

REVISED PROCEDURES FOR EC AND DA RESOLUTIONS

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

Submitting Resolutions: Responsibilities and Deadlines

- The Delegate Assembly is “the principal governing body of the Professional Staff Congress” (PSC Constitution). The resolutions adopted by the DA become *union policy*. For that reason, delegates are asked to make every effort to develop resolutions through broad-based discussion among members, using the democratic forums of the union, such as chapter meetings or union committees.
- As in the past, only delegates or alternate delegates may submit resolutions to the Delegate Assembly. Resolutions may be submitted on behalf of a chapter, a DA or EC committee, or an individual delegate.
- Committees of the DA should normally submit resolutions to the DA, and committees of the EC should submit resolutions to the EC. Especially complex resolutions are also best submitted to the EC before coming before the DA so they can receive the detailed discussion they require. The DA may also vote to refer resolutions to the EC for further discussion.
- To ensure that a resolution qualifies to be introduced at the relevant meeting, it must be submitted electronically to the PSC Secretary *and* their administrative assistant at resolutions@pscmail.org at least 10 working days prior to the next scheduled DA or EC meeting. If the resolution addresses a time sensitive issue, the sponsor should submit the resolution and call the PSC Secretary to request special consideration.
- A resolution introduced at a DA meeting will be placed on the agenda as a regular item subject to debate and voting at the next regular DA meeting, allowing delegates the opportunity to review and confer with members in advance of voting. A resolution can be made a regular item on the agenda of the same meeting at which it has been introduced if a motion to do so is approved by a two-thirds majority of the delegates voting. Such a motion will not be subject to debate.
- If more than one resolution has been submitted for a DA or EC, resolution(s) that emerge from member-participatory processes, such as committee or chapter meetings, will be considered before those that originated with a single delegate.
- Proposed resolutions should meet the first and second conditions below, and also satisfy at least one of the remaining conditions:
 - 1) A resolution with the same intent has not been passed by PSC, NYSUT, AAUP or AFT.

2) The resolution will serve to begin organizing, educating, or activating members around the issues it raises. The resolution should include a plan for such activity while taking into account current union priorities and resources.

3) The resolution will have a beneficial impact on organizations or individuals with whom the PSC has an established relationship or demonstrable affinity, for instance, a resolution in support of a strike action or one for raising money for a cause.

4) The issue addressed in the resolution has a direct bearing on the welfare of our members, for instance, a labor issue, a NYC issue or a higher education issue.

Proposed resolutions must be fact-checked, copyedited and referenced before being submitted.

Responding to Resolutions: Responsibilities and Deadlines

- Resolutions received by the PSC Secretary and administrative assistant will be acknowledged in writing, electronically, within 48 hours of receipt. (If such acknowledgement is not received, the sponsor of the resolution should contact the PSC Secretary and their administrative assistant.)
- The principal officers will review the proposed resolution for impact on existing PSC policy, technical accuracy and implications for the bargaining unit as a whole. A principal officer or staff member will contact the maker of the resolution in advance of the DA or EC if the officers wish to propose any changes or technical revisions. The maker of the resolution is, of course, free to accept or reject any proposed changes and to bring the original or revised resolution to the floor.
- Copies of the final proposed resolution will be distributed electronically to members of the DA and/or EC at least 48 hours prior to the next scheduled meeting. Every effort will be made to distribute resolutions earlier.
- If the maker of the resolution is not in attendance at the meeting where the resolution is considered, he or she will receive notification of the status of the resolution from the PSC Secretary and/or her administrative assistant no more than two working days after the meeting.
- Resolutions approved by the DA will be uploaded to the PSC website within 2 weeks of approval.
- Within 10 working days after the DA or EC, the PSC Secretary will transmit copies of approved resolutions to any organizations specified in the resolution, such as other unions, community groups or national affiliates, with a copy to the maker of the resolution.

- In the interest of serious consideration of proposed resolutions and to make sufficient time for other union business, the EC and the DA will normally consider no more than two resolutions at any meeting. Resolutions will be prioritized in the order in which they are received, and priority will continue to be accorded to time sensitive resolutions.

Each Resolution Must Include:

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

Revised policy to be in effect February 2022.