

# The Catholic Women's League of Canada



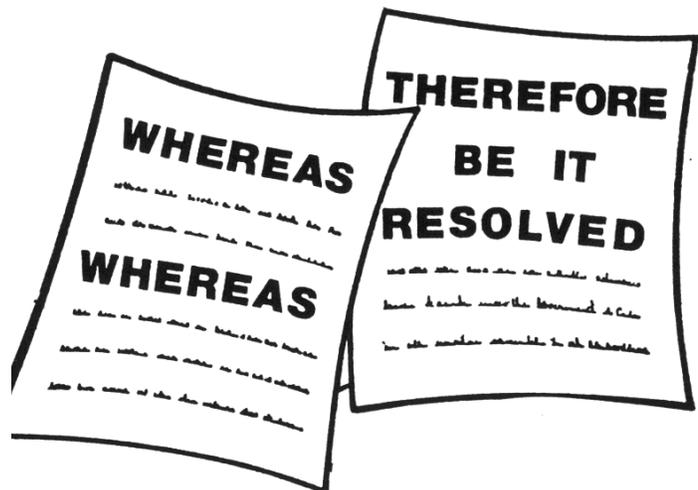
Resolutions

Supplement

to the

Executive

Handbook



## MISSION STATEMENT

The Catholic Women's League of Canada  
is a national organization  
rooted in gospel values  
calling its members to holiness  
through service to the people of God.

## OBJECTS

The Objects of the League shall be to unite Catholic women of Canada:

1. to achieve individual and collective spiritual development
2. to promote the teachings of the Catholic church
3. to exemplify the Christian ideal in home and family life
4. to protect the sanctity of human life
5. to enhance the role of women in church and society
6. to recognize the human dignity of all people everywhere
7. to uphold and defend Christian education and values in the modern world
8. to contribute to the understanding and growth of religious freedom, social justice, peace and harmony

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## Introduction

Resolutions play a major part in the League's work. Through them, policy may be established, programs planned, or concerns and views expressed to governments. 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.

Article XII of the *Constitution & Bylaws* lists the standing committee responsibilities as

- a. research and preparation of resolutions and briefs
- b. study and implementation of resolutions passed by other levels
- c. at provincial and national levels, presentation of resolutions to government

This Supplement is intended to complement the information contained in the *Executive Handbook* in order to enhance your understanding of the resolutions standing committee.

May you receive the wisdom and understanding of the Holy Spirit, and may Our Lady of Good Counsel guide your service "For God and Canada."

### PRAYER FOR RESOLUTIONS CHAIRPERSONS

*Heavenly Father, thank You for Your love, for the gifts You have given us and especially the precious gift of togetherness in The Catholic Women's League of Canada. Help me to appreciate my journey as chairperson of resolutions, and the various responsibilities during my term of office. Lord, be with us as our Counsellor and our support as we encounter obstacles and setbacks. Help us to work with enthusiasm, patience and understanding, sharing the joy and strength we, as CWL members, can offer each other. May the tasks we share in the resolutions standing committee be a reflection of the love You alone can give. Let Your love touch others through our lives, deeds and actions. This we ask in the name of Jesus, Your Son, through the intercession of Our Lady of Good Counsel.*

*Amen*

## Frequently Asked Questions

### ***What is a resolution?***

A *resolution*, like a motion, is a proposal that introduces new business to the assembly. The new business is introduced in the form of a resolution because of its formality, its length or its complexity. The rules that apply to resolutions are the same as those that apply to motions, i.e. seconded, debated, passed by a majority vote and all secondary motions can be applied to them. (*National Manual of Policy and Procedure*, pages 123-124)

### ***What is the direction and purpose of a resolution?***

A resolution may be *directed to the League itself at any level*, or it may be directed to outside groups or institutions, such as the government, the Canadian Conference of Catholic Bishops, businesses, etc.

When directed *within the League*, its purpose is to propose a plan, establish a policy, recommend action or censure. When directed to a group *outside the League*, its purpose is to influence others to take action that the League itself cannot take, to state the League's position on an issue, to petition or to express concern. (*National Manual of Policy and Procedure*)

### ***What is the League's history of resolutions?***

Resolutions and follow-up actions have been a major part of League work since its inception. At the 1922 national convention, members were exhorted to "take up some work of a national character that affects into the life of the whole country."

### ***What are the basic steps in preparing a resolution?***

- become aware of an issue
- discuss with the council
- form a committee
- research and gather support material
- draft the resolved clause(s)
- draft the whereas clause(s)
- draft the bridging clause(s)
- draft the accompanying brief
- draft a proposed action plan
- present for adoption
- pray at every stage

### ***How can I encourage member participation?***

Resolutions workshops at every level should be a regular event. At the parish level, studying and discussing resolutions is an educational experience.

### ***What other resource materials are available?***

*National Manual of Policy and Procedure*  
*Constitution & Bylaws*  
*Executive Handbook*  
*The Canadian League*

*Personal Letter Writing Guide*  
*Robert's Rules of Order*  
 National standing committee communiqués  
 Previous resolutions (available at [www.cwl.ca](http://www.cwl.ca))

## Research and Preparation of Resolutions and Briefs

### ***Preparation of Resolutions***

Resolutions usually originate in parish councils, although a standing committee chairperson at diocesan, provincial or national level may submit resolutions at her level. Regardless of origin, resolutions must be well-researched, with careful planning and attention to details. The following pages contain detailed steps in preparing a resolution.

### ***Policy on Receiving Resolutions from Other Groups***

On occasion, resolutions of other kindred groups were presented through the resolutions standing committee and rose through provincial and national levels as League resolutions. Members should exercise great care to ensure that the League does not become a vehicle to express the concerns of other organizations or groups. The League must seek to give expression to the concerns of its own members, by means of resolutions which have been developed and researched by members, as opposed to other groups. *Resolutions developed and researched by other groups or organizations will not be accepted as resolutions of The Catholic Women's League of Canada.*

### ***Researching the Issue***

#### 1. Become Aware of an Issue

Any member may be concerned about an issue because of a(n)

- personal experience
- television or radio discussion
- newspaper or magazine article
- personal conversation with friends
- standing committee study
- activity or project undertaken by members or councils

#### 2. Discussion with the Council

The member may ask her parish council to discuss the issue of concern. During discussion, the council may decide to formulate a resolution to address the issue. A motion should be made to form a committee to research and study the issue, and bring recommendations back to the council. If adopted, the motion authenticates the concern and makes it a council project.

#### 3. Form a Committee

If approval is given by the council to form a committee, the committee should have a chairperson with the enthusiasm to follow through. Consideration could be given to the person who brought the concern forward, or the resolutions chairperson. Other committee members should include the spiritual advisor, the council president, the resolutions chairperson (if not chosen as the committee chairperson) and one or two other interested members. The spiritual advisor guides the committee in church teaching as it applies to the issue. The council president is an *ex officio* member. The resolutions chairperson provides guidance on procedure, format and any other pertinent information for processing a resolution. The committee meets as often as required to discuss the issue and prepare a recommendation for the council.

#### 4. Research and Gather Support Material

- a. Check the *Resolutions Supplement to the Executive Handbook* or [www.cwl.ca](http://www.cwl.ca) for a list of resolutions and position papers adopted by national council. (See page 20, point 5 concerning resolution topics already adopted.) Provincial and diocesan resolutions chairpersons will know if the issue has been addressed at their level.
- b. Find out if other councils are studying, or have studied, the issue, allowing for cooperation and sharing of information with chairpersons at each level.
- c. Contact the local member of parliament, or visit the library, to determine which government department(s) to direct letters of inquiry.
- d. Write letters of inquiry to appropriate government departments requesting information such as copies of legislation, regulations and committee reports.
- e. Write letters of inquiry to professional groups, or special interest groups, to gather their opinions.
- f. Review books, newspapers, magazine articles, *Hansard*, tapes, films, radio and television programs.
- g. Write to League officers at the appropriate level to check on the validity of issues that relate to an internal matter, policy or program.
- h. Study the back-up material, and consider the responses to the letters of inquiry, in order to determine if enough facts have been uncovered to justify a resolution.
- i. Provide the council with a recommendation as to whether or not to proceed with a resolution. While not all research results in the formulation of a resolution, the knowledge gained by members is, in itself, worth the effort.

#### ***Composing the Resolution***

The standard format for all resolutions is:

WHEREAS, The ....; and  
 WHEREAS, There ....; and  
 WHEREAS, It ....; therefore, be it  
 RESOLVED, That the members of...; and be it further  
 RESOLVED, That ....

