



# The Catholic Women's League of Canada

## BC & YUKON PROVINCIAL COUNCIL

### RESOLUTIONS WORKSHOP

“Let's Change the World”

Distribute handouts – Choose two ladies to do the skit.

**#1**

Welcome everyone and say, “resolutions chairpersons’ pray together “ (3 Minutes)

#### **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

**#2**

#### **THE WHY OF RESOLUTIONS (2 Minutes)**

#### **To quote from Barb Dowdings first communiqué as our National chairperson of Resolutions:**

“Past chairperson Betty Anne Brown, in her oral report to the national convention, left a unique legacy when she reminded members that they are “resurrection women,” that they know the way to go because they have seen the Lord. She said, “The resolutions standing committee confers on us a responsibility to announce the News.” Members are urged to research ways to ease the burdens of those in need, to hear the trials and sufferings of their brothers and sisters and then to do something about it – to become the voice for the voiceless!

Putting resolutions into the context of members' baptismal call is brilliant. As Catholic women, we are very well equipped to make this difference. How better to *Love One Another* than to take up another's burden?" **end quote**

That is the **“WHY”** of resolutions – that through our resolutions we can bring about change, and the “why” could be a whole separate workshop. Today we will focus on the ‘what’ and the ‘how’ of resolutions.

## #1

### WHAT IS A RESOLUTION? (2 Minutes)

A resolution is like a motion – a formal way of introducing new business with the purpose of presenting our concerns or recommendations. It is used to educate, inform, criticize or comment or thank, establish policy – and usually asks for action of some kind.

A resolution can be directed to the League itself at any level, or it may be directed to outside groups or institutions, such as the government, local communities, businesses, etc.

When directed within the League, its purpose is to propose a plan, establish a policy, recommend action, commend, censure, thank, etc. And if it is directed to League members to take action and is within the teachings of the Catholic Church it does not need to be presented to the floor of the convention, but is put on the fast track to the national chairperson to which the issue pertains and that chairperson acts on the resolution by educating members in her communiqués and through the League Magazine. An example of this is the resolution *Awareness, Prevention and Treatment of Depression* that passed at our provincial convention last year and was developed into an article in the 2009 winter League magazine.

When a resolution is 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, to express concern, or to show appreciation.

## #2

### EXERCISE 1 (5 Minutes)

The simplest kind of resolution is one directed to ourselves. Although, many of you have heard this before it is worth listening to again to gain a better understanding of the **“EXPLANATION OF A RESOLUTION”** **We will share the reading of this.**

Sometimes the word RESOLUTIONS can put fear into our minds. Let's think about a New Year's Resolution.

I might say that I HAVE DECIDED THAT I WILL EXERCISE EVERY DAY. If I say BE IT RESOLVED THAT I WILL EXERCISE EVERY DAY then I have said the same thing.

When we make New Year's Resolutions for ourselves, we don't necessarily list our reasoning behind it. However, we do have reasons for making those resolutions. Using the EXERCISE RESOLUTION, I might have made that resolution because I believe or heard that daily exercise helps with weight loss or that it increases my self-esteem because I feel better about myself, or that it lowers the risk of heart or lung disease. I don't usually write these things down, but feel that exercise will make a difference in my life.

If I say WHEREAS instead of saying "the reason I want to do this is", I am still saying the same thing.

*WHEREAS, my doctor indicates that daily exercise will decrease the risk of heart and lung disease*

*WHEREAS, exercise will help me lose weight and when I am below 150 lbs. I feel better about myself, my clothes fit better, etc.*

*WHEREAS, studies show that daily exercise make me feel at peace with myself and my family. As well, a daily walk with my teenage daughter brings us closer together.*

In a CWL resolution, I am not making a plan or suggestion just for myself. The CWL is asking or directing other people to act on this resolution. Just as I would not do something without some knowledge or background data, it is not fair for the CWL to ask anyone to do something without good reasoning. We need to provide supporting data. This is where the BRIEF comes in. It, along with the WHEREAS clauses, provides the reasoning for doing what the resolution says.

So far, my FIRST (01) New Year's Resolution of 2009 (09) is sounding pretty official: *09.01 LORRAINE – DAILY EXERCISE*

(Note: The 09.01 means that this is the first resolution I have made in the year 2009.)

