

PROCEDURES FOR EC AND DA RESOLUTIONS

1 These procedures, effective upon approval, are designed to ensure a transparent and democratic
2 process for submitting resolutions to the Executive Council and Delegate Assembly.

3 4 **Submitting Resolutions: Responsibilities and Deadlines**

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- 6 • The Delegate Assembly is “the principal governing body of the Professional Staff
7 Congress” (PSC Constitution). The resolutions adopted by the DA become *union policy*.
8 For that reason, delegates are asked to make every effort to develop resolutions through
9 broad-based discussion among members, using the democratic forums of the union, such
10 as chapter meetings or union committees.
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 - 12 • As in the past, only delegates or alternate delegates may submit resolutions to the
13 Delegate Assembly. Resolutions may be submitted on behalf of a chapter, a DA or EC
14 committee, or an individual delegate.
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 - 16 • Committees of the DA should normally submit resolutions to the DA, and committees of
17 the EC should submit resolutions to the EC. Especially complex resolutions are also best
18 submitted to the EC before coming before the DA so they can receive the detailed
19 discussion they require. The DA may also vote to refer resolutions to the EC for further
20 discussion.
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 - 22 • To ensure that a resolution qualifies to be on the agenda of the relevant meeting, it must
23 be submitted electronically to the PSC Secretary *and* his/her administrative assistant at
24 resolutions@pscmail.org *at least 10 working days prior to the next scheduled DA or EC*
25 *meeting*.
26
 - 27 • If the resolution is received after this deadline, it will be considered for inclusion at the
28 meeting after next unless there is an issue of timeliness. If the resolution addresses a time
29 sensitive issue, the sponsor should submit the resolution and call the PSC Secretary to
30 request special consideration.
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 - 32 • If more than one resolution has been submitted for a DA or EC, resolution(s) that emerge
33 from member-participatory processes, such as committee or chapter meetings, will be
34 considered before those that originated with a single delegate.
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 - 36 • Proposed resolutions should meet the first condition below, and also satisfy at least one,
37 and preferably most, of the remaining conditions:
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 - 39 1) A resolution with the same intent has not been passed by PSC, NYSUT, AAUP or
40 AFT.
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 - 42 2) The resolution will be the starting point for mobilizing members on the raised issue(s)
43 in the immediate future. The resolution should include a plan for such mobilization while
44 taking into account current union priorities and resources.

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46 3) The resolution will have a clear impact, even if we don't mobilize around it, for
47 instance, a resolution in support of a strike action or one for raising money for a cause.
48
49 4) The issue addressed in the resolution has a direct bearing on the welfare of our
50 members, for instance, a labor issue, a NYC issue or a higher education issue.
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52 5) Proposed resolutions should be sent after being fact-checked, copyedited and
53 referenced.
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57 **Responding to Resolutions: Responsibilities and Deadlines**

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- 59 • Resolutions received by the PSC Secretary and administrative assistant will be
60 acknowledged in writing, electronically, within 48 hours of receipt. (If such
61 acknowledgement is not received, the sponsor of the resolution should contact the PSC
62 Secretary and her/his administrative assistant.)
63
- 64 • The principal officers will review the proposed resolution for impact on existing PSC
65 policy, technical accuracy and implications for the bargaining unit as a whole. A
66 principal officer or staff member will contact the maker of the resolution in advance of
67 the DA or EC if the officers wish to propose any changes or technical revisions. The
68 maker of the resolution is, of course, free to accept or reject any proposed changes and to
69 bring the original or revised resolution to the floor.
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- 71 • Copies of the final proposed resolution will be distributed electronically to members of
72 the DA and/or EC at least 48 hours prior to the next scheduled meeting. Every effort will
73 be made to distribute resolutions earlier.
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- 75 • If the maker of the resolution is not in attendance at the meeting where the resolution is
76 considered, he or she will receive notification of the status of the resolution from the PSC
77 Secretary and/or her administrative assistant no more than two working days after the
78 meeting.
79
- 80 • Resolutions approved by the DA will be uploaded to the PSC website within 2 weeks of
81 approval.
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- 83 • Within 10 working days after the DA or EC, the PSC Secretary will transmit copies of
84 approved resolutions to any organizations specified in the resolution, such as other
85 unions, community groups or national affiliates, with a copy to the maker of the
86 resolution.
87
- 88 • In the interest of serious consideration of proposed resolutions and to make sufficient
89 time for other union business, the EC and the DA will normally consider no more than

90 two resolutions at any meeting. Resolutions will be prioritized in the order in which they
91 are received, and priority will continue to be accorded to time sensitive resolutions.
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93 **Each Resolution Must Include:**

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- 95 • Title
- 96 • “Resolved” statement
- 97 • “Whereas” statements, if desired
- 98 • The name of the maker of the resolution
- 99 • Date of submission
- 100 • Brief statement of the process leading to the resolution’s approval (e.g., vote at chapter
101 meeting, committee meeting, forum or ad hoc group, with number of participants;
102 individual author).

Revised policy adopted on February 16, 2017.

