**2023 Member Idea or CA Resolution Submission**

This form is to be filled out, saved, then attached to an email to the chair of the PPGC, Party VP Policy and Governance: rstrom@unitedconservative.ca.

When an **Idea** by a Member or a **Resolution** by a CA is first submitted to the PPGC, the PPGC will assign to it a Submission Identification Code (**SIC**) to be used in any subsequent communication regarding this submission with the PPGC. An email to the submitter conveying the **SIC** is your acknowledgement that your submission has been received.

**If this submission relates to a previously submitted Idea or Resolution, enter the PPGC assigned Submission ID Code** 🡺 \_

**1. If you are a UCPA member-at-large (not a CA) and this is a new Idea submission:**

**Provide your first and last name** 🡺 \_

**Your preferred telephone contact number** 🡺 \_

From the attached *RESOLUTION LISTS* document, copy your CA Number – Name.

 **Paste your CA Number – Name** 🡺 \_

Proceed to Item 5.

**2. If this has a SIC but is the first response of a CA to a CA Member’s Idea then:**

**Provide the first and last name of the CA President or CA VP Policy who will be the CA contact**

🡺 \_

**The contact’s preferred telephone number** 🡺 \_

Proceed to Item 5.

**3. If this has no SIC and is the first submission of a CA or group of CAs then:**

**Provide the first and last name of the CA President or CA VP Policy who will be the**

**CA contact** 🡺 \_

**The contact’s preferred telephone number** 🡺 \_

**The contact’s preferred email address** 🡺 \_

From the attached *RESOLUTION LIST*S document, copy the CA Number – Name.

 **Paste your CA Number – Name** 🡺 \_

If there are more than one CAs in support of this Resolution, paste a list of the CAs involved:

**CA Number – Name** 🡺 \_

**CA Number – Name** 🡺 \_

**CA Number – Name** 🡺 \_

Proceed to Item 5.

**4. If this has a SIC and is an update to the Idea or Resolution and Rationale of that Submission, proceed to Item 6.**

**5. Identify the Document, Chapter and Article to which the submission refers.**

UCPA Documents may be downloaded from the Party website, <https://www.unitedconservative.ca/governance/>.

From the attached *RESOLUTION LISTS* document, copy the Document to which the submission refers.

 **Paste the Document Name** 🡺 \_

If the Document above is the *Governance Manu*al, copy the name of the Chapter’s abbreviation from the *RESOLUTION LISTS* to which the submission refers, or if a new Chapter is to be added, in your email identify the name and its abbreviated Name but don't use an abbreviation that begins with letters S, R, L, C or G (it can be changed later so you might use Z or even ?).

 **Paste the Chapter abbreviated Name** 🡺 \_

If the Article below is left blank, then the Document or Chapter is a complete replacement or addition of the Document or Chapter. The PPGC considers this an **omnibus** **Idea** or **Resolution**. Omnibus submissions can be subject to *Special Rules of Order* at the AGM depending on such factors as presentation ranking and timing constraints.

If this is an omnibus submission, proceed to Item 7, otherwise identify the **Article** to which the submission refers. The **Article** entered shall include all sub-articles, if any, under the entered **Article** below.

If an **Article** is to be added, assign to it the preceding **Article** number; alternatively, assign it an **Article** number to indicate where it is to be added. For example, if it is to go after 4.3. assign it as 4.3.05. or if before 4.1. assign it 4.0.5. The PPGC will straighten out the numbering.

 **Enter the primary Article number to be edited** 🡺 \_

Note: Sometimes a few related Articles are impacted when the above **Article** is amended and this can be accommodated within the **Idea** or **Resolution**. If this becomes excessive or inordinately complex, the PPGC may declare the submission to be an omnibus submission.

Finally, **identify the type of change being proposed** in the submission. Enter

* “**Add**” to add a new Document, insert a new Chapter, or insert a new Article after the Article number entered above;
* “**Edit**” to amend the Document, Chapter or Article; or
* “**Delete**” to delete the Chapter or Article.

**Enter the type of submission change** 🡺 \_

**6. Provide the Idea or Resolution and the Rationale**

If the submission is a **Delete**, only a **Rationale** is required. For an **Add**, simply enter the text of the **Idea** or **Resolution** after the 🡺 and then again after the **Rationale**. For an **Edit** copy the original text to be amended from the Party website document after the 🡺 and use a **~~bold strikethrough~~** to delete passages or a **bold underline** to insert passages.

 NOTE: If the text of the **Idea** or **Resolution** and **Rationale** are significantly large, write these in a separate document and attach them to your email to the PPGC along with this document and enter “**Attached**” below in the item(s) in the attachment.

 **Idea or Resolution 🡺**

 **Rationale 🡺**

Attach this document to your email to the PPFC plus any attachments noted above.

Thank you for your submission.