

**CFUW Resolutions
Information and Guidelines
2014 - 2015**

CFUW Resolutions Committee
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Dedication

This Booklet is dedicated to all former CFUW Resolutions Chairs without whose tireless work, vision and commitment, CFUW would not have the process in place that allows it to develop policies of national and international significance.

It is also dedicated to the countless proposers of resolutions over the years, who have made CFUW advocacy the respected tool that it has become.

WHY Develop CFUW Resolutions?

Resolutions are the cornerstone of CFUW Policy. CFUW's public policy positions and advocacy are based on CFUW resolutions that come from the grass-roots and are determined by the CFUW Eligible Voters at the CFUW AGM. They deal with issues of concern to any level of government. The resolutions give direction and focus to CFUW advocacy and further the work of CFUW in the public arena.

The CFUW Resolutions process is an opportunity for CFUW members to rally around issues of international, national, provincial and local importance. When CFUW adopts a Resolution at the CFUW AGM it becomes CFUW policy. For the purposes of this guideline "**Proposed Resolution**" refers to those documents that will go forward to the CFUW AGM. If adopted by the Voting Body they become CFUW **Policies**.

CFUW members CREATE RESOLUTIONS TO:

- Give direction and focus to CFUW advocacy
- Address current issues,
- Engage members from coast to coast.
- Educate members
- Seek positive change
- Further the work of CFUW in the public arena
- Fulfill the CFUW Strategic Plan goal to be the leading women's organization in Canada

CFUW members CREATE RESOLUTIONS WHICH BECOME POLICY ENABLING CFUW TO TAKE ACTION:

- By contacting elected MPs, MPPs, MNAs, MLAs, on occasion Municipal authorities, like minded organizations and United Nations entities to inform them about CFUW policy.
- By using policy as a foundation for Briefs to Ministers of the Crown, House, Senate, Royal Commission and other hearings.

WHO Develops CFUW Resolutions?

This guide deals only with resolutions directed to CFUW and IFUW

A resolution may be proposed for the CFUW AGM by:

- CFUW Clubs: needs approval of Club President and Club
- CFUW Board of Directors working with Committee
- CFUW Standing Committees: needs approval of Committee members & a Board partner
- CFUW Provincial/Regional Councils – needs a Board partner and approval from Council Executive

Policies for consideration at an IFUW Triennial Meeting will be considered by the CFUW International Relations Committee, which will make a recommendation to the CFUW Board of Directors. A CFUW Proposing Body may request that its policy be forwarded to IFUW for consideration. If needed, the Coordinator for International Relations may consult with the CFUW Resolutions Chair.

CFUW Councils may formulate resolutions to deal with issues in their **province**.

CFUW Clubs may also create a resolution for its own use to deal with a **local issue**. Such a resolution must be in keeping with CFUW's mission and must not contradict any of its policies.

HOW to Develop CFUW Resolutions

1. Initial Steps

a. Proposers identify an issue – then check Policy Book Online at

<http://www.cfuw.org/policy-book-online.aspx> to find out if CFUW already has a policy. If there is no policy on the issue consider:

- Is it a local, provincial, national or international issue?
- What do you want done?
- How do you want it done?
- Are there fiscal implications?
- Will it help women in Canada?
- Will it help women elsewhere?
- Is there an educational component?
- Can this policy go forward to IFUW?

Is the Jurisdiction:

- Local: Does this local issue have implications across the country?
- Provincial: Does this address a provincial concern?
- National: Does this concern fall under federal jurisdiction? Deal with Aboriginal issues?
- International: Does it have national and international implications? Does it relate to the United Nations? Peace?

Note -To update, review or rescind a resolution found in the *Policy Book Online* , CFUW uses the same process as it does for a new resolution. (Board motions, 2009)

b. Create local committee to Develop Resolution

- Research, organize and analyze the information
- Decide what you want (outcome)
- Determine your target audience (e.g., federal, provincial. territorial governments etc)
- Write a general statement that will outline the initial wording of the resolution.

c. Prepare and Submit your “Intent to Submit a resolution” form - Use the form included in this guide- Appendix F – **Deadline June 30**. The resolution is starting to take shape- it now has a title and Resolved Clause(s).