#### 5. Draft the Resolved Clause(s)

This is the action clause which states clearly the desired action to be taken. It should be

- worded positively
- forceful, with a degree of formality
- written so that when read alone it makes sense

This clause contains three essential parts

- the name of the council requesting the action
- the title of the official or group to whom the resolution is directed
- the action requested

Resolutions directed to members for awareness, e.g. health issues that come to the national resolutions committee will not be presented as a resolution but will be recommended to the national executive for education through standing committee chairpersons. For proper bridging, please use bridging clause 7.b. on page 5.

## 6. Draft the Whereas Clause(s)

Preamble(s) to the resolved clause(s) state the reason(s) for the requested action. The first whereas clause defines the issue; it may be necessary to use some of the same wording in both the whereas clause and the resolved clause. Additional whereas clauses provide, in a logical order, the strongest reasons for requesting action. Whereas clauses should be

- worded positively
- based on documented, accurate facts
- clear and concise

## 7. Draft the Bridging Clauses

Bridging clauses are used to ensure that

- action is not taken until the resolution is adopted at the level to which it is destined
- the resolution is properly forwarded to its destination

The following bridging clauses may be used:

- a) Resolved, that this resolution be forwarded to the national council for consideration at the annual national convention. (Use when requesting national action.)
- b) Resolved, that this resolution be forwarded through the national executive to the national chairperson of a standing committee for education/action. (Use when requesting only that members be made aware of the issue.)
- c) Resolved, that this resolution be forwarded through the national executive to the other ten provincial councils, urging them to become aware of this issue as it pertains to their province/territory, and to act on it, as deemed necessary/prudent.

The resolves clause(s) must clearly state what action is being requested and what level of the League is requested to take action. This may require more than one resolved clause if there is more than one action requested or more than one level requested to take an action.

### ***Composing the Brief***

## 8. Draft the Accompanying Brief

A brief is a concise statement of fact, expanding on the resolution and explaining why a resolution is necessary. It should inform and persuade the resolutions committee responsible for its review and assessment. It is comparable to discussion or debate in favour of a resolution during its consideration at a meeting or convention.

Along with support material, a brief including works cited and/or consulted must accompany each resolution. This supplies sufficient background information and pertinent facts to facilitate study by the resolutions committees at other levels. If the League is to approach a government or other outside group with a resolution, it must be sure that the facts or statistics are accurate and relevant to support its argument, and obtained from reliable sources.

- The opening paragraph must contain a statement about the issue and may include the specific action requested in the resolved clause.
- The body of the brief should reinforce the reasons for the resolution. The most important reasons are expanded upon in the same order of presentation as in the whereas clauses. Other less significant reasons may be added.
- The closing paragraph must summarize and emphasize the validity of the issue.

Other important considerations for writing the brief include

- using relevant and current facts from reliable sources
- using quotations to support a statement only when the source is cited in the brief and identify by using parenthetical referencing
- developing the facts and reasoning logically
- avoiding the promotion of assumptions as if they were facts
- maintaining a dignified tone
- ensuring spelling and grammatical accuracy
- limiting the size of the brief to one page or less

The League uses MLA format when referencing sources in briefs and works cited. Parenthetical referencing is the easiest way to identify the source of statistics, direct quotations and ideas within a brief. Immediately after they are quoted or referred to, the name of the source is put in parentheses e.g. (Tremper), then after another item of back up, perhaps another source might have been quoted e.g. (Zummach). If Zummach is quoted again immediately afterwards, the brief would list only the page number. If numerous authors are part of the source, name the first author followed by *et al* instead of listing all of the authors.

### **EXAMPLE BRIEF: Caffeine in Energy Drinks**

#### Opening Paragraph: Define the issue.

Caffeine is a central nervous system stimulant as well as a stimulant of heart and skeletal muscles. It is also a diuretic that can accelerate water loss (Clauson et al. 59). Health Canada advises a maximum daily caffeine intake of no more than 45 mg for children aged 4-6, 62.5 mg for children aged 7-9 and 85 mg for children aged 10-12. Health Canada suggests that the daily caffeine intake for adolescents be calculated to no more than 2.5 mg/kg body weight (Health Canada, *Caffeine*, Recommendations). Despite these ranges, the caffeine content in energy drinks is known to be as low as 50 mg per can/bottle and up to as much as 505 mg per can/bottle (Reissig, Strain, and Griffiths 1)

#### Body: Expand on whereas clauses in order of appearance

When caffeine-containing products such as energy drinks are consumed in quantities that contribute to higher than the recommended caffeine intake, or are consumed in combination with alcohol, the health effects can be harmful and even lethal. Some of the common caffeine-related symptoms experienced by consumers of energy drinks include dehydration, accelerated heart rates, anxiety, seizures, acute mania, disturbed sleep, kidney failure, impaired judgment and stroke (Pennington et al 352; Health Canada, *Caffeine*, Health Effects).

Energy drinks are regulated in Canada under the *Natural Health Products Regulations*. Under the regulations, energy drink labels must advise the consumers of the recommended conditions for regular use as well as cautionary use. However, manufacturers of energy drinks do not list the caffeine in energy drinks that actually comes from the other additives containing stimulant properties, for example, guarana, kola nut, yerba mate and cocoa. Without accounting for the levels of these additives, the manufacturers are failing to fully disclose all the information needed by the consumer. Energy drinks should not be confused with sport drinks (Health Canada, *Caffeine*; Health Canada, *Safe Use*).

Closing Paragraph: Summarize the subject; emphasize need for action.

Health Canada should engage in a program of public education focusing on the health consequences of caffeine in children (MacDonald, Stanbrook, and Hebert 1597). This, together with appropriate labeling, will enable consumers to make more informed choices (Health Canada, *Preliminary Guidance 3*; Health Canada, *Safe Use*).

### **Works Cited and/or Consulted**

Along with support material, a brief including a list of works cited and/or consulted, on a separate page, must accompany each resolution. This list supplies sufficient background information and pertinent facts to facilitate study by the resolutions committees at other levels. If the League is to approach a government or other outside group with a resolution, it must be sure that the facts or statistics are accurate and relevant to support its argument, and obtained from reliable sources.

The list of works cited and/or consulted identifies all sources used in the preparation of the resolution and brief. Books, articles, papers and letters used in the research and study are listed alphabetically by the author's surname, the name of the book (or article and magazine title), the publisher, the volume or issue number, publishing date and page number. A sample list in the MLA format follows:

#### Works Cited

Ball Jessica. Promoting Equity and Dignity for Aboriginal Children in Canada (Aboriginal Quality of Life), IRPP Choices, 14.7 (June 2008): 1-30.  
<<http://www.irpp.org/choices/archive/v114no.7.pdf>>

Canadian Council of Provincial Child and Youth Advocates. Aboriginal Children and Youth in Canada: Canada Must Do Better [Position Paper]. [s.l.: The Council], June 23, 2010 (14 pages) <<http://www.rcybc.ca/Images/PDFs/Reports/Position Paper June 16 FINAL.pdf>>

Government of Canada. Dept. of Justice, Backgrounder A: Concrete Steps to Address the Issue of Missing and Murdered Aboriginal Women, In: Government of Canada Takes Concrete Action Regarding Missing and Murdered Aboriginal Women (News Release). Vancouver: The Government of Canada, October 29, 2010.  
<[http://www.canada.justice.gc.ca/eng/news-nouv/nr-cp/2010/doc\\_32560.html](http://www.canada.justice.gc.ca/eng/news-nouv/nr-cp/2010/doc_32560.html)>

Native Women's Association of Canada. Fact Sheet: Missing and Murdered Aboriginal Women and Girls in Manitoba. Ohsweken, ON: NWAC, [2010].  
<<http://www.nwac.ca/sites/default/files/imce/FACT SHEET MB.pdf>>

O'Neil-Gordon, Tilly. "Firefighters" *Edited Hansard*. Canada Parliament. House of Commons. 40<sup>th</sup> Parl. 2<sup>nd</sup> sess. Vol 144 No. 128. 2009. *Parliament of Canada*. Web 11 Feb. 2010.

United Nations. Convention on the Rights of the Child. [Geneva]: UN, November 20, 1989. <<http://www2.ohchr.org/english/law/pdf/crc.pdf>>

**Available Resources**

- *Hansard* index is the key to information about what is said by members of parliament in the House of Commons and can be found on the parliamentary website at [www.parl.gc.ca](http://www.parl.gc.ca).
- The prime minister, members of parliament, and government departments can be contacted by writing to them at the House of Commons, Ottawa, ON K1A 0A6, postage-free. (<http://www.parl.gc.ca/parliamentarians/en/members>)
- Status of Women Canada (SWC) is the federal government agency which promotes gender equality, and the full participation of women in the economic, social, cultural and political life of the country. SWC focuses its work in three areas: improving women's economic autonomy and well-being, eliminating systemic violence against women and children, and advancing women's human rights. Brochures and booklets on many topics are available free of charge. Visit SWC's website at [www.swc-cfc.gc.ca](http://www.swc-cfc.gc.ca).
- Canadian Conference of Catholic Bishops (CCCB) can be contacted by writing to them at 2500 Don Reid Drive, Ottawa, ON K1H 2J2 or visiting its website at [www.cccb.ca](http://www.cccb.ca).

