


The Catholic Women's League of Canada

Resolutions Workshop

A Guide to the:
Development, Adoption and
Review of Resolutions

Objectives of the workshop



- To provide guidelines and suggestions that will aid members in developing, writing and implementing resolutions.
- To overview the required procedures for the development, submission and adoption of resolutions and their subsequent review and disposition by the next levels of the League.
- To facilitate understanding of the disposition of resolutions submitted by provincial councils to the national council.

Getting Started

Developing an idea

- Check the national website (cwl.ca) for a list of current and archived resolutions and any published position paper on the topic.
- Every adopted national resolution establishes the League's position on the topic. This is separate from a position paper.
- Topics addressed in archived resolutions could be considered for a new resolution, but only if there has been a change and the issue is again relevant or emergent.
- Ensure that the resolution will conform with any League position paper published on the topic and with the criteria for acceptance of resolutions established by the national executive/board (*National Manual of Policy and Procedure*).

Developing an idea

- The originating council is responsible for determining the League destination of its resolution.
 - For example, a topic with a federal government focus would have the national level of the League as its destination.
- For topics addressing government, ensure the proper jurisdiction is being addressed (municipal, provincial, federal).
- For topics addressing organizations, determine if the national, provincial or local level would address the resolution topic.
- As a courtesy, inform the chairperson of social justice at the next level about the idea and the desired action.
- Inquire about the deadline date to submit your council's resolution to the next level for consideration at its convention/annual meeting of members (AMM).

Putting together a subcommittee

- Seek approval from your council for the topic and the desired action (intent).
- The council adopts a motion to form a subcommittee to research the topic and develop the resolution.
 - Establish a chairperson – this could be the person who has the idea for the topic.
- Once the motion to form a subcommittee is adopted, the resolution becomes a council project.
- The subcommittee reports to the chairperson of social justice.

Putting together a subcommittee

- Choose a chairperson who will be a driving force to see the project through to completion.
- If possible, seek members with computer skills, skills in researching literature or expertise on the topic.
- Members interested in the topic or who want to learn about resolutions should be encouraged to join the subcommittee.
- Include the council spiritual advisor and the president as *ex-officio* members and the chairperson of social justice, if not already included.

Developing the Resolution

Structuring the resolution

- Use the “Checklist for Reviewing Resolutions” and the *Resolutions Handbook* for the requirements for developing a resolution.
- Note: the League no longer uses “whereas” clauses because:
 - A resolution is a “formal” motion. The reasons (whereas clauses) for adopting it should not be included in the motion (*Robert’s Rules of Order*).
 - Debate on the convention floor is now limited to the resolved clause(s).

Structuring the resolution: resolved clauses

- The resolved clause clearly states what level of the League is requested to act and the action requested.
- The resolution’s intent must remain the same as it progresses through the various levels of the League.
- You may use two government destinations in the same resolution, e.g., directing action at the provincial and federal levels.
- Source the *Resolutions Handbook* for the correct wording for each resolved clause pertinent to each level of the League (the council where the resolution originates and where it is directed for action).

Structuring the resolution: resolved clauses

- More than one resolved clause is appropriate if more than one action is requested or more than one level is being requested to take action.
- Compose the resolved clause(s) stating:
 - The name of the council requesting the action
 - The level of the League entrusted to act on the resolution (final destination) after adoption.
 - The name of the outside organization or government to which the resolution is directed.
 - What action is requested of the organization or government.

Who, Through, To and What

Structuring the resolution: bridging clauses

- Use correct bridging clauses to:
 - Enable the resolution to be forwarded to its intended destination within the League
 - Ensure action on a resolution is only taken after its adoption at its final destination within the League.

Structuring the resolution: bridging clauses

- Use the *Resolutions Handbook* for the correct wording of bridging clauses for resolutions destined for the diocesan, provincial or national level.
- Examples of the types of bridging clauses for resolutions destined for the national level:
 - To the national council for consideration at its AMM.
 - Through the national executive to the national chairperson of a standing committee for education/action.
 - Through the national executive to provincial councils urging them to become aware of the topic as it pertains to their province/territory and to act on it as deemed necessary/prudent.

Researching the Topic

Researching and gathering support for the resolution

- Start a folder to collect resources that support the resolution.
- Check for current and archived resolutions and position papers on the national website pertaining to the resolution topic.
- If possible, partner with other councils that are interested in or have studied the topic.
- Use online sources to determine the resolution's destination (e.g., level of government and department and ministers pertinent to the topic). For organizations, consult their websites.
- For government-directed resolutions, search online for legislative sources pertinent to the topic (i.e., Hansard, LEGISinfo).
- Check for the topic in League publications using the national website.

