good resolution it is very important to research it thoroughly, including discussion with those who may have relevant knowledge and experience on the issue being considered. This should also include research into existing NSNDP policies and resolutions.

Resolutions should reflect thorough discussion by district members, not just the opinion of one member.

The Resolutions Committee will prioritise resolutions for presentation to Convention. Factors which will serve to determine level of priority include, but are not limited to:

- number of constituencies submitting the resolution,
- whether the intention of the resolution has been covered by resolutions passed at previous Conventions, and
- whether the intention of the resolution has already been addressed through public policy or internal governance of the party.



How to write your resolution:

Resolutions should be concise, clear, accurate and factual and written to achieve a specific purpose. They should contain no more than 250 words.

Resolutions have four distinct sections:

1 – TITLE

The title of a resolution should be concise, and quickly convey the subject of the resolution.

2 – PREAMBLE (WHEREAS ...)

The resolution should begin with a preamble.

A preamble begins with “Whereas” statement. The preamble describes the situation, issue or context that gives rise to the resolution. As well, it lists facts necessary for the reader to understand the essence of the resolution. The preamble may state the reason the resolution is important.

Ideally there are not more than five “Whereas” statements to get the point across. They do not appear in the resolutions database, as they are points of discussion, not the call to action.

3 – DIRECTION (BE IT RESOLVED ...)

The “Be it Resolved,” section is the core of any resolution. It communicates the action that the submitting body want the Party to undertake.

It should not repeat information already in the preamble.

4 – AUTHORSHIP

The name of the resolution’s sponsoring body must be listed at the end of each resolution.

In drawing up a resolution, you should always remain focused on what you are trying to achieve.

A resolution is unlikely to be passed unless it calls for action or establishes a position that New Democrats can understand and support. If a resolution is adopted, it will only have the desired effect if it is clear and recognizable.

Formatting (Keep it simple and straight forward)

Font: Arial, Courier

Paper: letter size, 8.5” X 11”

Spacing: single space, double space between paragraphs

All resolutions must have a Title, Preamble, Operative, and Authorship.