After the WHEREAS/Reasons, we state the resolution;

*THEREFORE BE IT RESOLVED that I will exercise daily by joining a hiking club, doing aerobics three times a week and by walking everywhere instead of driving.*

*BRIEF: LORRAINE – DAILY EXERCISE*

*Being overweight is a condition which triggers complication in many areas of my life.*

*Dr. \_\_\_\_\_ has informed me that my overweight condition is causing problems with my knee. Lessening my weight would lessen the stress on my knee. A recent study by \_\_\_\_\_ indicates that regular daily exercise decreases the risk of heart disease. Studies by \_\_\_\_\_ indicate that regular exercise, specifically aerobic exercise, three times a week, increase the flow of oxygen to the brain....*

(Note, I have made up the BRIEF to show you what might be written if I were to investigate the good things about daily exercise.)

So the next time you read a resolution and thing, “Oh, no! I can’t understand what they’re saying!” think about Lorraine’s New Year’s Resolution and de-mystify that fancy official CWL resolution. When you do, you’ll be able to take action on it even if it’s just getting the facts on the issue.

## #2

### **WRITING OF A PERSONAL RESOLUTION (10 Minutes)**

*Note: Handout: “My Personal Resolution” Form*

Now take a few minutes to compose a ‘personal resolution’. It can be on anything that you have decided to do – for example, mine would be on establishing a consistent prayer practice throughout this spring and summer.

Please use the form provided, and you will see that the “Resolved” (the decision) is listed first here, and the “Whereas” (the reasons) are listed next.

\*\*\*\*\*

Would anyone like to share their resolution? (5 Minutes)

**#1****BRAINSTORM (5 Minutes)**

It's so easy to turn our personal decisions into a resolution. Why, then, are CWL resolutions so much more difficult? Why is the protocol and all of the rules necessary?

\*\*\*\*ASK FOR INPUT

- Importance, seriousness of concern
- National organization – blue print so that all are the same
- CWL reputation for professionalism – our influence and acceptance by government
- Need to be taken seriously
- ...

Let's try to simplify the resolution process step by step – as outlined in Appendix I of our National Policy and Procedure Manual. Please note that “pray at every stage” is a basic step in preparing a resolution.

– **Have 2 people read scene of two women having coffee together. (5 Minutes)**

What has happened here? A concern leads to a plan leads to a committee leads to research.....

**#2****DEVELOPING A RESOLUTION (40 Minutes)**

So, these ladies have discovered a concern that needs to be addressed. The concern is that large semi trucks without mud guards can be dangerous and cause severe damage to vehicles.

These wonderful ladies have now formed a committee, done their research and are now ready to write the resolution. ~ **As we go through this if you have any questions please ask!!**

The first step in writing the resolution is to decide who we want to take action on the issue and what action we want them to take. These things are always stated in our Resolved clauses. (So we are basically starting from the bottom and working our way up the page.) The most important things to remember about the resolved clauses is that they should be positive and when read they need to make sense on their own, explaining the full purpose of the resolution. This clause *must* include: the name of the council requesting the action, the organization the resolution is directed to and the action that is requested.

*~ During each step of this process have the members try to come up with the wording ~ Have someone scribing on flip chart paper.*

## #1

So we say: Therefore be it

**Resolved** that **Sacred Heart Parish Council** through the National Council of the Catholic Women's League of Canada urge **the federal government** to amend the Canadian Motor Vehicle Safety Standards to require the use of aerodynamic designed mudguards on heavy commercial vehicles.

**(Bridging papers)** We have bridging clauses to ensure that the action is not taken until the resolution is adopted at the level that it is destined and so that the resolution is properly forwarded to its destination.

And be it further

**Resolved** that this resolution be forwarded to the **Kamloops Diocesan Council** for consideration at the 2009 diocesan convention.

If this resolution is then passed at the diocesan convention the above resolved clause would then be changed to state the **BC/Yukon Provincial Council**. And if passed at the provincial level this bridging clause would then be removed as it goes to national.

## #2

Now once we have the Resolved clauses completed we write the Whereas clauses. The first Whereas clause should define the issue and may have some of the same wording that is in the resolved clause. Again these clauses should be positive, based on documented, accurate facts and be clear and concise.

**Whereas** The Canadian Motor Vehicle Safety Standards does not require the use of aerodynamic designed mudguards on heavy commercial vehicles. And

**Whereas** Heavy commercial vehicles without aerodynamic mudguards can cause extensive spray onto other vehicles on wet roads, resulting in possible accidents and/or rock damage. And

**Whereas** Studies have indicated that heavy commercial vehicles that use aerodynamic mudguards reduce the amount of spray projected on wet roads.

So there you are, you now have a resolution! But our work is not quite yet finished, we need to write the brief. A brief is just a concise statement of fact that expands

on the resolution and explains why the resolution is necessary. The opening paragraph needs to contain a statement about the issue and it should outline why the specific action is requested in the resolved clause. We usually take this from our first Whereas clause and expand on the statement of facts that it makes. We always need to take our facts straight from the originating source, it cannot be second or third hand information.