**Action Plans**

9. An action plan is developed to implement action on the resolved clauses i.e. members to become aware...; invite speakers...; write letters to...; become familiar with a particular law, publication, government stand, etc. The action plan should support the objective of the resolution.

When in doubt, check the CWL Web site ( <a href="http://www.cwl.ca">www.cwl.ca</a> ) for examples of Works Cited and/or Consulted and Action Plans as listed in the most recently adopted national resolutions.
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**Checklist for Reviewing Proposed Resolutions**

10. A completed "Checklist for Reviewing Proposed Resolutions" (page 22) must accompany the resolution at each level through which it is adopted.

## **Formal Presentation, Adoption and Process of Resolutions**

Resolutions must be formally presented to councils. They must be moved, seconded, and adopted by majority vote. They may be debated and amended, and secondary motions can be applied to them. (See *Robert's Rules of Order, Newly Revised*) The process of resolutions through League levels is described below.

### ***Parish Council***

The customary method is to present the resolution after the report of the standing committee to which it pertains. At a regular parish council meeting, the resolution is read either by the resolutions chairperson or a committee member. She then says, "I move the adoption of this resolution." It is seconded, and then opened for discussion. At this time, it may be amended or deferred. A majority vote decides its fate. If adopted, the resolutions chairperson is responsible for

- ensuring that the president and secretary sign the resolution to verify that the resolution was adopted, as required, by a majority vote by the council
- sending sufficient copies of all required documents to the diocesan resolutions chairperson before the deadline date
- ensuring that a parish council member is prepared to speak briefly in favour of the resolution at the diocesan convention

### ***Diocesan Council***

The diocesan resolutions chairperson receives all adopted parish council resolutions and any proposed by diocesan standing committee chairpersons. All resolutions, briefs and support materials are reviewed by the diocesan resolutions committee. The diocesan resolutions committee recommendations must be presented to the diocesan executive for acceptance at its pre-convention meeting. If the recommendations are accepted by the diocesan executive, the diocesan resolutions committee prepares the resolutions for presentation to the diocesan council.

When presented at the diocesan convention, the customary method is to present the resolution after the report of the standing committee to which it pertains. The resolution is read by the diocesan resolutions chairperson, and the president of the submitting council or her designate then says, "I move the adoption of this resolution." It is seconded and then opened for discussion. At this time, it may be amended or deferred. A majority vote decides its fate.

If the resolution is adopted, the resolutions chairperson is responsible for acting on the resolved clause(s) by

- communicating the resolution to her municipal government or community-based organization, where directed, OR
- forwarding sufficient copies of the resolution and all accompanying support material to the provincial resolutions committee by the deadline date, along with a letter signed by the diocesan president and secretary to verify that the resolution was adopted, as required, by a majority vote by the council
- ensuring that a diocesan council member is prepared to speak briefly in favour of the resolution at the provincial convention

### ***Provincial Council***

The provincial resolutions chairperson receives all adopted diocesan council resolutions and any proposed by provincial standing committee chairpersons. All resolutions, briefs and support

materials are reviewed by the provincial resolutions committee. The provincial resolutions committee recommendations must be presented to the provincial executive for acceptance at its pre-convention meeting. If the recommendations are accepted by the provincial executive, the provincial resolutions committee prepares the resolutions for presentation to the provincial council.

When presented at the provincial convention, the customary method is to present the resolution after the report of the standing committee to which it pertains.

The resolution is read by the provincial resolutions chairperson, and the president of the submitting diocesan council or her designate then says, "I move the adoption of this resolution." It is seconded by the president of the submitting parish council and then opened for discussion. At this time, it may be amended or deferred. A majority vote decides its fate.

If the resolution is adopted, the resolutions chairperson is responsible for acting on the resolved clause(s) by

- communicating the resolution including the covering brief and letter prepared by the provincial president to her provincial government or other provincially-based organization, where directed, OR
- forwarding sufficient copies of the resolution and all accompanying support material to the national resolutions chairperson by the deadline date, along with a letter signed by the provincial president and secretary to verify that the resolution was adopted, as required, by a majority vote by the council
- ensuring that a provincial council member or a designate is prepared to speak briefly in favour of the resolution at the national convention

### ***National Council***

The national resolutions chairperson receives all adopted provincial council resolutions and any proposed by national standing committee chairpersons. All resolutions, briefs and support materials are reviewed by the national resolutions committee. The national resolutions committee recommendations must be presented to the national executive for acceptance at its pre-convention meeting. If the recommendations are accepted by the national executive, the national resolutions committee prepares the resolutions for presentation to the national council.

When presented at the national convention, the customary method is to present the resolution after the report of the standing committee to which it pertains. The resolution is read by the national resolutions chairperson, and the president of the submitting provincial council or her designate then says, "I move the adoption of this resolution." It is seconded by the president of the submitting diocesan council or her designate and then opened for discussion. At this time, it may be amended or deferred. A majority vote decides its fate.

If the resolution is adopted, the resolutions chairperson is responsible for acting on the resolved clause(s) by

- communicating the resolution to the federal government, or other nationally-based organizations, where directed, along with a covering brief and letter, prepared by the national president
- giving a copy of adopted resolutions, and available information on the issues, to the appropriate national chairpersons for members' follow-up action

- preparing a short issue summary or explanation to accompany each resolution for publication in the fall issue of *The Canadian League* magazine
- provide an action plan to diocesan council on those resolutions directed to provincial/territorial governments.

## Study and Implementation of Resolutions

All adopted resolutions constitute the League's official opinion, policy or request, and implementation of resolutions is a large part of the yearly work for League members. When resolutions have been adopted at the *final level* of their destination, those addressed to a government or outside group will be acted on officially by the executive at that level. All action on resolutions of national concern is to be carried out *only after* being adopted at national convention and *only by the national executive* unless specified differently. Likewise, resolutions of provincial concern must be acted on *only after* they have been adopted at the provincial convention.

Resolutions are designated to specific standing committees. The standing committees are the channels through which information and encouragement to act may be passed on from the final level, adapting a resolution to members of the parish councils who will be acting on the resolutions. Chairpersons at each level are expected to remind their counterparts at the next level down of the substance of the resolutions and motivate them to act in accordance with the resolved clauses. The parish counterpart ensures that its members become informed about the issue and the requested action. Members then become responsible for further educating themselves and carrying out the members' action as stipulated in the resolved clause(s) as soon as possible.

### **The Power of Writing**

*It is very important for individuals and groups to write letters to their members of parliament/members of legislative assembly/members of municipal governments to bring attention to a specific concern. It is suggested that you write to your member of parliament, the leader of the official opposition, a member from the government side who represents a riding in your province, a cabinet minister involved in the legislation, a member on the government side who sits on the legislative committee or your elected municipal representatives. Letter-writing by councils and members is a most important type of action in following up on resolutions.*

### **Letter Writing Guidelines for Councils**

Use letterhead representative of your council. Clearly state

- which level of the League you are representing
- the level at which the resolution was adopted and the date of adoption
- the words of the resolution as contained in the whereas and resolved clauses, so that there is no possibility of writing something contradictory to, or not intended by, the resolution

### **Letter Writing Guidelines for Individual Members**

Do not use League letterhead, so the recipient knows you are writing personally. Clearly state

- that you are writing as a private or concerned citizen
- the date, place and level of the convention at which the resolution was adopted
- the words of the resolution as contained in the whereas and resolved clauses so that there

is no possibility of writing something contradictory to, or not intended by, the resolution. See page 8 for the addresses of the prime minister and members of parliament.

A question in the letter will help ensure a response. For example, “Our council would like to know the position of the government (or of your party, or your personal opinion) on this issue and look forward to an early reply.” The letter may also state, “We ask you, as our member of parliament, to bring our concern to the government.”

## Planning a Workshop

When planning a workshop, the first task is to determine its purpose and goals. You may wish to

- stimulate interest in resolutions
- teach how to research and prepare resolutions and briefs
- teach how to formally present resolutions for adoption, and outline the process
- discuss how to study and implement adopted resolutions

### ***Stimulate Interest in Resolutions***

Have the whole group brainstorm for ideas and choose one around which to formulate a resolution. Break up into small groups to write the resolution. Brainstorming could be used again to improve upon the resolution; or use one of the following methods of dealing with it at this point.

