

## 6. DRAFT THE BRIDGING CLAUSE(S)

Bridging clauses are used to ensure that

- **action on resolutions is only taken when it has been adopted at the League convention (annual meeting) of its final destination (e.g. national)**

- the resolution is properly forwarded to its destination

The following **bridging** clauses may be used:

- Resolved, that this resolution be forwarded to the national council for consideration at its \_\_ [20..]\_\_ annual national convention. (Use when requesting national action).
- 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.)
- 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 resolved clause(s) clearly states **what level of the League is requested to take action and what action is being requested**. This may require more than one resolved clause if there is more than one level requested to take an action or more than one action requested.

### SAMPLES of RESOLVED CLAUSES

#### Parish

- ✓ **RESOLVED**, That \_\_\_ Parish Council, through \_\_\_ Diocesan Council of The CWL of Canada, urge the Catholic school boards in the diocese to...; and
- ✓ **RESOLVED**, That \_\_\_\_\_ Parish Council, through \_\_\_ Provincial Council of The CWL of Canada, urge the provincial government to... and be it
- ✓ **RESOLVED**, That \_\_\_ Parish Council, through national council of The CWL of Canada, urge the federal government to ...; and be it further
- ✓ **RESOLVED**, That this resolution be forwarded to \_\_\_ Diocesan Council of The CWL of Canada, for consideration at the 20\_\_ annual convention.

#### Diocesan

- ✓ **RESOLVED**, That \_\_\_ Diocesan Council in 20 \_\_ annual diocesan convention assembled, through \_\_\_ Provincial Council of The CWL of Canada, urge the provincial government to...; and
- ✓ **RESOLVED**, That \_\_\_ Diocesan Council in 20 \_\_ annual diocesan convention assembled, through the national council of The CWL of Canada, urge the federal government, to ...; and be it further

- ✓ **RESOLVED**, That this resolution be forwarded to the \_\_ Provincial Council of The CWL of Canada, for consideration at the 20 \_\_ annual convention.

#### Provincial

- ✓ **RESOLVED**, That \_\_\_ Provincial Council of The CWL of Canada in 20\_\_ annual convention assembled, urge the provincial government to...
- ✓ **RESOLVED**, That \_\_ Provincial Council in 20\_\_ convention assembled, through national council of The CWL of Canada, urge the federal government, to...; and be it further
- ✓ **RESOLVED**, That this resolution be forwarded to national council, of The CWL of Canada, for consideration at the 20\_\_ annual national convention.

*N.B. Always write "The Catholic Women's League of Canada" in full.*

### COMPOSING THE 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, the members at convention, and the officials or group to whom the resolution is directed. It is comparable to discussion or debate in favour of a resolution during its consideration at a meeting or convention.

## 7. DRAFT THE ACCOMPANYING BRIEF

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. Expand on the reasons by describing the most important ones first. 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:

- Develop the facts and reasoning logically.
- Use relevant and current facts from reliable sources.
- Insert in-text citations after each fact or statement obtained from reference materials (use quotation marks for exact quotes).
- Avoid the promotion of assumptions as if they are facts.
- Maintain a dignified tone.
- Ensure spelling and grammatical accuracy.
- Limit the **brief to one page or less**.

## 8. SOURCE REFERENCES

The League uses *MLA Handbook* (8<sup>th</sup> ed.) when referencing sources in briefs and works cited. The Online Writing Lab at Purdue University (owl.purdue.edu) provides instructions for the MLA style guide.

- In-text citations (parenthetical references) are the easiest way to identify the source of statistics, direct quotations and ideas within the brief, and lead to the bibliographic details of original source material in the works cited.
- Works cited (on a separate page) are listed in alphabetical order and must accompany the brief, along with print copies of the support material.
- Other useful online sites are CitationMachine.net and EasyBib.com.

## 9. ACTION PLAN

An action plan is developed to implement action on the resolved clauses, e.g. members to become aware...; invite speakers...; write letters...; become familiar with a particular law, publication, government stance; etc.

## 10. CHECKLIST

A completed "Checklist for Reviewing Proposed Resolutions" must accompany... . A PDF fillable form is available on the national website cwl.ca).