Researching and gathering support for the resolution

- Reflect on the information gathered to determine if there is enough factual information to support the resolution's intent. Do not use theories, assumptions or personal opinions.
- Use only reliable sources as primary resources.
 - The RADAR Tool handout provides examples of assessing if a resource is reliable.
 - Personal blogs, media accounts, secondary sources and opinion pieces can be used to find primary resources but should not be used as a reference. For example, they may provide background research information, key terms or words that assist in finding reliable resources.
- Only use documents and publications that directly support the resolution's intent and that will be cited in the brief.

Researching and gathering support for the resolution

- Poll results used as a resource must reflect the most current information and meet scientific (statistical) standards. Published reviews of a poll will often help determine how accurate a poll is.
- At a minimum, the published description of a poll should reveal:
 - The margin of error. Generally, it should not be more than five or six points, with a "confidence level" most often at 95%.
 - The questions used and any bias.
 - The number and demographics of respondents (how representative it is of the population).
 - The poll procedure (methodology)—whether conducted online, by telephone, etc.

Researching and gathering support for the resolution

- Consider using outside expertise.
 - Consult members whose education and gifts of expertise can provide guidance on the topic and resources, such as those with careers as a lawyer, law enforcement officer, educator, bioethicist or health care professional.
 - Consult elected parliamentarians, legislators or senators who share a common interest in the topic or can direct you to current government legislation, statistics and studies.
 - Consult your spiritual advisor, clergy or other consecrated religious on topics regarding the church's teaching.

Writing the Brief

Writing the brief: organizing resource material

- Organize and review all resource documents that will be used in the brief.
 - Only use documents or parts of documents that directly support the resolution's intent.
- All statements of fact must be supported by a credible reference. Therefore, the method of organization of resources must make it easy to locate the information for:
 - writing the brief
 - inserting in-text citations within the brief (references in parenthesis)
 - reviewing the resolution in its completed form by the resolutions subcommittee at another level of the League.

Writing the brief: organizing resource material

- Develop an outline that organizes the information from the most important to that of lesser significance, as it will guide the writing of the brief.
- The brief will be one page consisting of concise statements of facts explaining why the resolution is necessary.
 - It should be informative and persuasive of the action requested in the resolved clause(s).

Writing the brief

- The first paragraph of the brief defines the topic in the resolved clause(s) and outlines why a specific action is desired. Only address the topic of the resolution.
- The body of the brief should reinforce and expand on the reasons for the desired action of the resolved clause(s). Describe the most important reasons first—other less significant reasons may follow.
- The closing paragraph summarizes the topic and the validity of the concerns—it emphasizes the requested action of the resolved clause(s).

Writing the brief: other considerations

- Maintain a dignified and respectful tone and do not mandate the government or organization to act.
- Keep the wording in line with the League's non-partisan stance.
- Be aware of counterarguments or resources to the position to defend the resolved clause(s). These should not be included in the brief or works cited.

Writing the brief

The brief needs to:

- Inform and persuade the subcommittee responsible for reviewing and vetting the resolution at another level of the League.
- Persuade accredited and voting delegates as well as the government or organization to whom the resolution is directed.

Writing the brief: other considerations

- Cite as much as possible—let the resources talk for you.
- Use quotation marks for exact quotes to avoid plagiarism.
- Summary statements and logical conclusions of the evidence may be used.
- Ensure spelling, grammar and format of the text is correct according to League's "Style Guide."

Writing the brief: in-text citations

Insert in-text citations after each fact or statement obtained from reference material using the most current version of Modern Language Association (MLA) format.

In-text Citations

You use *only a few basic details*

The researcher describes a virtuous person as one "who acts and feels as he or she should, for the right reason considering the circumstance." (Alvaro 770).



All in-text citations and quotations in the brief must be highlighted and flagged in the resource file.