So regarding our 1<sup>st</sup> Whereas clause we would need to find the Canadian Motor Vehicle Safety Standards and confirm that what we are requesting is not already addressed in this document. We would continue by finding reliable examples of accidents that have resulted from truck overspray and stats of rock damage done to vehicles due to this same problem. All of this would then be part of the backup material.

## #1

We could begin our brief with:

The Canadian Motor Vehicle Safety Standards (CMVSS) does not require the use of aerodynamic designed mudguards on heavy commercial vehicles. Heavy commercial vehicles that do not use aerodynamic mudguards create large amounts of spray when on wet roads resulting in possible accidents, such as... (examples) and/or rock damage to vehicles. (give stats)

We would then continue on by stating the studies that have been done that support the positive results of what we are asking for.

~ End your brief by giving a positive statement on why amending the CMVSS would be a good thing for the people of Canada. ~ *Have the members come up with this sentence!*

## Parenthetical Referencing – Hand out papers and explain

**Eg:** Parenthetical referencing is one way to show where you got the information in your brief. This is not the same as the bibliography and it's not as complicated as it sounds. Basically, it is the last name of the author followed by the page number: example (Smith 148). See variations in handout.

## #2

### Explain Bibliography

The bibliography lists 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, volume or issue number, and publishing date.

NOTE THAT ALL INFORMATION USED IN THE BRIEF MUST BE HIGHLIGHTED AND FLAGGED IN THE SUPPORT MATERIAL.

**Draft an action plan** (5 Minutes)

What do you want to happen? What is reasonable to expect? *Have ladies brainstorm action plan.*

**#1**

**Present for adoption** (3 Minutes)

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 customary method is to present the resolution after the report of the standing committee to which it pertains. 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 (except at National level) is responsible for

- ensuring that the president and secretary sign it 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 resolutions chairperson at the next level before the deadline date
- ensuring that a submitting council member is prepared to speak briefly in favour of the resolution at the relevant convention

\*\*\*\*\*CHECKLIST: You have all been given a copy of the checklist. Please note that it should be completed carefully BEFORE a resolution is sent to the next level.

**Pray at every stage**

**#2**

**WHAT NOW?** (5 Minutes)

Resolutions move from parish to diocesan to provincial to national – unless they are directed to a diocesan or provincial council. If the work is well done at parish level, the process is easier for everyone involved. To ensure the quality, the relevance, the need of a resolution there is a Resolutions Review Committee at the Diocesan, Provincial and National levels. Please note that the fate of a resolution does not rest with one member but with a committee who understands and respects the work and dedication it takes to develop a resolution.

Of course the resolution process does not end once the resolution is passed – government meetings are planned, letters are written, the action plan needs to be implemented which is the responsibility of every member of the League! Without each of you taking the necessary action needed the resolution is only words on paper!

So as you can see resolutions begin at the grassroots parish level, work their way up to the level it is intended to be addressed to, and then it again becomes the responsibility of the members at the grassroots to make the resolution come truly alive!

### **#1**

We hope we have all learned something about resolutions and that we put it into practice. Are there any questions or anything that needs further clarification?

### **Closing Prayer**

WE THANK-YOU, FATHER, FOR THE OPPORTUNITY TO SHARE AND LEARN TOGETHER AND FOR YOUR GUIDANCE. WE ASK THAT YOU CONTINUE TO GUIDE US IN TURNING OUR FAITH INTO ACTION WITH RESOLUTIONS, THAT WE MAY BE A POSITIVE INFLUENCE IN THE WORLD, AND THAT WE MAY TRULY BE CALLED TO HOLINESS THROUGH SERVICE TO YOUR PEOPLE. WE ASK THIS IN THE NAME OF JESUS, YOUR SON, THROUGH THE INTERCESSION OF OUR LADY OF GOOD COUNSEL. AMEN.

**Total Time of Workshop: 90 Minutes**

**MY PERSONAL RESOLUTION**

**I Resolve** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Whereas** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Whereas** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## RESOLUTIONS WORKSHOP

SKIT RE: Researching the Issue

Two ladies sitting at a table with a cup of coffee

**Lady #1**

Did you hear on the news last night about that terrible accident on the highway? A mother and baby were killed and they say it was caused by the wet roads, when she got behind a commercial truck that didn't have mudguards and the water sprayed up so bad that she wasn't able to see and ended up going off the road!

**Lady #2**

I know it's an awful situation. The poor family! And in the article I read in the paper this morning it said that the whole thing could possibly have been avoided if the truck had aerodynamic mudguards, but that the Canadian Motor Vehicle Safety Standards doesn't require heavy commercial trucks to use them.

