

How to Develop CFUW Resolutions

Consult the **CFUW Resolutions Guidelines** for current dates and methods of submission found at www.cfuw.org

A Resolution must have resolved clauses, background and bibliography

THE GOOD RESOLUTION

- Makes a statement that becomes CFUW policy and is used as a basis for action.
- 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.
- Provides well-researched and balanced information

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.”
- Robert’s Rules, latest edition, is the final authority on the wording of the resolved clauses.

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 noted in the Background.
- 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
- Objective scientific data that supports the resolution (if appropriate)
- Statistics and definitions of terms; a glossary (if necessary)

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;

FORMAT

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.