



Resolutions Standing Committee Directive #2

November 18, 2015

From: Linda Squarzolo Ontario Provincial Council Resolutions Standing Committee Chairperson
To: Diocesan Resolutions Standing Committee Chairpersons
Copy to: Ontario Provincial Council, Diocesan Presidents, National Resolutions Standing Committee Chairperson

***"Consult not your fears but your hopes and your dreams.
Think not about your frustrations but about your unfulfilled potential.
Concern yourself not with what you tried to do and failed in,
But with what it is still possible for you to do."* St. John XXIII**

In this upcoming Year of Mercy, beginning on December 8, 2015, the Resolution Standing Committee has chosen St. John XXIII as the saint for our committee. During this time we will focus on resolutions, from the past, which relate to the spiritual and corporal works of mercy. These resolutions are still active because the government has not acted to change the situation. More information will be coming in future directives.

The focus of this directive is to outline the process of writing new resolutions. Every resolutions chair should have a copy of the national publication "**Resolutions Supplement to the Executive Handbook.**" This 34-page document is an important tool to use when preparing a resolution. It outlines the guidelines to follow and detailed requirements. It is available on the national website (cwl.ca) and can be read online, downloaded or printed. I will highlight some of the important points.

Every resolution has five basic parts: the resolution itself, the brief, the works cited (bibliography), the action plan and a checklist for reviewing proposed resolutions.

Getting Started

If a member has a concern about a particular issue, she brings it to a general meeting of her parish CWL council and explains her concerns. A **motion** is then be made to **form a committee** to research the topic. The committee would consist of the member who brought the issue, the resolutions chair and a few other interested members. The president and spiritual advisor would be kept informed about the work of the committee and are considered ex officio members of the committee.

When choosing the topic, check to see if the topic was covered by a previous resolution. If it was done before, ask how is this issue is different.

Some councils have already advised me that they are currently in the process doing their **research**. A few points to remember:

- Information gathered should contain Canadian statistics
- Primary sources must be used, i.e. if a newspaper article makes reference to information from a certain organization, find the original research rather than using the newspaper as the source
- Write letters to government ministries to find out what the current legislation says, to local MP or MPP to share research he/she has done
- Write letters of inquiry to professional groups, special interest groups to gather their opinions and data
- Keep a list of sources used, including author, title, publisher, webpage, date, page numbers, etc. This information will be needed when doing footnotes and bibliography.
- Make copies of the sources

The Resolution

Once the research has been completed, it is time to write the resolution. The format of the resolution uses very formal language. Study previous resolutions to see how they are formatted and worded. The font used through all parts of the resolution is "New Times Roman" size 11.

Write the **resolved clauses** first. They state what you want to be done.

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

The **whereas clauses** give the reasons for the request.

Bridging clauses outline which level of the League will bring the resolution forward, i.e. diocesan, provincial or national. Is the action meant to be taken to government or is it for the education of members?

The Brief

The **brief** is an essay to explain the resolution and why it is necessary. It contains accurate facts from the research to support the resolution. It must be **one page or less in length**. The font used is "New Times Roman" size 11.

The opening paragraph contains a statement about the issue.

The subsequent paragraphs give explanations why the resolution is important. The facts are stated in the same order as the whereas clauses. Other reasons and facts can also be included.

The closing paragraph must summarize and emphasize the validity of the issue.

Works Cited

All the sources used for the resolution are listed on a separate page. If the League approaches government with a resolution, it must ensure that the facts and statistics are accurate and relevant.

The list of all books, articles, papers and letters used in the research are listed alphabetically by the author's surname. These are the sources that are quoted in the brief. A second list follows, on the same page, called "**Other Sources**". These are references that were also used but were not quoted.

All of these references follow the certain format and can be seen in the "Resolutions Supplement to the Executive Handbook".

Action Plans

The action plan is developed to educate members about how they can assist to make the resolution a reality. Members may be asked to write letters, become informed, invite guest speakers, etc.

Checklist for Reviewing Proposed Resolutions

The checklist is available on pages 21 and 22 of the 'Resolutions. Supplement to the Executive Handbook". It gives the committee a list of all materials required for the complete resolution.

Deadlines

- If your council is currently working on a resolution and hope to have it ready to be approved in 2016, you must send the topic of the resolution to the provincial resolutions chair on, or before, **December 10, 2015**.
- When you have drafted your resolution and brief, send me a copy of both by **February 28, 2016** via email. This is your working copy and advice will be offered on what changes may need to be made.
- Immediately following your diocesan convention, you must send to me **three (3)** copies of the complete resolution (resolution, brief, works cited, action plan, checklist) and **three (3)** copies of the supporting research in **binders**.
- If the resolution was amended at the diocesan convention, the resolution approved at the diocesan convention must be sent.
- A letter signed by the president and recording secretary indicating that the resolution was approved at the diocesan convention.

In closing I would offer a quote from St. John XXIII which expresses how it feels to be a member of the wonderful sisterhood, The Catholic Women's League of Canada....

"I have looked into your eyes with my eyes;
I have put my heart near your heart."

May God bless you as your resolution work makes our country a place of justice for all its citizens.

Sincerely,

Linda

Linda Squarzolo
Resolutions Standing Committee Chair
Ontario Provincial Council