**Lady #1**

It is awful, but what can we do about it? I mean, how can just the two of us change this situation? It's not like we have any control over what the Canadian Motor Vehicle Safety Standards requires!

**Lady #2**

Well, there is a way that we can use the network of the League to help educate people about this situation and maybe make some changes.

**Lady #1**

Why don't we write a resolution about it and that would educate all our members on this issue? And if we ask the federal government to make changes to the Safety Standards then we would have the backing of all the members across Canada, almost 100,000 ladies and their families! The government should listen to us then!

**Lady #2**

Good idea! Why don't we speak to our parish president and see if we can get this topic on the agenda for our next parish council meeting? I will make the motion if you second it, and we can find out if anyone else feels the same way as we do.

**Lady #1**

That's a really good idea. We still have time before the deadline to submit our title – isn't it the end of January? \_\_\_(name)\_\_\_ would you consider chairing the committee? You're so organized.

**Lady #2**

I would really like to do that, and I know that we won't have any trouble getting a committee together, I can already think of some ladies in our council that have a deep concern for community issues.

**Lady #1**

Great! But first I think we should make sure the CWL hasn't already done a resolution on this topic, so if you like I will double check the National P&P and if there isn't one then I will find us a copy of the Canadian Motor Vehicle Safety Standards.

**Lady #2**

That would be wonderful! Hey, why don't we ask Suzie if she will help by trying to find studies that have been done on aerodynamic mudguards? She is really a computer whiz and I know that she likes doing that kind of work. And I will contact our local MP to see if she is aware of the issue and if she has any suggestions for us.

**Lady #1**

Wow, this is exciting! Let's get together with some of the girls next week and pass it by them—see if they want to work with us. We can try to educate every League member; the more people know the greater difference we can make!

**Lady #2**

Do you have any idea of what we should this resolution? ..... What about "Amend Canadian Motor Vehicle Safety Standards"?

**Lady #1**

Sounds great! Let's get that committee together!

## PARENTHETICAL DOCUMENTATION

A research paper requires two different forms of documentation: a *Works Cited* list, which is placed at the end of the paper, and **parenthetical documentation**, which is embedded within the text of the paper. In both cases, you must give the source of everything that you borrow: direct quotations, passages, information and/or ideas.

For parenthetical documentation, **unless otherwise indicated, the author's last name and the page number are enough to identify the source**. More detailed information about the source is found on the *Works Cited* list.

Please also note that the period, indicating the end of the sentence, is put AFTER the bracket.

*Example: The snow fell "like gobbets of soap froth" (Laurence 76).*

**The chart below shows how to do parenthetical referencing for various sources.**

| SOURCE  | PARENTHETICAL REFERENCE  |
|---|--|
| <p>BOOK: SINGLE AUTHOR</p> <p>SAME AUTHOR: 2 OR MORE BOOKS/ARTICLES<br/>If there are references to two or more works by the same author, include a key word from the book title or the year of the article's publication between the author's last name and the page reference.</p> <p>2 AUTHORS</p> <p>MORE THAN 2 AUTHORS</p> <p>SHAKESPEARE (ACT. scene. line numbers)<br/>Capital roman numerals are used for the Act, small roman numerals are used for the scene, and Arabic numerals are used for line numbers. All are separated <b>only</b> by a period.</p> | <p>(Atwood 57)</p> <p>(Laurence <u>Jest</u> 182)<br/>(Munro 1968 23)</p> <p>(Strunk and White 247)</p> <p>(Edens et al. 43)</p> <p>(II.iv.67-68)</p> |
| <p>NEWSPAPER<br/>Author's last name is given as reference</p> <p>NEWSPAPER: NO AUTHOR<br/>Title of article is given as reference</p>  | <p>(Sumi)</p> <p>("Drunk Driver Charged")</p>  |
| <p>MAGAZINE</p> <p>MAGAZINE: NO AUTHOR<br/>Title of article is given as reference, along with page reference.</p>   | <p>(Thompson 62)</p> <p>("Viennese Debunk" 25)</p>   |
| <p>TELEVISION/RADIO PROGRAM/DVD<br/>The director's last name is given as reference.</p> <p>RECORDING/INTERVIEW<br/>The performer's or interviewee's last name is given as reference.</p>  | <p>(Polanski)</p> <p>(Garrett)</p>   |
| <p>INTERNET: BOOK, DATABASE, WEBSITE<br/>Author's last name is given as reference, followed by an indication that the source is internet based.</p> <p>INTERNET: AUTHOR UNKNOWN<br/>Title of article (or site name, if no article title) is given as reference, followed by an indication that the source is internet based.</p>  | <p>(Thompson, Internet)</p> <p>("Lovely Planet", Internet)</p>   |