2. DRAFT Resolution Components

Resolution must have resolved clauses, background and bibliography

THE GOOD RESOLUTION

- Has one topic: a resolution, when read straight through, forms a single complete sentence
- Respects the purposes and interests of CFUW – should further **education, women's (and girls') equality, human rights or the common good**
- Initiates new policy; expands existing policy

- Is a concern anywhere in Canada or internationally
- Is non-partisan, clear, concise, unambiguous and free of all jargon
- Is never negative. The principle of discussion under Robert's Rules is that an affirmative proposition is to be acted on.
- Spells out **all** acronyms
- Provides well-researched and balanced information
- Makes a statement that becomes CFUW policy and is used as a basis for action.

RESOLVED CLAUSES:

- Begin with "RESOLVED, That". CFUW uses background material instead of Whereas Clauses.
- Address the relevant level(s) of government. Most CFUW resolutions are directed at federal, provincial and territorial governments of Canada, and on some occasions municipal.
- Must be able to stand alone and be understood without the accompanying background. The vote is taken only on the Resolved Clauses and never on the background.
- During the vote, the resolved clauses may be separated for voting, with each clause being ratified separately
- Robert's Rules suggests wording for lists, such as "including, but not restricted to." Be aware of other resolutions that have been passed on your issue and refer to them at the top of your resolutions document.
- Robert's Rules, latest edition, is the final authority on the wording of the resolved clauses if CFUW does not already have a policy.
- See Appendix D for some sample operative words that are common to RESOLVED clauses. CFUW traditionally uses the words: "urges" the Government of Canada.
- Example:
RESOLVED, That the Canadian Federation of Women (CFUW) urge the Government of Canada , provincial and territorial governments to take appropriate steps to improve measures to prevent violence against women.

BACKGROUND:

The background material summarizes the research from which you developed the resolution and explains and supports the resolution. Good background material is helpful to Clubs and to later advocacy and contains:

- An overview, summary and a conclusion about the topic
- Well-researched information from more than one source
- Support for each resolved clause with documentation in the Background.
- Objective scientific data that supports the resolution (if appropriate)
- Statistics and definitions of terms (if necessary)
- A glossary (if necessary)
- A discussion of the situation across the country (or internationally where appropriate)
- Both sides of the issue in a carefully reasoned, succinct and logical manner

BIBLIOGRAPHY:

- Uses APA format (American Psychological Association) - see Appendix E for guide to APA
- Includes both primary and secondary sources
- Indicates the sources; demonstrates the variety, quality and depth of research; and provides sources for others to read and to research.

- Web-based research should include:
 - References to primary sources, especially when discussing reports, laws, Bills
 - The full URL and the date of retrieval
 - Keep a printed copy in case the page is no longer available at the time of club study;

3. Submit Draft Resolution to National Resolutions Committee for review

Use this format to electronically submit the Draft proposed resolution to Resolutions Committee

- Arial; 12 point, 8.5x11 page
- Single spaced
- Justified left margins
- Please do not use Header and Footer.
- 4 page maximum for Resolved and Background
- 2 page maximum for Bibliography
- Do not send PDF files

Preferred Dictionary: Barber, Katherine: *Canadian Oxford Dictionary*. Oxford University Press, 1998.

Send the complete Resolution with all its parts to resolutions@cfuw.org by **September 30**.

Proposers receive Feedback from National Resolutions Committee - From September 30 to early November, the National Resolutions Committee:

- Works with the proposers to finalize the resolution
- Studies each proposed resolution
- Reserves the right to offer suggestions to the Proposing Club/Committee.
- Reserves the right to reject proposed resolutions if based on patently incorrect information.

Proposers resubmit Draft Resolutions - Proposing clubs make any changes based on feedback provided and send their proposed draft resolutions to resolutions@cfuw.org for posting online and sending out to clubs. Check all hyperlinks in the documents and see that they are functioning as of **November 1**.

4. Resolution Amendments

Soon after November 15 the proposed resolutions are placed online and sent to Clubs for discussion, consideration, debate, and amendments. What is an amendment?

“An amendment must always be **germane** - that is, closely related to, or having bearing on, the subject of the motion to be amended. This means **no new subject can be introduced** under the pretext of being an amendment. *Roberts Rules of Order, Newly Revised. 10th edition, 2000*

Amendments should be designed to make a better resolution

a. Procedure for Clubs:

Use the Amendment Form as provided for each resolution in the proposed draft resolution package distributed in November. The Word document may be completed and returned to the resolution's designated email address (i.e. resolution1@cfdu.org, resolution2@cfdu.org) as attachments.

Deadline for receipt of amendments is March 31.