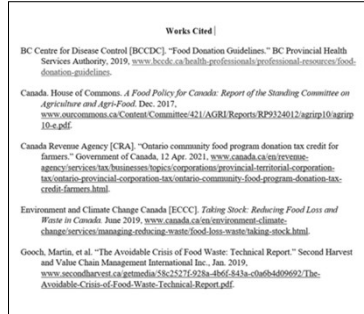
Works Cited (Reference List)

Works cited list

- A works cited list consists of direct references cited as in-text citations in the brief.
- Resources must originate from a minimum of three reliable sources.
- Use URLs/hyperlinks to enable direct sourcing of the citation by the resolutions subcommittee (where possible).
- Resources related to the topic but not cited in the brief shall not be included in the works cited list. Therefore, do not submit a list of these resources.

Works cited

- Create a citation list in MLA format using all available information regarding the identification and location of the resource.
- List works cited on a separate page in alphabetical order by last name of an author, title of publication or organization. See MLA formatting sites for examples.



Works cited


- Assign sequential numbering to the alphabetically-organized works cited list to enable index tabbing for the review committee and for ease of locating information.
- Organize a file of all resource material in the same alphabetical order as in the works cited list.
- Number each index divider tab to correspond to the works cited list numbering.



Action Plan

Action plan

- Develop suggestions for action by members regarding the objective of the resolution.
- View the more current national resolutions on the League website for examples of action plans.



Final Steps

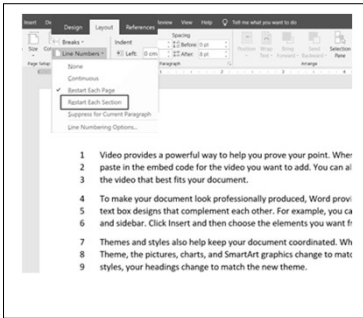
Final steps

- Title the resolution
 - Capture the topic and intent of the resolution using keywords from the resolved clause(s) to create the title.
 - Keep it brief.
- Ensure
 - The text of the brief conforms to the League’s “Style Guide.”
 - All references used for in-text citations and in the works cited list follow the most current MLA citation format..

Final steps

When the document is complete, insert line numbering in the left margin for each page—resolution, brief, works cited and action plan.

The line numbering restarts at number one with each section.



Works Cited

1. BC Centre for Disease Control [BCCDC]. "Food Donation Guidelines." BC Provincial Health Services Authority. 2019. www.bccdc.ca/health-professionals/professional-resources/food-donation-guidelines.
2. Canada. House of Commons. *A Food Policy for Canada: Report of the Standing Committee on Agriculture and Agri-Food*. Dec. 2017. www.parl.gc.ca/Content/Committee/421/AGRI/Reports/929524612/agrip10/agrip10_e.pdf.
3. Canada Revenue Agency [CRA]. "Ontario community food program donation tax credit for farmers." Government of Canada. 12 Apr. 2021. www.canada.ca/en/revenue-agency/services/tax/businesses/topics/corporations/provincial-territorial-corporations-tax/ontario-provincial-corporation-tax/ontario-community-food-program-donation-tax-credit-farmers.html.
4. Environment and Climate Change Canada [ECCC]. *Taking Stock: Reducing Food Loss and Waste in Canada*. June 2019. www.canada.ca/en/environment-climate-change/services/imagining-reducing-waste/food-loss-waste-taking-stock.html.
5. Good, Martin, et al. "The Avoidable Crisis of Food Waste: Technical Report." Second Harvest and Value Chain Management International Inc. Jan. 2019. www.secondharvest.ca/germedia/5823272/228a-4862-843a-0f6b2480992/The-Avoidable-Crisis-of-Food-Waste-Technical-Report.pdf.

Posting the resolution on the national website

BRIEF: Enact Federal Legislation to Reduce Food Loss and Waste

Food loss is edible food that is lost in food production, processing and manufacturing while food waste is when edible food is thrown away by grocery stores, hotels, restaurants and commercial institutions (HRD). In Canada, there is no legislation to prohibit food loss and waste (FLW) in the agri-food industry. Law can provide the fundamental principles and rights on which the Canadian agri-food system is built and the basis for delivering food security and nutrition to all Canadians (Ruganabamu par. 5). Legislation that specifically focuses on the industrial, commercial and institutional sectors could decrease FLW by an estimated 11 million tonnes or 32% annually (Gooch et al.; Nikkel et al.). This reduction would feed every Canadian for five months (Gooch et al.). Reducing FLW can benefit Canadians by reducing costs to consumers, driving change and efficiency and competitiveness within the agri-food industry, and protecting the environment by reducing greenhouse gas emissions and climate effects (ECCC).