### ***Teach How to Research and Prepare Resolutions and Briefs***

Practice wording a resolution. Amass newspaper articles on issues of concern. The articles should include background information and the reasons for any proposed changes. Start the workshop with a talk on how to prepare resolutions. Break into small groups of three or four. Give one article to each group, along with an information sheet on the wording of resolutions. Ask the groups to read and discuss the issue and to try to write a resolution. Gather in a large group and ask each group leader to read their resolution. Ask others to comment, evaluating the resolution for strengths and weaknesses. Then ask where additional information about the issue could be obtained. By doing so, you communicate the need for substantial supporting material.

### ***Teach How to Formally Present Resolutions for Adoption: an Outline of the Process***

Practice presenting a resolution for adoption at a convention, by asking one or two groups to present their resolution(s) as if at a formal meeting, using proper procedures, as follows:

The president at the meeting invites the resolutions chairperson to read the proposed resolution. The leader of the group submitting the resolution says “I move the adoption of this resolution.” Another member of the group seconds the motion. The mover, or another member of the group, should speak in favour of the resolution, for not more than two minutes. The resolution is then open to discussion and, if necessary, amendments may be proposed to clarify and/or strengthen the resolution. After a brief discussion the resolution is re-read in its amended form, if applicable, before a final vote is taken. A majority vote decides its fate.

### ***Discuss How to Study and Implement Adopted Resolutions***

Have a speaker or show a film on the topic. Using any of the discussion techniques for groups, large or small, study one or more resolutions. Brainstorm or get feedback for ideas generated by the discussion. Is more involvement in order? Or maybe a follow-up resolution?

*You may devise other formats, as you wish.  
The national chairperson of resolutions would be most interested  
in hearing about your workshop and its results.  
If you use other formats, please describe them for her.*

## Guidelines for Resolutions Chairpersons

### ***At All Levels***

1. Become familiar with the contents of the resolutions file. This should include
  - official correspondence, including memos or communiqués from chairpersons at other levels
  - a contact list for resolutions chairpersons at other levels
  - the *Constitution & Bylaws*
  - the resolutions section of the *Executive Handbook*
  - the legislation section of *Executive Handbook* (both chairpersons must work closely together)
  - the *Resolutions Supplement to the Executive Handbook*
  - diocesan, provincial and national resolutions for the past three years
  - annual reports for the past three years
  - replies from government and other organizations
  - resource information on current and potential resolutions
2. Obtain *Hansard*, the official report of the proceedings of the provincial legislature or the House of Commons. It is also available for a fee from the government publications department. Your member of legislative assembly and member of parliament are allowed a limited number of free copies. Ask to be placed on their mailing lists for provincial and federal *Hansard*.
3. Study this Supplement to enhance your understanding of the resolutions standing committee, and how it relates to other League levels.
4. Obtain a list of provincial and federal cabinet ministers by calling your local provincial citizens inquiry.
5. Stay abreast of current events as they relate to existing resolutions; inform members and encourage action.
6. Form a committee to share the work.

### ***At the Parish Level***

1. In addition to the required material for all levels listed on page 14, maintain a list of
  - resolutions, briefs, listed by topic, date, to whom and by whom presented
2. Share communiqués from resolutions chairpersons at other levels with your members.
3. Encourage members to research and study an issue of concern with the intent of preparing a resolution.
4. Use this Supplement to guide members in the research and preparation of a resolution and brief.
5. Keep your diocesan resolutions chairperson informed of proposed resolutions.
6. Contact your diocesan resolutions chairperson if you require assistance.
7. Respect diocesan council deadlines for submitting topics of resolutions and the resolutions themselves prior to diocesan convention.
8. Prepare, or ensure a member is prepared, to present proposed resolutions at the diocesan convention.

9. Inform members of the resolutions adopted at diocesan/provincial/national conventions.
10. Resolutions requesting parish council action should be brought to the attention of the appropriate chairperson for implementation.
11. Encourage members to keep up-to-date on current issues and to assist you by clipping articles and resources.
12. Provide an annual report to your diocesan resolutions chairperson by the established deadline.
13. Attend resolutions workshops when available and encourage other members to do so.

### ***At the Diocesan Level***

1. In addition to the required material for all levels listed on page 14, maintain a list of
  - parish council resolutions chairpersons in your diocese
  - resolutions, briefs, listed by topic, date, to whom and by whom presented
2. Periodically, prepare and send a memo/communiqué to parish council resolutions chairpersons, with a copy to your provincial resolutions chairperson. At the appropriate time, the following can be included
  - information received from your provincial resolutions chairperson
  - copies of resolutions adopted at diocesan and provincial levels encouraging members and councils to act on them
  - suggestions for action on national resolutions published in the fall issue of *The Canadian League*
  - deadline dates for submitting topics of resolutions
  - deadline dates, and other instructions, for submitting resolutions to the diocesan resolutions committee
  - deadline dates, and other instructions, for submitting parish council annual reports
3. Offer assistance in the preparation of resolutions and training of parish resolutions chairpersons.
4. Arrange for and chair a diocesan resolutions committee meeting to review all submitted resolutions. Guidance can be found in the Resolutions Committee Guidelines section of this Supplement.
5. Inform parish councils of the outcome of their resolutions. If a resolution was not accepted, explain the reasons why.
6. Present diocesan resolutions committee recommendations to the diocesan executive for approval at its pre-convention meeting.
7. Read resolutions approved by the diocesan executive at the annual diocesan convention. The submitting parish council president should then move the adoption of the resolution.
8. Submit diocesan resolutions to the provincial chairperson in accordance with her instructions and deadlines.
9. When resolutions adopted by the provincial or national conventions contain requests for diocesan action, consult your diocesan president and appropriate chairperson for implementation.
10. Encourage resolutions workshops in parishes/regions. Offer to assist or request assistance from your provincial chairperson.

11. Assist your council in the preparation of policy or position papers as necessary.
12. Provide an annual report to your provincial resolutions chairperson by the established deadline.

### ***At the Provincial Level***

1. In addition to the required material for all levels listed on page 14, maintain a list of
  - diocesan resolutions chairpersons in your province
  - resolutions, briefs, listed by topic, date, and to whom and by whom presented
2. Periodically, prepare and send a memo/communiqué to diocesan resolutions chairpersons, with a copy to the national resolutions chairperson. At the appropriate time, the following can be included
  - information received from the national resolutions chairperson
  - copies of resolutions adopted at the provincial level encouraging members and councils to act on them
  - suggestions for action on national resolutions published in the fall issue of *The Canadian League*
  - current lists of provincial and federal cabinet ministers should be circulated following any cabinet shuffle
  - deadline dates for submitting topics of resolutions
  - deadline dates, and other instructions, for submitting resolutions to the provincial resolutions committee
  - deadline dates, and other instructions, for submitting diocesan annual reports
3. Offer assistance in the preparation of resolutions and training of diocesan resolutions chairpersons.
4. Arrange for and chair a provincial resolutions committee meeting to review all submitted resolutions. Guidance can be found in the Resolutions Committee Guidelines section of this Supplement.
5. Inform diocesan councils of the outcome of their resolutions. If a resolution was not accepted, explain the reasons why.
6. Present provincial resolutions committee recommendations to the provincial executive for approval at its pre-convention meeting.
7. Read resolutions approved by the provincial executive at the annual provincial convention. The submitting diocesan president should then move the adoption of the resolution.
8. Submit provincial resolutions, and suggestions for action plans, to the national resolutions chairperson in accordance with her instructions and deadlines.
9. When resolutions adopted at the national convention contain requests for provincial action, consult your provincial president and appropriate chairperson for implementation.
10. Prepare a provincial resolutions package to send to the provincial government. Arrange a meeting with the premier and provincial cabinet ministers to discuss resolutions which were directed to the provincial government. Include national resolutions which also pertain to provincial jurisdiction.
11. Encourage resolutions workshops in dioceses. Offer to assist or request assistance from the national chairperson.
12. Assist your council in the preparation of policy or position papers as necessary.

13. Provide an annual report to the national resolutions chairperson by the established deadline.

### ***At the National Level***

1. In addition to the required material for all levels listed on page 14, maintain a list of
  - provincial resolutions chairpersons
  - resolutions, briefs, listed by topic, date, and to whom and by whom presented
2. Periodically, prepare and send a memo/communiqué to provincial resolutions chairpersons, with a copy to the national executive. At the appropriate time, the following can be included
  - copies of resolutions adopted at the national level, including detailed action plans, encouraging members and councils to act on them
  - special information on resolutions or projects
  - government responses to the resolutions brief
  - current lists of federal cabinet ministers should be circulated following any cabinet shuffle
  - deadline dates for submitting topics of resolutions and a request for topics of resolutions
  - deadline dates, and other instructions, for submitting resolutions to the national resolutions committee
  - deadline dates, and other instructions, for submitting provincial annual reports
3. Offer assistance in the preparation of resolutions and training of provincial resolutions chairpersons.
4. Arrange for and chair two national resolutions committee meetings to review all submitted resolutions. Guidance can be found in the Resolutions Committee Guidelines section of this Supplement. The first meeting, held in late June, is scheduled to review accepted resolutions from all provinces except Ontario, whose resolutions are submitted in draft form in time for this meeting. The second meeting is held immediately prior to the national executive's pre-convention meeting, when the resolutions are reviewed a second time. Additional material requested, as a result of deliberations at the first meeting, is also reviewed.