No PDF documents can be considered.

b. Procedure for the Proposers:

Amendments are sent directly to the proposers by the amending clubs (through the resolution's designated email address) with all amendments received by the deadline of **March 31**.

The Resolutions Proposers must review all the amendments to their proposed Resolution and may accept or reject them. If an amendment is accepted, it will be incorporated into the amended Resolution and will be presented at the AGM. If an amendment to the proposed Resolution is not accepted, there is still an opportunity to bring it forward during the AGM. The Resolution proposers must notify the amending Club(s) by late May if an amendment has been accepted or rejected.

The Proposers work with the Resolutions Committee to finalize the Amended Proposed Resolutions. These must reach the Resolutions Chair and a copy to National Office by May 15. After **May 15**, the Amended Proposed Resolutions for the CFUW AGM will be placed on the CFUW admin website at www.cfuwadmin.org. They will also be sent to CFUW Clubs.

5. Resolutions at the CFUW AGM

Amendment opportunities at the AGM - No new amendments may be put forward. Only amendments proposed during the Club amending process (November 15 to March 31) may be considered.

For Clubs: A club whose amendment to the proposed Resolution was not accepted prior to the AGM, may bring it forward at a prearranged event held either at the AGM or prior to it, and/or put it up for consideration when the resolution is discussed by the CFUW Voting Body. Amendments to the amendments may be proposed, if they are made by adding, striking out, inserting, or by striking out and inserting a word or words. The Proposer may choose to return to the original wording.

For Proposers: Attend the prearranged event to discuss the amendments that were proposed (prior to March 31) but were not accepted. These may be reconsidered. After this event, prepare the final amended proposed resolution. Submit it in writing to the Chair of Resolutions for consideration at the Business Session. These amendments will be incorporated into the resolution that is presented at the Business Session for debate.

During the AGM -Gather support and assistance to help get your resolution passed. Try to involve other Clubs and members in supporting your resolution. Share your facts and ask others

to speak to your resolution. This will help you get your resolution passed and encourage other CFUW members to get involved.

Make sure you are available to the delegates to answer questions.

The Resolutions part of the Business Session - Each resolution is discussed and voted on individually. The debate on each resolution will last for 30 minutes. Motions may be made to extend for a minimum of 15 minutes. A resolution requires a two-thirds majority vote for adoption. Speakers are limited to two-minutes.

Proposers will give a two-minute introduction of the resolution to start the debate. One visual image may be used during this time. The visual image must be presented to and confirmed by the Chair of Resolutions prior to the meeting or the visual image will not be allowed. Proposers give a two-minute summary conclusion of the resolution. Any changes accepted by the Voting Body during the Business Session will be incorporated into the resolution at this time.

Delegates may be speakers in the debate. If your Club is unable to attend, it is important to give your proxy vote to either a neighbouring Club, your Regional Director or Regional Vice-President.

6. Post AGM- Resolutions into Policy

When adopted by the Voting Body, resolutions become CFUW policy and are placed in the *Policy Book Online* after the AGM at www.cfuw.org .

CFUW National and International Advocacy Vice Presidents will work with National Office and consult with the Proposing body as to follow-up actions. The advocacy package will include the final version of each Policy, sample letters, a short background statement and suggestions for action. This material will be placed online at www.cfuw.org .

Appendix A – Guide to Different Types of Resolutions

(Differences are either in timing and/or in presentation to CFUW clubs)

Regular - Where Intent is submitted by the intent deadline and the resolutions process continues as outlined in this guide to a vote at following AGM.

Emergency – Where Intent is received by Emergency intent deadline to deal with issues which have arisen after the deadline for regular resolutions and one which the Proposer thinks may require action prior to the next AGM. These resolutions must be received by **May 15th** in order to be sent to the Clubs with the Amended Draft Resolutions. They can be voted on at the AGM provided there is a 4/5 affirmative vote to consider them as emergency resolutions by the Eligible Voters at the AGM. A 2/3 affirmative vote of the votes cast at the AGM shall be required for adoption. With both votes, abstentions will not be counted. If time does not permit discussion and vote of such resolutions, a majority affirmative vote of the CFUW Voting Body may order them acted upon by an email vote. Those resolutions not deemed an Emergency by the Voting Body, can proceed to the next AGM.

Urgent- Emergencies that arise during the year can be considered Urgent if there is a 2/3 affirmative vote by the Resolutions committee followed by a majority vote of the Board. They may be voted on by electronic means by the Eligible Voters of CFUW and require a majority vote to be adopted. There is no amendment procedure for urgent resolutions.