FLW occurs because there is a lack of: government legislation; business infrastructure to address FLW; and cooperation and collaboration between different sectors of the agri-food industry (Gooch and Fellef). Other causes of FLW are that it is not a priority for businesses, and there are safety and liability concerns with food donations (Gooch and Fellef). However, there is federal

Final steps: submission format

- Prepare a file of print copies of the resolution, brief, works cited list and action plan, as well as the original source of reference material that corresponds to the order of the works cited list.
 - Print only the document pages that directly support the citations in the brief (references in parenthesis).
- Ensure you have a digital copy of all documents to submit to the next level, along with one printed copy of the complete resolution file.
- The resolution, brief, works cited and action plan pages must be in an editable format (not PDF or JPG/image).

Final steps: submission format

- Ensure all citations, statistics and quotes referenced within the brief are highlighted.
- Organize the print copies in a folder or three-ring binder.
- A file of all resource material must be organized in the same alphabetical order as in the works cited list. Each index divider tab is numbered to correspond to the works cited list numbering.

Works Cited

- 1
- 2 1. BC Centre for Disease Control (BC CDC). "Food Donation Guidelines." BC Provincial Health Services Authority, 2019. www.bccdc.ca/health-professionals/professionals/10000000-food-donation-guidelines.
- 3
- 4 2. Canada. House of Commons. *A Food Policy for Canada: Report of the Standing Committee on Agriculture and Agri-Food*. Dec. 2017. www.parliament.ca/committees/421/AGRI/Reports/RP932/012_agr1910/agr1910-046E.
- 5
- 6 3. Canada Revenue Agency (CRA). "Ontario community food program donation tax credit for farmers." Government of Canada, 12 Apr. 2021. www.canada.ca/en/13000000-agency-services-tax-business-support/organization-provincial-territorial-operation-tax/ontario-provincial-corporation-tax/ontario-community-food-program-donation-tax-credit-farmers.html.
- 7
- 8 4. Environment and Climate Change Canada (ECCC). *Faling Stock: Reducing Food Loss and Waste in Canada*. June 2019. www.canada.ca/en/environment-climate-change/services/management-reducing-waste/food-loss-waste/faling-stock.html.
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The "Checklist for Reviewing Resolutions"

Using the checklist

- Ensure the checklist criteria have been satisfied.
- Indicate with a check mark that each checklist requirement has been met.

Checklist for Reviewing Resolutions

Note: A new checklist must be submitted as the resolution progresses through each level of the League. It serves to verify that a final review of the resolution has been done by the subcommittee. Use this form to review the resolution before presenting it for adoption. Use a check mark to verify that each requirement has been met.

Resolution	(y)
Resolved Clauses	
• States name of originating council of the resolution	
• States name of destination council within the League requested for action	
• States formal name of government level/organization being asked for action	
• Clearly states requested action of government/organization	
Bridging Clauses	
• The correct bridging clause has been used to forward the resolutions to the next level of the League	
General	
• Resolution is in keeping with the Core Principles of the League	
• Required accuracy were not addressed by a previously adopted resolution	
• Content jurisdiction of government is being addressed by the resolution	
• Correct level of the League is being asked to act regarding an organization	
<small>• Please be descriptive in the 'I' column to better understand the action.</small>	

Using the checklist

- The checklist must accompany the resolution after its adoption.
 - The checklist is to be used at all levels of the League. It can be printed, or a PDF fillable form is available on the national website.
- Failure to meet checklist requirements could result in:
 - the resolution being returned.
 - the resolution not being thoroughly reviewed in time for the annual convention/AMM deadline.
 - the request for additional information by a specified deadline date prior to the annual convention/AMM.

Using the checklist

- Resolutions subcommittees at each level of the League are responsible for reviewing and vetting the resolution to satisfy the elements of the checklist.
- The resolutions subcommittee must submit a new checklist as the resolution progresses through each level of the League. This verifies that the committee at each level has done a fresh review of the resolution and that the checklist requirements have been met.

Formal Presentation and Adoption of a Resolution

Formal presentation and adoption of resolutions

- Resolutions must be formally presented to councils by motion. A resolution must be moved, seconded and adopted by a majority vote, may be debated and amended and can have secondary motions applied.
- Each level of the League must consult the *Resolutions Handbook* for direction on the formal presentation and adoption of a resolution and the procedures following adoption.

Formal presentation and adoption of resolutions

- For each level of the League, it is advisable to have a prepared statement to speak in favour of the resolution when the motion for its adoption is opened for debate.
- Adopting a resolution initiates its review at the next level of the League.