After the resolutions committee meeting held in June

- ensure that the national executive, i.e. all of the elected officers and all of the provincial presidents, receive
  - all of the resolutions, as amended by the committee
  - a table outlining all resolutions received and their dispositions
- the provincial resolutions chairperson of each council where a resolution originated receives
  - a personal letter of disposition together with the resolution, with the suggested amendments, if any (a copy of this letter of disposition is also sent to the provincial president)
  - the table outlining all resolutions received and their dispositions
- the provincial resolutions chairpersons of councils which did not submit resolutions receive the table of all resolutions received and their dispositions

Comments from the resolutions chairpersons on the disposition of their resolution(s) should be sent to national office. These will be forwarded immediately to the national resolutions chairperson, with copies to the national president and the resolution committee members.

5. Inform provincial councils of the outcome of their resolutions following the pre-convention national resolutions committee meeting. If a resolution was not accepted, explain the reasons why. Return the complete file of a resolution which has not been accepted to the provincial president.

6. Present national resolutions committee recommendations to the national executive for approval at its pre-convention meeting.
7. Read resolutions approved by the national executive at the annual national convention. The submitting provincial president should then move the adoption of the resolution.
8. Immediately following convention
  - provide national chairpersons with resolutions that come under their standing committee, and the available background material, so they can implement action on the resolutions
  - develop, in consultation with the national resolutions committee and the submitting provincial councils, detailed action plans to assist members and councils in acting on the resolutions
  - prepare resolutions and issue summaries for the fall issue of *The Canadian League*
9. Offer guidance to the executive assistant in preparation of the resolutions package with brief sent to the federal government and the Canadian bishops.
10. Offer guidance to the executive director and/or life member responsible for scheduling meetings with federal cabinet ministers.
11. Encourage resolutions workshops in provinces.
12. Assist the national executive in the preparation of policy or position papers as necessary.
13. Provide an annual report to the national president by the established deadline.
14. Prepare articles for every issue of *The Canadian League*, or invite articles on relevant topics from specialists in the field.

## Guidelines for Resolutions Committees

### ***Guidelines***

The national resolutions committee has an established mandate in a Terms of Reference document published in *How We Serve...* Mandated are the committee composition, frequency of meetings, duties and responsibilities of the chairperson, duties and responsibilities of the committee, and allowable expenses.

Resolutions committees at the diocesan and provincial levels, with well-established policy and procedures to guide them, are strongly recommended. Diocesan and provincial councils must be aware of the national policy and comply with the mandatory requirements. They may use the duties of the national committee as a guideline for their committees.

### ***Composition***

The national resolutions committee is comprised of the national chairperson of resolutions, the national chairperson of legislation, and two non-executive members appointed by the national president to serve two consecutive one-year terms. Appointed members are chosen for their knowledge or ability to be of assistance in dealing with resolutions. The national president, the national president-elect, and the national spiritual advisor attend in a non-voting *ex officio* capacity. Also attending, in a consultative and secretarial capacity, are the executive director and the executive assistant.

### ***Duties***

*The following committee duties have been approved by the national executive.  
Other levels may set their own duties, using this as a guide.*

1. The national resolutions chairperson shall set deadlines via memo or communicate for the receipt of resolutions adopted by provincial councils. One copy of the resolution, brief and all support material (see checklist) shall be forwarded through national office to the national chairperson of resolutions.
2. The committee shall meet twice prior to the convention, once in June and once before the national executive's pre-convention meeting, to determine that resolutions meet the requirements.
3. The committee may combine resolutions dealing with the same subject matter and may reword them, if necessary, without changing the original intent.
4. The committee may reword submissions to ensure a concise, clear resolution without changing the intent of the original resolution.
5. Following the June meeting, the resolutions chairperson shall report to the provincial resolutions chairpersons regarding the disposition of each resolution, requesting further clarification and/or additional background material where this is necessary. At the same time, the results of the resolutions committee's deliberations will be tabulated and sent to all members of the national executive. The resolutions committee will recommend acceptance of those resolutions which fulfill the criteria listed below. In cases where further clarification or background material, or modification is necessary, these will need to be returned to the national resolutions chairperson and national office by a specified deadline to allow for printing and presentation in time for the pre-convention meeting.

6. The national chairperson shall present the resolutions to the national executive at their pre-convention meeting, giving the final recommendations from the resolutions committee. The national executive shall examine the resolutions as reported by the resolutions committee and may, by a two-thirds vote, decide not to present a resolution that was recommended for acceptance by the committee.
7. Where the national executive considers the topic and suggested action of a resolution are acceptable yet would not warrant debate on the floor of the convention, this resolution may be directed immediately to the appropriate national standing committee chairperson. At the end of her oral report at the convention, the standing committee chairperson will mention these resolutions so that they receive official recognition.
8. The resolutions chairperson shall ensure that copies of the approved proposed resolutions are available to delegates as soon as possible prior to the business sessions.
9. The resolutions chairperson shall present resolutions to the business sessions in accordance with the convention Standing Rules, ensuring sufficient copies are available for all voting delegates registered to attend the convention.
10. After convention, the resolutions chairperson shall follow up on the resolutions as directed.

### **National Resolutions Committee Criteria for Acceptance**

The following criteria, approved by the national executive, indicates the requirements for accepting resolutions for presentation at the annual national convention. Other levels may set their own procedures for receiving resolutions, using this as a guide and keeping in mind the requirements for resolutions destined for national level.

1. Resolutions shall be in accordance with the teachings of the church and established policy of the League. (*Constitution & Bylaws*, Articles IV and V)
2. Resolutions shall originate at parish council level or through a chairperson of a standing committee at the level to which the resolution is submitted.
3. Resolutions developed and researched by other groups or organizations will not be accepted as resolutions of The Catholic Women's League of Canada.
4. Resolutions will be accepted for presentation to convention on topics that the League has not set a position and which require national (or provincial) action, provided the criteria are met.
5. An adopted resolution states League position. This needs to be done only once, unless new information on the issue requires amending the stated League position. For example,  
Topic: Family violence

The League has adopted 10 resolutions related to family violence since 1987: 2004.03 Abuse of Residents in Long-term Care Facilities; 2002.02 Anti-Bullying Programs; 2000.06 Violence in Music Lyrics; 2000.05 Violence on Television as It Relates to Children; 1999.01 Elder Abuse/Assault Awareness; 1999.02 Childhood Abuse in Institutions; 1995.01 Prevention of Spousal Abuse – Marriage Preparation; 1989.01 Family Violence – League Program; 1989.14 Family Violence – Governmental Programs; and, 1987.05 The Problem of Abuse of the Elderly; yet, there is no resolution that addresses violence against women, safety of women and children at risk in rural areas, effectiveness of restraining orders, etc.

6. Resolutions shall proceed through the proper channels to their destination, i.e., parish to its diocesan; parish to its provincial (where applicable); diocesan to its provincial; provincial to national.
7. Resolutions will be accepted only if they were adopted by a majority vote at an annual provincial convention.
8. Resolutions shall be submitted to the national chairperson of resolutions by the deadline date. Resolutions concerning urgent matters, however, may be accepted after the deadline date at the discretion of the national resolutions committee.
9. Resolutions shall relate to current matters; for example, if directed to government, and legislation has been enacted before the presentation of the resolution to the convention, the matter is no longer current.
10. Resolutions shall not mandate (command or order) members to pray. Encouraging councils to organize and publicize prayer services is acceptable.
11. Resolutions shall be accompanied by an explanatory brief and sufficient support material to substantiate the resolution.
12. Resolutions shall be accompanied by a covering letter listing the resolutions officially adopted by the provincial council in convention for submission to the national level. The letter must be signed by the president and secretary of the provincial council.
13. Resolutions shall not imply the truth of specific rumours or contain insinuations unfavourable to a member, committee or council of The Catholic Women's League of Canada.