Public Policy from other Organizations – Policies from other organizations can be considered if an appropriate CFUW Standing committee recommends that the policy and its supporting documentation be sent to the Resolutions committee for inclusion with the CFUW Proposed resolutions for the AGM. No amendments are permitted to such policies.

Appendix B – Summary of Process

Resolutions proceed through the following steps:

1. Proposer identifies the issue and drafts a resolution
2. Proposer creates **Intent to Submit** a resolution
3. Proposer presents **Intent to Submit** to committee for review, discussion
4. Local club submits draft resolutions to Resolutions Committee
5. Resolutions Committee reviews draft resolutions
6. Clubs review and amend the Resolutions
7. The proposed resolutions are presented at the AGM.
8. Post-AGM Resolutions into policy.

Appendix C - Schedule for Resolutions

<p>June 30</p> <ul style="list-style-type: none">- Deadline for <i>Intents to Submit a Resolution</i> for AGM 2016. Use Form 1 in this document or online. Send to resolutions@cfuw.org. New Resolution cycle begins.-
<p>By September 30, 9:00 am EST</p> <ul style="list-style-type: none">- Submit the completed proposed Draft Resolution to resolutions@cfuw.org- The Resolutions Committee will work with proposers from September to November.- Clubs will receive proposed draft resolutions package after November 15.
<p>November 15 to March 31:</p> <ul style="list-style-type: none">- All Clubs study the proposed resolutions- Any Club may submit amendment (s) to the RESOLVED clause(s) by March 31.- After March 31, no new amendments will be considered
<p>May 15</p> <ul style="list-style-type: none">- Deadline for Emergency Resolutions.- Shortly after this date, the Amended Draft Resolutions, together with any Emergency Resolutions, will be sent to the Clubs
<p>At the AGM:</p> <ul style="list-style-type: none">- A representative from the Proposing Club makes a two-minute statement to the Voting Body:- Prior to discussion of the Resolution; and- Prior to the Vote: closing statement- If adopted the Resolution becomes CFUW Policy.
<p>After the AGM:</p> <ul style="list-style-type: none">- After its adoption the adopted resolution, or Policy, is recorded in the <i>Policy Book Online.</i>- The National and International Advocacy Committees will work with National Office and consult with the Proposer on next steps for action.

Appendix D - Sample Word List for Resolved Clauses

Some sample operative words that are common to RESOLVED clauses. The word used by CFUW traditionally is “urges.”

Accepts...	Congratulates...	Expresses...	Instructs...	Reiterates...
Adopts..	Considers...	...its appreciation	Invites...	Renews its
Affirms...	Decides..	...its conviction	Notes...	appeal
Appeals..	Declares...	...its regret..	...with appreciation	Repeats...
Appreciates.	Deplores...	Further...	...with approval..	Suggests...
Approves...	Designates.	...concurs...	...with interest...	Stresses...
Authorizes.	Directs...	...invites	...with satisfaction...	Strongly...
Calls upon...	Emphasizes..	...proclaims...	Reaffirms...	Supports...
Commends..	Encourages..	...reminds...	...its belief...	Takes note of...
Concurs...	Endorses...	...recommends...	Recognizes...	Transmits...
Condemns..		...requests.	Recommends...	Urges...
Confirms..		...resolves...	Regrets...	Welcomes...
		Implores...		

Appendix E - Guide to APA Format

Using APA Style in Resolution References

This guide has been developed for Clubs to use when writing resolutions where electronic references are cited.

Information in this brief document is based on the 6th edition of the Publication Manual of the American Psychological Association published in 2010.

The APA Publication Manual is generally recognized as the guide for academic writing in the social sciences and covers many aspects of research writing, including how to cite references.

Today, it is accepted as a widely used tool to ensure credibility and accessibility to sources used to support resolution writing, whether electronic or in text.

Using the APA Citation Style provides two key benefits. It provides a standardized method for writers to use when citing electronic sources, and it allows the reader to readily find the specific electronic source used in the reference.

In today’s electronic environment, clubs often find themselves researching a topic on line and citing electronic sources such as websites, journals and newspapers or magazine articles.

Below are examples of how to cite electronic references.