National Resolutions Subcommittee Review and Disposition

National resolutions subcommittee review and disposition

- The national resolutions subcommittee reviews and vets the resolutions submitted by provincial councils.
- It is recommended that each level of the League develop guidelines, such as deadlines for submission, for their resolutions subcommittee.
- All levels should use the national guidelines to review and vet resolutions.

National resolutions subcommittee review and disposition

- The national review and vetting process includes all the national resolutions subcommittee members per League policy.
- In addition to the subcommittee members, which includes the national spiritual advisor, the review may include consultation from outside experts on a specific topic (e.g., a medical doctor regarding a health topic, a lawyer regarding a legal matter or an educator regarding a specialized topic).
- Following the review, a disposition letter must be sent to the submitting council.

National resolutions subcommittee review and disposition

- The resolution's intent must remain consistent as it progresses through the League. However, the resolved clause's wording may be edited.
 - As a resolution progresses through each level, resolutions subcommittees are responsible for revising the bridging clause to reflect the next level of the League accountable for the resolution.
 - Briefs of accepted resolutions may be revised as the subcommittee deems necessary.
- Resolutions must go through the adoption process again if the subcommittee determines the intent must be changed, but the resolution has merit.

National resolutions subcommittee review and disposition

If the resolved clause's intent requires change, the resolution is returned. The resolution with a new intent is treated as a new resolution, and the adoption process must be repeated by the provincial council in the following year.

The provincial council is responsible for revising and resubmitting the resolution. It does not return to the council where the resolution originated.

National resolutions subcommittee review and disposition

- Just because a resolution may not be presented at a convention/AMM does not mean it is a failed effort.
- Other types of dispositions are equally important.



Types of disposition: national level

- **Recommended for presentation at the national convention/AMM.**
 - The resolution fulfills the established criteria and passes the subcommittee's review and vetting.



Types of disposition: national level

- **Recommendation pending discussion in August.** The resolution will be considered for the annual national convention/AMM pending:
 - the receipt of additional information being provided to the subcommittee by a specified deadline date
 - additional review and vetting by the national resolutions subcommittee in August.
- After the subcommittee's further review in August, the subcommittee issues its recommendation (disposition) regarding the resolution.
 - The subcommittee members decide to recommend or not recommend the resolution for presentation.

Types of disposition: national level

• Recommended to be forwarded to a national chairperson for action.

- The resolution has merit and is timely. However, the resolution lacks substantive support at a national level.
- The national chairperson is directed to raise awareness of the topic through a communiqué or an article in *The Canadian League* and to encourage action by members.



Types of disposition: national level

• Not recommended for presentation at the national convention/AMM:

- The resolution has merit and is being returned with recommendations for revision by the provincial council. Before the revised resolution can be submitted to the national level, the provincial council must present its revised resolution for adoption at its convention/AMM the following year.
- or
- The resolution does not have merit at the national level as determined through the subcommittee review. This may be because the resolution topic is highly controversial or not in keeping with the objects and mission of the League. The resolution is returned to the provincial council.

Resolutions subcommittee recommendations

- All recommendations for dispositions made by the national resolutions subcommittee are presented to the national executive/board at its pre-convention/AMM meeting.
- Each recommendation is put forward by motion for acceptance, debated and voted upon.
- A two-thirds vote of the national executive is required to overturn the recommendation to accept a resolution.

Implementing the Adopted Resolution

Reaching the intended contacts

- Each council level should have a policy and procedure for organizing a meeting to present current resolutions to the intended government or organization.
 - For resolutions directed towards government, this will be flexible with each province and council level (e.g., parish/diocesan – municipal; province – provincial; national – federal).
 - For resolutions directed to the church, the diocesan council would follow up with the diocesan bishop.

Thank you

- Resolutions are hard work. Pat yourself on the back for even attempting a resolution.
- It can seem like thankless work—it may feel like there is little recognition of the time and energy required to create a resolution.
- Do not get discouraged.
 - Repeated attempts make us understand more and get better at it.
 - The League is working hard to develop meaningful and effective resources to guide members.

At the end of the day, we are doing God's work...

The *Resolutions Handbook* reminds us:

Resolutions can be a powerful tool "to infuse a Christian spirit into the temporal order" (*Decree on the Apostolate of the Laity*).

The League can serve the church's mission and be a Christian witness through resolutions.

Prayer is essential at every step of the resolutions process.



Questions
and
Thoughts