*Only resolutions meeting the above requirements shall be accepted for consideration by the national resolutions committee.*

**All action on resolutions of national concern  
is to be carried out *only* after being adopted at national convention  
and *only* by the national executive, unless specified differently.**

<b>Checklist for Reviewing Proposed Resolutions</b>
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*For quick referral, use this guide in the final review of each resolution and brief before acceptance for proposal to convention.*

<b>Resolution</b>	<b>In Order (√)</b>
First Whereas Clause	
<ul style="list-style-type: none"> <li>• defines the issue addressed in the resolved clauses, especially as addressed in the first resolved clause</li> </ul>	
Additional Whereas Clauses	
<ul style="list-style-type: none"> <li>• present clauses in order of importance (from most to least)</li> <li>• include reasons for request/action</li> </ul>	
Resolved Clauses	
<ul style="list-style-type: none"> <li>• include name of council requesting action</li> <li>• state official title of group to which the action is directed</li> <li>• request an action</li> <li>• makes sense if read alone</li> </ul>	
Bridging Clauses	
<ul style="list-style-type: none"> <li>• included if the resolution is to be forwarded to another level or standing committee chairperson</li> </ul>	
General	
<ul style="list-style-type: none"> <li>• has not been addressed by a previously adopted resolution</li> <li>• statements are clear/concise</li> <li>• statements are in logical order</li> <li>• facts presented are relevant, timely and substantiated</li> <li>• spelling, grammar and format are acceptable</li> </ul>	
<b>Accompanying Brief</b>	
Opening Paragraph	
<ul style="list-style-type: none"> <li>• addresses only the topic of the resolution</li> <li>• outlines why a specific action is desired</li> </ul>	
Body	
<ul style="list-style-type: none"> <li>• expands on the whereas clauses of the resolution</li> <li>• reinforces the reasons for requested action (resolved clauses)</li> <li>• flows logically</li> </ul>	
Closing Paragraph	
<ul style="list-style-type: none"> <li>• summarizes the subject</li> <li>• emphasizes the need for action</li> </ul>	
General	
<ul style="list-style-type: none"> <li>• statements are clear/concise and in logical order</li> <li>• comprehensive but kept to one page</li> <li>• facts presented are relevant, timely, and substantiated</li> <li>• spelling, grammar, and format are acceptable</li> <li>• use quotations to support a statement only when the source is cited in the brief and identify by using parenthetical referencing (as per page 6)</li> </ul>	

<b>Documentation/Citations</b>	
<ul style="list-style-type: none"> <li>using parenthetical references, identify the source of statistics, direct quotations and ideas in the text document</li> </ul>	
<ul style="list-style-type: none"> <li>provide enough information for readers to locate the source</li> </ul>	
<b>Works Cited and/or Consulted</b>	
<ul style="list-style-type: none"> <li>identifies <b>all</b> sources used in the preparation of the resolution and the brief</li> </ul>	
<ul style="list-style-type: none"> <li>research (or back up) material must originate from <b>more than one</b> source</li> </ul>	
<ul style="list-style-type: none"> <li>research (or back up) material supports the issue beyond the local level, to the level of the League to which it is destined</li> </ul>	
<ul style="list-style-type: none"> <li>provide full details of all research material used</li> </ul>	
<ul style="list-style-type: none"> <li>listed in alphabetical order by author's last name</li> </ul>	
<b>Other Information/Materials Required</b>	
<ul style="list-style-type: none"> <li>all original source material</li> </ul>	
<ul style="list-style-type: none"> <li>all citations in research (back up) material with pages <b>flagged, numbered and highlighted in alphabetical order</b></li> </ul>	
<ul style="list-style-type: none"> <li>cover letter verifying the adoption of the resolution by majority vote of the applicable council, dated and signed by the president and recording secretary</li> </ul>	
<ul style="list-style-type: none"> <li>resolution title, year and signature of person submitting the resolution</li> </ul>	
<ul style="list-style-type: none"> <li>proposed action plan</li> </ul>	
<ul style="list-style-type: none"> <li>this completed checklist</li> </ul>	

## Annual Report Guidelines

An annual reporting form for parish resolutions chairpersons, and guidelines for completion, can be found on pages 98-100 of *Leading the League*. Each diocesan and provincial chairperson may, however, prepare her own report form for the councils in her jurisdiction.

Information requested on the form may include resolutions listed by number and title where action has been taken by councils or members on resolutions adopted at any level during the year. A full description of the action will be included the relevant standing committee chairpersons' reports.

**Provincial resolutions chairpersons are requested to include the above information in their reports. They are also requested to list the topics of proposed resolutions to be presented at their upcoming provincial conventions.**

At the parish level, all letters written and responses received regarding resolutions action plans are to be tabulated by the resolutions chairperson and included in her report.

Please include in the resolutions report (where applicable):

- a) Research and preparation of resolutions and briefs
- b) Study and implementation of resolutions adopted at other levels and/or other years
- c) Number of letters written and responses received as per action plans
- d) At provincial level, presentation of resolutions to government

Where there is only one chairperson for both the resolutions and legislation standing committees, she must report on both committees.

**National Resolution Topics**

2012.01	Criminalization of the Purchasing of Sexual Services [CL]
2012.02	Employment Insurance Benefits for Adoptive Mothers [L]
2011.01	Prohibition of Practices re Human Reproductive Material [CFL]
2011.02	Children of Missing and Murdered Aboriginal Women [CL]
2011.03	National Organ and Tissue Donation and Transplantation Registry [EH]
2011.04	Caffeine in Energy Drinks [EH]
2010.01	Chrysotile Asbestos [CL]
2009.01	Exit Strategies for Prostituted Persons [CL]
2009.02	Protection and Support Services for Foreign Victims of Human Trafficking [L]
2009.03	Hate Messages [L]
2008.02	Restrictions on the Sale of Products Containing Triclosan [EH]
2008.03	Toxic Substances in Household Products [EH]
2008.05	Transportation Tax Credit for Rural Post-Secondary Students [L]
2008.06	Revision of the <i>Youth Criminal Justice Act</i> [L]
2007.02	Global Accountability for Canadian Registered Mining Companies [CL]
2007.03	Hospice Palliative Care: An Integral Component of the Canadian Health Care System [EH]
2006.02	Legal Protection for All Those Who Object to the Solemnization for Civil Marriage for Same-sex Partners [CFL]
2006.04	Renewable Energy [EH]
2006.05	GST Exemption on Funeral Services [L]
2005.01	Christmas Postage Stamps [SD]
2005.02	The Children of Mothers in Prison [CL]
2005.03	Protection of Farmers' Rights to Save Seed [CL]
2005.06	Developing Countries and Water [CL & EH]
2005.07	The Illegal Manufacture and Trafficking of Crystal Methamphetamine [EH]
2005.08	MaterCare International Funding [EH]
2005.09	Support for Families Experiencing Perinatal Loss [CFL]
2005.10	Strategy to Reduce Polybrominated Diphenyl Ether Flame Retardants [EH]
2004.01	Protection of Human Life [CFL]
2004.04	Child Care Tax Deduction for Families With a Stay-at-Home Parent [L]
2004.05	End Trafficking of Children [IR]
2004.06	National Strategy for Suicide Prevention [L]
2004.07	Water Use in Canada [EH]
2004.08	Treatment of Autistic Persons [EH]
2004.10	Effective Participation in Application of the <i>Canadian Environmental Assessment Act</i> [EH]
2004.11	Link Between Violent, Graphic Imagery and Aggressive Behaviour and the Mechanics of Killing [C]
2004.12	Marijuana Possession/Use - A Criminal Offence [EH]
2003.01	Affordable Housing for Low-Income Canadians [CL]
2003.03	Use of Antimicrobials and Their Impact [EH]
2003.04	Healthy Living for Life [EH]
2003.05	Type 2 Diabetes and You [EH]
2003.06	Health Danger from Exposure to Lead in Consumer Products [EH]
2003.08	National Strategy to Eliminate Computer-Based Child Pornography [C]
2002.02	Anti-Bullying Programs [CL & EH]

