

Recipe for League Resolutions

Ingredients List

- ☞ 1 resolution topic
- ☞ 1 committee
- ☞ 1 or more prayers
- ☞ 1 *Resolutions Handbook*
- ☞ 1 *Resolutions Guide*
- ☞ 1 or more resolved clause(s)
- ☞ 1 or more bridging clause(s)
- ☞ 1 brief
- ☞ 1 works cited list
- ☞ 1 action plan
- ☞ 1 printed file original sourced research
- ☞ 1 *Checklist for Reviewing Resolutions*
- ☞ 1 cover letter
- ☞ 1 digital file of resolution

Preparation Instructions:

1. League policies and procedures guide the resolutions process.
2. Prayers should accompany the process, asking the Holy Spirit “to give light to our minds and strength through our wills” and through Mary’s intercession as League patroness.
3. Any member can initiate a resolution; however, the topic should first be approved by a motion of the council before a subcommittee is appointed.
4. The subcommittee to study and research the topic and to develop the resolution reports to the chairperson of social justice.
5. Refer to the *Resolutions Handbook* and the *Resolutions Guide*, which detail the resolutions process. When possible, participate in a diocesan or provincial resolutions workshop.
6. Notify the next level of the League about the resolution topic, seek guidance as necessary, and ascertain the deadline date for the resolution to be submitted to the next level for consideration at the annual meeting of members.

Yield:

- one resolution
- advocacy
- knowledge about topic
- camaraderie and teamwork
- faith in action

Nutritional Information:

A League resolution:

- aligns with the teachings of the church
- states League position
- may be the basis for a position paper

7. Consult the national website (cwl.ca) for resolutions in the most current format (no ‘whereas’ clauses) and other resolutions or position papers relating to the topic.
8. Research and gather support material for the resolution (suggestions in the *Resolutions Handbook*). Assess and evaluate sources of information using the RADAR method (J. Mandalios).
9. Use terminology for the clause(s) according to the examples in the *Resolutions Handbook*.
 - Compose the resolved clause(s) stating the name of the council requesting the action, the next level of the League being entrusted with the resolution (its final destination), the name of the organization or government to which the resolution is directed and state clearly what action is being requested.
 - Compose the bridging clause(s) so the resolution gets forwarded through the levels to its final destination and so that no action is taken on the resolution until it has been adopted at its final destination within the League.
10. Compose a one-page ‘brief’ concisely and factually supporting the resolution’s intent using information, quotes and parenthetical references from reliable sources of research material.
11. Prepare the works cited list of sources cited in the brief in alphabetical order, using the Modern Language Association format.
12. Develop the action plan of recommendations for members to act on the objective of the resolution.
13. Review the resolution to ensure it meets the League’s criteria for accepting resolutions (in the *Resolutions Handbook*).
14. Prepare a file of print copies of the original sourced material, corresponding to the order of the works cited list—flag and highlight in the material all statistics, direct quotes and paraphrasing referenced within the brief.
15. Review the resolution to meet all requirements of the *Checklist for Reviewing Resolutions*. A printed and completed copy of the checklist (a fillable copy is available on the national website) must accompany the resolution file.
16. Follow the steps for formal presentation and adoption of the resolution at a regular council meeting (in *Resolutions Handbook*). It is advisable to have a prepared three-minute statement to speak in support of the resolution when the motion is opened for debate.
17. After adoption, prepare a cover letter signed by the president and secretary, stating the resolution has been adopted by a majority vote of council members. Include the date of the meeting and the mailing address of the submitting council. The names of subcommittee members may also be stated.
18. Submit the complete resolution file, cover letter and checklist in print to the next level of the League by the specified deadline date to be considered at the annual meeting of members. Keep a complete print copy of the resolution file for the council’s records.
19. Email the complete resolution file to the next level of the League, or save it to a universal serial bus (USB) drive to accompany the printed resolution file. †

Timing:

- Time start-up with deadline dates in mind:
 - for adoption by the originating council and
 - before deadline date to submit to next level of the League
- Time for research and development of resolution varies due to:
 - complexity of topic
 - skills, experience, availability and subcommittee size