

1 - MEMBER INFORMATION

Make sure you include your name and information about where you work.

this is in case we need to contact you for clarification on your proposal, and to confirm that you are a member of the bargaining unit

2 - SUBJECT OF PROPOSAL

- a. if you wish to clarify or change an article that already exists in your collective agreement, use the title of the article.

e.g. "Duty Travel", "Call Back Pay", "Sick Leave", etc.

Include the article and page number from the collective agreement, if there is one.

- b. If you are introducing something new, give it a title that includes the word "NEW" and briefly describes the issue.

3 - OUTLINE YOUR PROPOSAL

Describe the changes you would like to make, the clarification you would like to recommend, or the new wording you want included in the collective agreement.

Be as specific as possible...

"Change from 3 days to 6 days"

...however, if you have an idea that you want to bring forward, but don't know how to word it, no problem!

Just describe the problem you are trying to solve as best you can.

4 - PROVIDE EXAMPLES

- a. if you want to clarify the wording of an article...

provide examples of problems that occur because of the current wording

- b. if you want to change an existing article or propose a new one, do your best to...

1 describe what prompted your proposal, and provide examples

2 Provide examples of places where your proposals are already in place

NEED HELP PUTTING YOUR IDEA IN WRITING?

Talk to your Local President, RVP, Service Officer, or even a coworker - two minds are often better than one!



What's Next?

Not every proposal can make it to the bargaining table. This is why it is important to follow up by attending your Local Meetings to explain why it should be prioritized during collective bargaining.