2002.03	Accessibility of the Workplace for Persons with Disabilities [CL]
2002.05	Tax on Currency Exchange Transactions [IR]
2002.09	Human Stem Cell Research [CFL]
2002.10	Biopatenting [EH]
2002.11	Responsible Internet Use for Children [C]
2002.12	Child Pornography [C]
2001.01	Quality End-Of-Life Care [EH]
2001.03	Hunger in Canada [CL]
2001.04	Water Quality in Canada [EH]
2001.05	National Strategy for Arthritis [EH]
2000.01	Our Lady of Guadalupe - Mother and Evangelizer of America [SD]
2000.02	The Prohibition of the Sale of Human Embryonic or Foetal Tissue, or Reproductive Services [CFL]
2000.03	Promotion Fair Trade Coffee [CL]
2000.04	Endometriosis Research/Awareness [EH]
2000.05	Violence on Television as It Relates to Children [C]
2000.06	Violence in Music Lyrics [C]
2000.07	Teen Suicide: Prevention/Awareness [L]
2000.08	Sweatshops [CL]
2000.09	Establishment of a National Registry of Convicted, Dangerous, High-Risk Sex Offenders [C]
1999.01	Elder Abuse/Assault Awareness [CFL, CL & EH]
1999.02	Childhood Abuse in Institutions [CL]
1999.05	Macular Degeneration and Education Awareness [EH]
1999.06	Unrelated Bone Marrow Donor Registry Program [EH]
1999.08	Reduction of Export of Military Goods [IR]
1999.09	Bulk Fresh Water Resources [EH]
1999.10	Media Access to Trial Exhibits [L]
1998.02	Deviant Sex Establishments/Businesses [C]
1998.03	National Pharmacare [EH]
1998.04	Increase in Funding for Health Research [EH]
1998.05	Palliative Care: An Essential Service [EH]
1998.06	Myalgic Encephalomyelitis (Chronic Fatigue Syndrome) [EH]
1998.09	Ethyl Alcohol in Mouthwash [EH]
1998.10	Multilateral Agreement on Investment (MAI) [IR]
1997.04	Awareness of Another Risk Factor for Breast Cancer [EH]
1997.05	Pesticides and Herbicides: Hazards and Alternatives [EH]
1997.06	Genetically Engineered Foods [EH]
1997.07	United Nations Convention on the Rights of the Child [IR]
1997.09	Restorative Justice Programs for Young Offenders [CL & EH]
1997.10	Amendment to the Canadian Human Rights Act and the Interpretations Act to Recognize the Child as a Human Being from Inception [L]
1996.02	Natural Family Planning [CFL]
1996.03	Advance Directives for Health Care [CFL & EH]
1996.04	Tax Credit for Stay-At-Home Parent [L]
1996.06	Women's Heart Disease and Stroke [EH]
1996.07	Research Funding for Women's Heart Disease and Stroke [EH]
1996.08	Partnership in Health Care [EH]
1996.11	Gambling Addiction [EH]

1995.01	Prevention of Spousal Abuse - Marriage Preparation [CFL]
1995.02	Abortion Funding [CFL]
1995.03	Organ and Tissue Donation Awareness [EH]
1994.04	Prescription and Non-Prescription Drug Awareness: Knowledge, The Best Medicine [EH]
1994.05	Certification of Operators Pleasure Vessels [EH]
1993.01	The Personhood and Rights of the Unborn Child [CFL]
1993.02	Violence on Television [C]
1993.05	Canadian Immigration Policy to Protect Women at Risk of Gender-Related Persecution [CL]
1992.02	Protection of the Pre-Born Child [CFL]
1992.03	Racism [CL]
1992.05	Support Services for Pregnant Women [CFL]
1991.01	Ministry to Persons with a Mental Disability [CFL]
1991.03	Euthanasia [L]
1990.01	Support for Single Mothers [CFL]
1990.05	Health Protection - BSE [EH]
1990.07	Environmental Concerns [EH]
1990.08	Native Communications [C]
1989.02	Pastoral Care of Homosexual Persons [SD]
1989.03	Christian Response to AIDS [EH]
1989.04	National Strategy on Child Care [CFL]
1988.01	Meaningful Liturgy [SD]
1988.02	Ministry to the Elderly [CFL]
1988.03	Peace [SD]
1988.04	Protection of Life Before Birth [CFL]
1988.06	Abortion Funding [CFL]
1988.11	Alcohol Advertising in the Broadcast Media [C]
1987.02	Birthright [CFL]
1987.04	Affirmative Action [CL & EH]
1987.05	The Problem of Abuse of the Elderly [CFL]
1986.01	Needs of the Elderly in Our Parishes [SD, CFL, EH]
1986.03	Love of Preference for the Poor [SD]
1985.04	Violence on Television [C]
1985.06	Pornography [C]
1985.10	A Preferential Option for the Poor [SD]
1985.12	Northern Renewable Resources [CL]
1984.03	Classification of Home Video Films [C]
1984.06	Spousal Abuse [CFL]
1984.07	Labour Unions and Pro-abortion Policy [CFL]
1983.05	The Rights of the Human Fetus [CFL]
1983.13	Campaign Against Pornography [C]
1982.01	Role of Women in the Church [SD]
1981.01	Rights of the Unborn [CFL]
1981.02	Separated and Divorced Catholics [CFL]
1980.07	Pension Plan for Women [L]
1980.11	Christmas Postage Stamps [SD]
1980.14	Food Additives [EH]
1978.03	Catholic Press [C]

- 1978.06 Know Your Candidate for Office [CL]
- 1977.03 Natural Family Planning Groups [CFL]
- 1977.04 Family Pastoral Services [CFL]
- 1976.01 Women in the Church [SD]
- 1976.02 Pontifical Missionary Work for Children [SD]
- 1975.02 Abortion Counseling [CFL]
- 1975.03 Fetal Experimentation [CFL]
- 1974.01 Prayer for Peace [SD]
- 1972.09 Portrayal of Family Life on T.V. [C]
- 1972.10 Effects of Television [C]
- 1972.15 Support for Pregnant Women [CFL]
- 1972.24 Alternate Forms of Punishment [CL]
- 1971.04 Action on Abortion Issue [CFL]
- 1970.03 Abortion [CFL]
- 1969.09 T.V. Programming [C]
- 1966.10 Advertising [C]
- 1965.05 Marriage Preparation Courses [CFL]
- 1965.07 Canadian Catholic Conference [SD]
- 1963.14 Religious Vocations [CFL]
- 1962.06 Reading Materials on Newsstands [C]
- 1962.15 Sanctity of Marriage [CFL]
- 1959.05 Indians [SD]
- 1959.12 Nativity Issue, Canadian Postage Stamps [SD]
- 1958.04 Influence of Women in Public Life [SD]
- 1958.06 Sacramentals [SD]
- REC1955.02 Letters to the Editor [C]
- 1954.03 Re Movies, Radio and Television [C]
- 1937.08 Apostleship of the Sea [SD]
- 1924.01 Feast of Our Lady of Good Counsel [SD]
- 1923.01b Our Lady of Good Counsel [SD]

## ***Communicating with the Public***

### **Presentations, Submissions, Briefs, Position Papers, Letters, Discussion and Resource Papers**

#### **Preamble**

From its beginning, the League has involved itself in social concerns and has always been ready and willing to speak out on many issues. Topics of a national or international concern are addressed by the national council of The Catholic Women's League of Canada to the federal government and other public forums using various methods of communication. The most common method is through the resolutions process, which is dealt with in detail in the previous pages. Other ways are through presentations, submissions, briefs, position papers and letters.

#### **Presentations or submissions**

Presentation or submissions are made either orally or in written form in the name of the League, usually to a government department, agency commission or the Canadian Conference of Catholic Bishops, on a topic of national concern. They may be prepared at the initiative of the League or in response to a request from a public forum for the views of the League. Answering a questionnaire is also a type of submission.

#### **Briefs**

A brief is a short statement or summary expressing the League's position on a certain topic. It is prepared from positions expressed in adopted resolutions or from the input of members responding to a discussion paper and is used as the basic document to make a presentation or submission to a public forum. Care must be taken to ensure accurate information and proper form in the brief as it could have wide public circulation.

A provincial council may prepare and present or submit briefs on provincial issues to a provincial forum with a copy to the national office and national president.

A brief at the national level is prepared by an ad hoc committee, appointed by the national president in consultation with relevant standing committee chairpersons and according to terms of reference and parameters approved by the national executive.

#### **Position Papers**

A position paper is a formal statement from the national executive defining the League's position on a certain topic. A position paper is used both for the information of members and for the public. It expresses the League's position with regard to a particular situation or topic, and is usually the result of one or several resolutions that have been previously adopted at the national level. It can also be the result of a discussion paper on which consensus or agreement is indicated by the national executive. A position paper may be used as a response by the League to an idea or plan of action put forward by someone else.

A position paper must not conflict with a resolution adopted by national council.

A position paper is prepared by an ad hoc committee, appointed by the national president in consultation with relevant standing committee chairpersons and according to terms of reference and parameters approved by the national executive.

### **Discussion Papers**

Discussion papers are used to solicit opinions from members in order to prepare a brief or some other League document. These are prepared offering various points of view, followed by questions and asking for comments. Discussion papers may originate as a request from government or the church, from a deep concern of members, or because of a resolution that invites further amplification.

A discussion paper may be researched and prepared by an ad hoc committee, appointed by the national president in consultation with relevant standing committee chairpersons and according to terms of reference and parameters approved by the national executive.

### **Resource Papers**

Resource papers are used to provide information to members on certain topics for their use as a study guide.