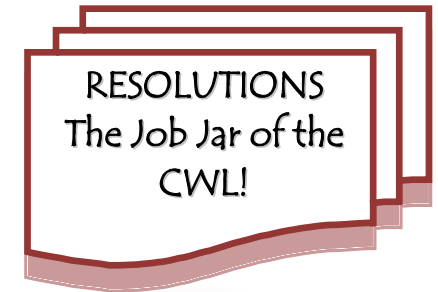
### OTHER INFORMATION/MATERIALS REQUIRED

- A file of all **original source material** in the same alphabetic order as in the works cited list.
- Flagged and highlighted citations in research (back-up) material.
- A cover letter verifying adoption of the resolution by a majority vote of the applicable council, dated and signed by the president and recording secretary.
- A completed **Checklist for Reviewing Proposed Resolutions must accompany** the resolution at each level through which it is adopted.
- The **mailing address** of original submitting parish council, if applicable.

### RECOMMENDATIONS

- Resolution, brief, cited works and action plan documents should be presented with **line numbering** in the left margin. Use a **font** that is professional in appearance (non-decorative) and no smaller than size 11 point.
- If possible, provide an **electronic copy** of the resolution, brief, references and action plan to the level directed.
- Resolution package must contain a statement of adoption, date and required signatures from the previous level.

# RESOLUTIONS GUIDE



Revised: September 2020

**FOR CURRENT AND COMPLETE  
INFORMATION PLEASE REFER TO:**

*Resolutions Supplement to the  
Executive Handbook*

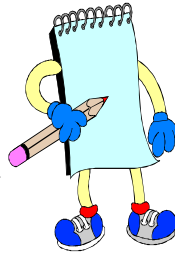
www.cwl.ca

## 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.

## DIRECTION/PURPOSE OF A RESOLUTION

- ✓ **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.
- ✓ **directed within the League**, its purpose is to propose a plan, establish a policy, or recommend action.
- ✓ **directed 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)

## RESOLUTIONS

- ✓ usually originate in **parish councils**
- ✓ **standing committee chairperson** at diocesan, provincial or national level may submit a resolution at her level.

**Resolutions must be well-researched, with careful planning and attention to details.**

## 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 Council**

- member of a parish council may ask her council to discuss an issue of concern.
- 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.

**Resolutions can only be acted upon by members when adopted at a League convention (annual meeting).**

### 3. **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 chairperson of resolutions.

**Other committee members** should include

- **spiritual advisor** (guides the committee in church teaching as it applies to the issue), **council president** (*ex officio* member), **chairperson of resolutions** if not chosen as committee chairperson (provides guidance on procedure, format and any other pertinent information for processing a resolution).
- One or two other interested members.

**The intent of the resolution must remain constant as it is adopted at all levels.**

### 4. **Research and Gather Support Material**

- Check for a **list of resolutions and position papers** adopted by national council on the website: [cwl.ca](http://cwl.ca). Provincial and diocesan chairpersons of resolutions will know if the issue has been addressed at their level.
- Find out if other councils are studying, or have studied the issue, allowing for cooperation and sharing of information.
- Contact the locally-elected representative, or research online, to determine to which government ministries letters of inquiry should be directed.
- Write **letters of inquiry** (or e-mails) to appropriate government departments requesting information such as copies of legislation, regulations and committee reports.
- Write **letters of inquiry** (or e-mails) to professional groups or special interest groups to gather their opinions.
- **Review** books, journal (magazine) articles, *Hansard*, videos, radio and television programs and credible Canadian websites.
- **Write to League officers** at the appropriate level to check on issues that relate to internal matters, policy or programs.
- **Study** the back-up material, and consider the responses to the letters of inquiry to determine if enough facts have been uncovered to justify a resolution.
- Provide the council with the **recommendation** as to whether or not to proceed with a resolution.



## COMPOSING THE RESOLUTION

Standard format for all resolutions is:  
**RESOLVED**, \_\_\_[level]\_\_\_ council of...

### 5. **Draft the resolved clause(s)**

This is the **action clause** that 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

The **Resolved clause** contains three essential parts:

- name of the council requesting the action
- title of the official or group to whom the resolution is directed
- **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/board for education through standing committee chairpersons. For proper bridging, please use the appropriate **bridging clause(s)**.



Resolutions should be submitted to the diocesan/provincial chairperson of resolutions by pre-set deadlines. Parish councils are requested to advise the diocesan chairperson of resolutions of its council's intent to submit a resolution, and the nature of the topic as soon as it is determined.