

## 6. Draft the **BRIDGING** clause(s)

Bridging clauses are used to ensure that

- **action is not taken until the resolution is adopted at the level to which it is destined**

- 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 the 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) must clearly state **what action is being requested** and **what level of the League is requested to take action**. This may require more than one resolved clause if there is more than one action requested or more than one level requested to take an action.

### SAMPLES

#### PARISH

- ✓ **RESOLVED**, That the \_\_\_\_\_ Parish Council, through the \_\_\_\_\_ Provincial Council of The CWL of Canada, urge the \_\_\_\_\_ provincial government to ... and be it
- ✓ **RESOLVED**, That \_\_\_\_\_ Parish Council through the \_\_\_\_\_ Diocesan Council of The CWL of Canada urge the council of the Municipality of \_\_\_\_\_ to ...
- ✓ **RESOLVED**, That \_\_\_\_\_ Parish Council, 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 \_\_\_\_\_ Diocesan Council of The CWL of Canada, for consideration at the 20 \_\_\_\_ annual convention.

#### DIOCESAN

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

urge the \_\_\_\_\_ provincial government to ...

- ✓ **RESOLVED**, That the \_\_\_\_\_ 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 the national council, of The CWL of Canada, for consideration at the 20 \_\_\_\_ annual national convention.

**REMEMBER ALWAYS WRITE THE NAME OUT IN FULL**

(i.e. *The Catholic Women's League of Canada*)

### 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. The most important reasons are expanded upon in order of importance. Other less significant reasons may be added.

The **CLOSING PARAGRAPH** **must** summarize and emphasize the validity of the issue.

Other important considerations for writing **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)
- avoiding the promotion of assumptions as if they were facts
- maintaining a dignified tone
- ensuring spelling and grammatical accuracy
- limiting the **size of the brief to one page or less**

The League uses Modern Language Association (MLA) format when referencing sources in briefs and works cited. In-text citations (parenthetical references) are the easiest way to identify the source of statistics, direct quotations and ideas with a brief and lead to bibliographic details of the original source material in the Works Cited list. The Online Writing Lab (OWL) at Purdue University (owl.purdue.edu) provides

instructions for the MLA style guide. If numerous authors are part of the source, name the first author followed by **et al** instead of listing all the authors.

#### Works Cited and/or Consulted

Along with support material, a brief including a list of works cited and/or consulted, on a separate page, **must accompany** each resolution. This list supplies sufficient background information and pertinent facts to facilitate study by the resolutions committees at other levels.

- research (or back up) material supports the issue beyond the local level, to the level of the League to which it is destined
- research (or back up) material must **originate from more than one source**
- listed in alphabetical order by author's last name
- Online sites: *Citation Machine.net* and *EasyBib.com*

- 8. **ACTION PLAN:** An action plan is developed to implement action on the resolve clauses i.e. members to become aware; ... invite speakers; ... write letters to; ... become familiar with a particular law, publication, government stand, etc. **The action plan should support the objective of the resolution.** (The final *Action Plan* will be developed when the resolution is adopted at the intended level.)

#### 9. CHECKLIST for Reviewing Proposed Resolutions

A completed "Checklist for Reviewing Proposed Resolutions" must accompany the resolution at each level through which it is adopted. A pdf fillable form is also available on the national website.

#### OTHER INFORMATION/MATERIALS REQUIRED

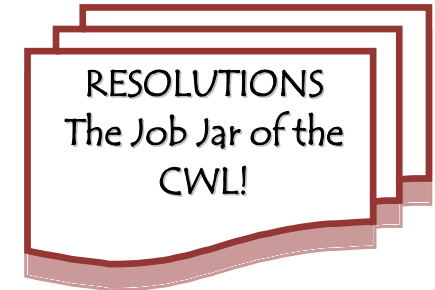
- all **original source material**
- all citations in research (back up) material with pages **flagged, numbered and highlighted in alphabetical order**
- cover letter verifying the adoption of the resolution by majority vote of the applicable council, dated and signed by the president and recording secretary
- Completed *Checklist for Reviewing Proposed Resolutions* **must accompany** the resolution at each level through which it is adopted.
- **MAILING ADDRESS** of original submitting parish council, if applicable.

#### RECOMMENDATIONS

- Resolution, brief, action plan and references should have **MARGIN NUMBERING**.
- Use a **FONT** that is professional in appearance (non-decorative) no smaller than size 11 pitch.
- If possible, provide an **ELECTRONIC COPY** of your resolution, brief, references and action plan to the level directed.
- Resolution may contain a statement of adoption, date and required signatures and show contact information at each level being adopted.

The Catholic Women's League of Canada

# RESOLUTIONS GUIDE



Revised: April 2020

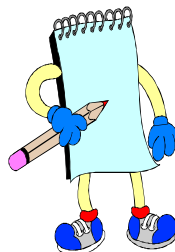
**FOR CURRENT AND COMPLETE  
INFORMATION PLEASE REFER TO:  
Resolutions Supplement to the  
Executive Handbook  
www.cwl.ca**

### 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, recommend action, or censure.
- ☑ *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

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

**Resolutions should be submitted to the Diocesan/Provincial Resolutions Chairperson as per arranged deadline. Parish Councils are requested to advise the Diocesan Resolutions Chairperson of their council's intent submit a resolution and nature of the topic the resolution addresses as soon as a topic is determined.**

### 2. Discussion with Council

- A 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 cannot be acted on by CWL members until adopted at the intended level.**

### 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 resolutions chairperson.

**Other committee members** should include the

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

### 4. Research and Gather Support Material

- Check for a **list of resolutions and position papers** adopted by national council on the website: [www.cwl.ca](http://www.cwl.ca). Provincial and diocesan resolutions chairpersons 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 local member of parliament, or visit the library, to determine which government department(s) to direct letters of inquiry.
- Write **letters of inquiry** (or e-mail) to appropriate government departments requesting information such as copies of legislation, regulations and committee reports.
- Write **letters of inquiry** (or e-mail) to professional groups or special interest groups to gather their opinions.
- **Review** books, newspapers, magazine articles, *Hansard*, tapes, films, radio and television programs.
- **Write to League officers** at the appropriate level to check on the validity of issues that related to an internal matter, policy or program.
- Study the back-up material, and consider the responses to the letters of inquiry, in order 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**, That the members of ...; and be it further  
**RESOLVED**, That ...

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

This is the **ACTION CLAUSE** which 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 for education through standing committee chairperson. For proper bridging, please use **BRIDGING CLAUSE(S)**.