### **Letters**

Letters are written to convey the League's position, usually on matters relating to resolutions. An individual member may write a letter on her own stationery supporting adopted resolutions, expressing her personal opinions without indicating in any way that she is writing on behalf of League members. A letter that is written on League stationery, or with a return address specifying the name of a League council, must have the approval of the council's executive. Councils and members must be careful when writing letters to ensure they do not overstep their authority. (see also page A1-9 and the *Personal Letter Writing Guide*)

**Briefs, Policy Papers, Position Papers, Presentations, Resource/Discussion Papers, Responses and Statements****Briefs**

- 1980 Canada & Its Future – A New Consultation
- 1982 Sexual Offences Against the Person and the Protection of Young Persons
- 1983 Better Pensions for Canadians
- 1983 The Economic Union and Development Prospects for Canada
- 1985 CRTC Public Notice 1985-209, *Broadcast Advertising of Alcoholic Beverages*
- 1985 Divorce Law Reform
- 1988 Changes in the Abortion Law

**Policy Papers**

- 1985 Description of a Discussion Paper, Position Paper and Brief

**Position Papers**

- 1988 Child Care
- 1994 Position Paper on Euthanasia
- 1994 *Youth Violence and the Young Offenders Act*
- 1996 New Reproductive & Genetic Technologies
- 2003 Definition of Marriage
- 2003 The Use of Stem Cells for Research Purposes
- 2004 Youth Violence and the *Youth Criminal Justice Act*
- 2004 Water
- 2006 Position Paper on Euthanasia and Assisted Suicide

**Presentations**

- 1983 Better Pensions for Canadians: A Brief Presented to the Parliamentary Task Force on Pension Reform
- 1983 Manitoba Brief on the Economic Union and Development Prospects for Canada (endorsed and presented to the federal government by the national executive)
- 1984 Oral Presentation on Pornography and Prostitution (presented by Ontario Provincial Council and endorsed by national council)
- 1985 Oral Presentation to the Discussion Paper on Government Committee's report on *Sexual Offences Against Children and Youths* and the Special Committee on Pornography and Prostitution
- 1987 Presentation to the Standing Committee on the Secretary of State re *Funding of Women's Groups*
- 1990 Oral Presentation to the Legislative Committee on Bill C-43 *An Act Respecting Abortion*
- 1990 Oral Presentation to the Royal Commission on New Reproductive Technologies
- 1994 Oral Presentation to the Special Senate Committee on Euthanasia and Assisted Suicide

- 2003 Oral Presentation to the House of Commons Standing Committee on Justice and Human Rights paper *Marriage and Legal Recognition of Same-sex Marriage: A Discussion Paper*

### **Resource/Discussion Papers (for members' use only)**

- 1984 Ad Hoc Committee Report on the Study of the *Impact of the Feminist Movement on Catholic Women & Families*
- 1986 Is the U.N. Convention on the Elimination of All Forms of Discrimination Against Women Destructive of Family Life?
- 1986 Stewardship – The CWL Journey Into the Future
- 1989 Summary of Report of Working Group to Research *Social, Spiritual and Legal Implications of Sexual Orientation*
- 1990 Reproductive Issues and Ethics
- 1990 Statement on *The Formation of Priests in The Circumstances of the Present Day* for the 1990 International Synod of Bishops
- 1994 Research Paper *Youth Violence and the Young Offenders Act*
- 2004 Waste Management
- 2004 Assessment and Treatment of Attention Deficit/Hyperactivity Disorder

### **Responses**

- 1990 Response to a Working Document for the Development of a National Strategy on HIV Infection and AIDS
- 1990 Response to Law Reform Commission Position Paper on *Deletions to the Proposed Criminal Code Revisions on Sexual Assault, Pornography and Prostitution*
- 1994 Response to the Government's Discussion Paper on *Social Security Reform*
- 1996 Response to the Consultation Paper *Reforming Criminal Code of Canada Defences: Provocation, Self-Defence and Defence of Property*
- 1996 Response to the Federal Government's Document *New Reproductive & Genetic Technologies: Setting Boundaries, Enhancing Health*
- 1997 Response to the Nuclear Fuel Waste Management and Disposal Concept Federal Environmental Assessment Review Panel
- 1998 Response to Citizenship and Immigration Canada's Report *Not Just Numbers: A Canadian Framework for Future Immigration – An Immigration Legislative Review*
- 1998 Response to the Consultation Paper *Reforming the General Part of the Criminal Code*
- 1999 Response to CRTC – New Media – Call For Comments – Broadcasting Public Notice CRTC 1998 – 82
- 2003 Response to the House of Commons Standing Committee on Justice and Human Rights paper *Marriage and Legal Recognition of Same-sex Marriage: A Discussion Paper*

### **Submissions**

- 1982 Submission to the Minister of Justice on Bill C-53, An Act to Amend the Criminal Code – *Sexual Offences Against the Person and the Protection of Young Persons*
- 1984 Submission on Pornography to the Special Committee on Pornography and Prostitution appointed by the Minister of Justice for Canada

- 1985 Brief Submitted to Canadian Radio-Television and Telecommunications Commission in response to CRTC Public Notice 1985-209, *Broadcast Advertising of Alcoholic Beverages*
- 1985 Brief on Divorce Law Reform Submitted to the Standing Committee on Justice and Legal Affairs, House of Commons
- 1986 Submission Made to the House of Commons Special Committee on Child Care
- 1990 Submission Made to the Legislative Committee on Bill C-43 *An Act Respecting Abortion*
- 1997 Submission Made to the Federal Environmental Assessment Review Panel on the Nuclear Fuel Waste Management and Disposal Concept
- 2002 Submission Made to the Romanow Commission on the Future of Health Care in Canada

**Statements**

- 1988 Statement on Abortion

**Petition Awareness**

The Catholic Women's League of Canada strongly promotes the use of a personal letter with a follow-up phone call as the most effective means of expressing one's concerns to governments.

A petition is a form of public voice, therefore, all members should be aware of the correct form of a petition and how it should be presented to government. (see sample petition for the House of Commons)

To sign a petition, be sure of the following:

- the petition is on the required paper size
- the words "To the House of Commons" or "To the House of Commons in Parliament assembled" appear at the beginning of the petition
- the petition must not demand or insist that parliament do something
- the petition contains a request, called a "prayer", for parliament to take some action (or refrain from taking some action) to remedy a grievance; as well, the "prayer" should avoid directly asking parliament to do something which would require the expenditure of public funds
- the petition must include the "prayer" on each page, or "Petition concerning..." and a statement of the subject matter of the petition
- the petition request signatures (not printed names) and addresses

If any of the above items are missing from the petition, it will not be accepted for presentation in the House of Commons.

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A draft of the petition must first be submitted by an MP to the clerk of petitions for certification. There is nothing in the rules of the House of Commons that states a member must present any petition received, so before going ahead, visit your elected representative with a copy of the draft petition (before signatures) and ask if her/she is willing to present it. At that time, also ask to have the draft petition checked to make sure it meets requirements.

For more information and full instructions on petitions, contact your local elected representative at the appropriate level or:

Federal:	Clerk of Petitions Private Members' Business Office Room 1112, La Promenade Building 151 Sparks St., House of Commons Telephone (613) 992-9511; Facsimile (613) 947-7626
Provincial:	Clerk's Office for general information Provincial Legislative Assembly
Municipality:	City or town Clerk's Office

**FORM OF A PETITION**

(Sample)  
First page of petition

**PETITION  
TO THE HOUSE OF COMMONS  
IN PARLIAMENT ASSEMBLED**

We, the undersigned

Here identify, in general terms, who the petitioners are, for example  
- citizens (or residents) of Canada  
- electors of (name of electoral district)  
- residents of the Province of ...  
- residents of the City (or Village or Township, etc.) of

Draw the attention of the House to the following:

THAT,

Here briefly state the reasons underlying the request for the intervention of the House by outlining the grievance or problem or by summarizing the facts which the petitioners wish the House to consider.

THEREFORE, your petitioners

request that Parliament  
or  
call upon Parliament to

Here set out the "prayer" or request by stating succinctly what action the petitioners wish Parliament to take or what action it should refrain from taking.

**Signatures**

(Sign your own name. Do not print)

**Addresses**

(Give your full home address or your city and province)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subsequent pages of petition (example 1):  
THEREFORE, your petitioners

Here repeat the "prayer" from the first page of the petition.

**Signatures**

(Sign your own name. Do not print)

**Addresses**

(Give your full home address or your city and province)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subsequent pages of petition (example 2):  
Petition concerning

Here state the subject matter of the petition.

**Signatures**

(Sign your own name. Do not print)

**Addresses**

(Give your full home address or your city and province)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_