Citations:

Many online sources do not have page numbers. For direct quotes, use a paragraph number, or the abbreviation para. If neither is visible, cite the heading and the number of paragraphs following it. Examples:

(Basu & Jones, 2007, para. 4) If no author is listed, use the first few words of the title instead. Within parentheses, use quotation marks around the title of an article, a chapter, or a web page. Italicize the name of a journal, newspaper, magazine, or book.

Journal Article (Online): Provide the DOI number (Digital Object Identifier).

Author, A. A. (Year). Title of article. *Title of Journal, volume number* (issue number), pages.
DOI:xxxxxxxxxxxxxxxx

Fuller, D. (2002). Critical friendships: Reading women's writing communities in Newfoundland. *Women's Studies International Forum, 25*(2), 247-260. DOI:10.1016/S0277-5395(02)00234-0

Journal Article (Online, no DOI): Provide URL of journal's homepage only if DOI is not available. Do not include Article Index information.

Author, A. A. (Year). Title of article. *Title of Journal, volume number* (issue number), pages.
Retrieved from <http://journal homepage address>

Martin, R. (2001). Educational Psychology in Newfoundland and Labrador: A thirty-year history. *Canadian Journal of School Psychology, 16*(2), 5-17. Retrieved from:
<http://cjs.sagepub.com/>

Magazine Article (online, no DOI): Provide URL of magazine's homepage only if DOI is not available. Omit page numbers for online magazine articles.

Author, A. A. (Year, Month day). Title of article. *Title of Magazine*. Retrieved from <http://magazine homepage address>

Capps, R. (2012, October 19). Why things fail: From tires to helicopter blades, everything breaks eventually. *Wired*. Retrieved from <http://www.wired.com/>

Newspaper Article (online, no DOI): Provide URL of newspaper's homepage only if doi is not available. Omit page numbers for online newspaper articles.

Author, A. A. (Year, Month day). Title of article. *Title of Newspaper*. Retrieved from <http://newspaper homepage address>

Hurley, C. (2009, October 24). Suzuki encourages Newfoundlanders to join the world in demonstration on climate change. *The Western Star*. Retrieved from <http://www.thewesternstar.com/>

Websites: If no author is available, begin entry with the title. If no publication date is available, use (n.d.) for "no date".

Author, A. A. (Year, Month day). Title of web page/document. Retrieved from <http://URL to specific page>

Newfoundland and Labrador Environment Network. (2011, October 7). Voting for the environment: Environment Network releases review of party policies. Retrieved from <http://www.nlen.ca/issues/forests/voting-for-the-environment-environment-network-releases-review-of-party-policies/>

Newfoundland government rejects environmental impact statement for nickel plant. (2008, November 28). Retrieved from <http://www.miningwatch.ca/newfoundland-government-rejects-environmental-impact-statement-nickel-plant-0>

Government Document, Canadian (Internet): For documents retrieved online, identify the publisher as part of the retrieval statement unless the publisher has been identified as the author

Center for Science in the Earth System. (2007, September). *Preparing for climate change: A guidebook for local, regional, and state governments*. Retrieved from Newfoundland and Labrador Environment and Conservation website:http://www.env.gov.nl.ca/env/climate_change/adapting/king_county_guidebook.pdf

Newfoundland and Labrador. Health and Community Services. (2005, November). *Newfoundland and Labrador gambling prevalence study*. Retrieved from http://www.health.gov.nl.ca/health/publications/gambling_report_nov21.pdf

E-Books: Provide the DOI number (Digital Object Identifier) or a URL. Only use a URL if the DOI is not available.

Author, A. A. (Year). Title of book. doi:xxxxxxxxxxxxxxxx

Moorcroft, W. H. (2005). Understanding sleep and dreaming. doi:10.1007/0-387-28698-5

Author, A. A. (Year). Title of book. Retrieved from <http://URL>

Holland, N. N. (1982). *Laughing: A psychology of humor*. Retrieved from <http://www.uflib.ufl.edu/ufdc/UFDC.aspx?n=palmm&c=psa1&m=hd2J&i=4537>

Courtesy of Teresa Habs, CFUW Barrie.

Appendix F- Intent to Submit Form

Form 1	Intent to Submit a Resolution (Expand this form as necessary) Please remember to save it with a file name	
Club Name		
Club Address		
Club President	Phone	e-address
Club Resolutions Committee Chair	phone	e-address
Proposer of the Resolution	phone	e-address
Names of other members of the creation committee		
Title of Resolution		

Resolved Clauses

Date of submission (deadline June 30, 2015)

Letter (obligatory) from President sent by e-mail: