



Resolutions Information and Guidelines 2008 - 2009

Contents

Before you start	2
General information	3
Schedule for CFUW Ontario Council resolutions process	5
The first step – Submitting an Intent	6
Preparing the Resolution, Background and Bibliography	7
The Amending Process	
Prior to the Ontario Council AGM	10
At the Ontario Council AGM	11
Preparing the Action Plan	12
After the CFUW Ontario Council AGM	12
APPENDIX	13
CONSTITUTION AND BY-LAWS May 2008 EXCERPTS RELATED TO RESOLUTIONS	

“Good policy is based on good research.”

**J. David Hulchanski, University of Toronto
July 2008**

Before you start

CFUW Ontario Council can be vocal on issues only when there is policy in the form of resolutions passed by the membership. These resolutions come from the three levels of CFUW – internationally with the International Federation of University Women (IFUW), nationally with CFUW and then provincially with Ontario Council.

When members feel that there is an issue of concern to them which needs to be addressed, here is the way to proceed:

First determine whether CFUW has policy on the issue by referring to:

- CFUW Ontario Council Policy online, found at www.cfuwontcouncil.ca/resolutions.html, and
- CFUW Policy Book Online www.cfuw.org, (a printed version is available from the National Office) which also includes IFUW policy, a fundamental part of our policy.

If we do not have policy, think about submitting a resolution.

If you are a Club member, speak to your Issues Chair and President. They can help you with the process.

If you are a member of an Ontario Council Standing Committee, speak with the Standing Committee Chair in charge of your Committee.

If the issue has **national ramifications**, submit the resolution to the National CFUW. Information for that process can be found at www.cfuw.org within the Members section under Resolutions.

If the issue is solely a **provincial one**, then submit it to Ontario Council.

If the concern is strictly **local**, individual clubs can develop and pass their own resolutions through their membership, as long as it does not conflict with other CFUW policy.

This document contains the information required for the entire Ontario Council Resolutions process, including:

- The submission of resolutions, with information about format, research and sources;
- The amending process for these resolutions;
- Suggested action plans for the Clubs, and
- All Resolutions-related activities held at the Ontario Council Annual General Meeting.

General information

Ontario Council Resolutions create policy for CFUW Ontario Council to:

- Provide CFUW Ontario Council direction for advocacy;
- Document positions for advocacy to all levels of government in the province of Ontario
- Collaborate with other organizations.

An Ontario Council Resolution can be proposed by the following:

- CFUW Ontario Council Club (approval of Club members required)
- CFUW Ontario Council Executive (approval of appropriate Standing Committee Chair(s) and CFUW Ontario Council President).
- A CFUW Ontario Council Standing Committee (approval of the Chair and members of the Standing Committee and the CFUW Ontario Council President is required).

A good Ontario Council Resolution will:

- Be considerate of the purposes of CFUW Ontario Council.
- Initiate new policy; expand existing policy; update older existing policy.
- Direct CFUW Ontario Council and member Clubs to take action.
- Be provincial or municipal in scope.
- Not have a political bias.
- Be well researched.
- Be clear, concise, non-ambiguous and free of jargon.
- Be written as an academic exercise.
- Be self-explanatory (should not have to go to a dictionary or other reference to determine what the resolution means).
- Be manageable.
- Have a clear action plan.

The Ontario Council Resolutions process:

- Is governed by the CFUW Ontario Council Constitution, Bylaw VIII and Bylaw XI, 1-7.
- **falls under two different headings:**
 - § **Regular Resolutions and**
 - § **Emergency Resolutions.**

Regular Resolutions:

- submit the intent by October 15th with proposed clauses for the resolution, and
- submit the complete proposed resolution, including background and bibliography by November 15th
- amendments to the proposed resolution are done by the Clubs before March 1st, evaluated by the proposing Club, and
- further discussion and amendment happens at the CFUW Ontario Council Annual General Meeting (CFUW OC AGM).
- voting on this resolution occurs at the CFUW Ontario Council AGM and is passed by a two-thirds majority.

An **Emergency Resolution** may be presented at the Ontario Council AGM

- if it is of provincial concern and of a nature that requires immediate action by CFUW Ontario Council.
- Copies of the proposed Emergency Resolution and a written rationale justifying the emergency status must be received in writing by the CFUW Ontario Council President, the Chair of the Local Planning Committee, and the Resolutions Committee Chair no less than **forty-eight** hours prior (and preferably before so that it might be transmitted to the Clubs) to the commencement of the CFUW Ontario Council Annual General Meeting.
- Copies of the resolution must be made available for all delegates at the beginning of the morning Business Session.
- Such an Emergency Resolution must be actually deemed an emergency by the voting body by a four/fifths majority of the votes cast by the delegates at the AGM.
- It must then be passed similar to the Regular Resolutions by a two-thirds majority

Once a Resolution is adopted, it forms part of CFUW Ontario Council Policy which can be found at www.cfuwontcouncil.ca/resolutions and Ontario Council and Ontario Council Clubs can then advocate on its behalf.

Schedule for CFUW Ontario Council resolutions process

October 15	Notice of Intent to Submit a Resolution, including the draft resolved clauses, received by the Resolutions Committee Chair, the Club's Regional Director, the relevant Standing Committee Chair and the President of CFUW Ontario Council.
November 15	Proposed resolutions received by the Resolutions Committee Chair.
December 31	Proposed resolutions e-mailed/mailed to all Clubs.
March 1	Amendments to proposed resolutions received by the Resolutions Committee Chair.
March 1 -15	Proposed amendments sent to proposers by the Resolutions Committee Chair. Resolutions proposers study amendments and accept or reject them. Proposers return acceptable amended resolution to the Resolutions Committee Chair.
March 15	Ontario Council sends out amended proposed resolutions to all Clubs by e-mail/mail.
AGM	Discussion of resolutions and voting
Two weeks following AGM	Resolutions proposers submit the Action Plan for the adopted resolutions
3 – 4 weeks following AGM	Final Resolutions adopted at the OC AGM including Background, Bibliography and Action Plan, sent to all Clubs by e-mail/mail and posted on the CFUW Ontario Council website www.cfuwontcouncil.ca

The first step – Submitting an Intent

Before submitting an Intent,

- check the CFUW [www.cfuw.org] and CFUW Ontario Council [www.cfuwontcouncil/resolutions] Policy Books Online to ensure that no similar resolution already exists.
- realize that the proposed resolution must conform with the purpose and interests of CFUW and CFUW Ontario Council
- know that CFUW Ontario Council Resolutions process is guided by CFUW Ontario Council By-Law XI, 1-7.

If you do decide to submit an Intent,

- Each proposing body may submit one resolution only, unless there has been consultation with the Resolutions Committee Chair (the Chair of the Standing Committee on Legislation) prior to the October 1 ***Intent to Submit a Resolution*** submission deadline.
- Sponsors must have an e-mail address and access to Word Perfect 8 or 9, or Word 97, 2000 or later, as all work on resolutions is done electronically using these programs.
- The Intent will include draft clauses of the proposed resolution which may be edited and adapted during the resolution development process.
- CFUW Resolutions begin with the expression “RESOLVED, that ...”
- Any Club wishing to sponsor a resolution must
 - give notice of its intent to its Regional Director, the relevant Standing Committee Chair, the Resolutions Committee Chair and the President of CFUW OC. Contact information can be found on the website at www.cfuwontcouncil.ca
 - have formal approval from their Club members and Executive
- Any Committee wishing to sponsor a resolution must give notice of its Intent to the Resolutions Committee Chair and the President of CFUW OC.

The Intent to Submit a Resolution consists of an email or a letter containing the following information:

- Name of sponsoring body
- Members of the committee preparing the resolution
 - Please provide name, address, e-mail address, telephone
- Out of what process did the resolution grow?
- What procedure was followed by the proposing body to secure formal approval for Intent to Submit this resolution?
- **Title of the resolution**
- **Draft Clauses**

Followed by a **confirming letter** including the above information with the:

- **Sponsoring Signatures:**
 - If a Club, signature of Club President or designated Executive
 - If CFUW OC Standing Committee, signature of Chair

Intent to Submit a Resolution must be RECEIVED by email or by Canada Post by the Resolutions Committee by **October 15, 2008**.

Email address: cfuwontario@yahoo.com

Contact your Regional Director for the mailing information.

Preparing the Resolution, background and bibliography

General Format:

The Resolution (Resolved Clauses), Background and Bibliography must adhere to the following general format:

- Length **4 page** maximum – 2 sheets (4 sides), **including Resolution and Background**. Due to the length of website addresses, the **Bibliography should be separate**.
- Word-processing – Word Perfect or Word, using Arial 12 point

- Language is Canadian English. Best source: Barber, Katherine, (1998). *The Canadian Oxford Dictionary*. Toronto. Oxford University Press.
- Each clause begins with the words “RESOLVED, that ...”.
- An example of a resolved clause:
RESOLVED, that the Ontario Council of the Canadian Federation of University Women urge the Government of Ontario to stop the claw back of the National Child Benefit Supplement from recipients of the Ontario Works program (OW) and the Ontario Disability Support Plan (ODSP).

Background

Why: Provides other Clubs with a summary of the research; allows other Clubs to analyse and discuss the resolution to determine if they will support it at the Ontario Council AGM.

The Background is written as an academic exercise.

It must:

- be well researched and documented, including a number of primary sources;
- present both sides of the issue in a carefully reasoned, succinct and logical manner;
- provide any necessary statistics and definitions of terms, creating a glossary if necessary;
- make available any hard-to-obtain documentation that may be crucial to an understanding of the argument.

Resource materials

A background must have a **variety of sources of resource materials**, from primary to secondary sources, from the Internet to scholarly works to personal interviews. A resolution that relies on a single agency as an information source for its background cannot be accepted by the Resolutions Committee.

Given the wide range of **quality of Internet sources**, the following reference contains information to help judge quality.

Finding Quality on the Internet. (June 2006). Wilfred Laurier University Library. Retrieved April 11, 2008 www.wlu.ca/wwwlib/libguides/internet/qual.html

In Text Citations

CFUW uses the *Publication Manual of the American Psychological Association* as its guide for citations. Indicate the source of quotations, etc. within the text of the background information, which in turn lead to the Bibliography.

Example: Smith (2000) reports that “the level of education has doubled in the past five years”. (p. 12)

For more examples, examples can also be found online, search by “American Psychological Association”

Bibliography

Why: Indicates the sources of research.

Demonstrates the quality and depth of research.

Provides sources for others to read and research topic.

CFUW uses the *Publication Manual of the American Psychological Association* as its guide for the Bibliography.

- This can be found in most libraries, also online by searching under “APA style”.
- A great source is <http://owl.english.purdue.edu/owl/resource/560/02/>
- Make paper copies of all referenced Internet resources, the publication page of books as well as quoted material, and submit them to the Resolutions Committee Chair separately from the four page complete resolution, to arrive **by the November 15** deadline.

The COMPLETE PROPOSED RESOLUTION MUST BE RECEIVED BY THE RESOLUTIONS COMMITTEE CHAIR AS FOLLOWS:

DEADLINE: By e-mail or by Canada Post: November 15

Paper copies of Internet sources and publication page of books as well as quoted materials to arrive also by November 15.

Please note that any submission arriving after the above deadline will not be considered. It is the duty of the Proposers to ensure that their submissions arrive by November 15th.

For further information, please contact the Chair, Resolutions Committee.

E-mail: cfuwontario@yahoo.com

The amending process

Prior to the Ontario Council AGM

Ontario Council Resolutions will be sent to the Clubs on or before Dec. 31st.

Amendments are meant to strengthen, clarify and support the original resolution.

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*. 1990 edition

“Hostile” amendments, those which will change the meaning or direction of the resolution, are unacceptable. Please just reject the resolution.

The Resolution Sponsors may accept or reject your amendment. If it is accepted, it will be incorporated into the amended Resolution to be presented at the CFUW OC AGM. If rejected, you can bring it to the floor of the AGM to have it reconsidered.

Amendment Procedure Prior to the AGM

For each Resolution, submit a separate **Resolution Amendment Sheet** found at the end of this document, or at www.cfuwontcouncil.ca/policy.html Please ensure that all the required information shown on the sample sheet appears on each sheet.

Format for amendments:

- Each Resolution Amendment Sheet should have the following three-line heading:
 - Resolution Title
 - Name of Club suggesting the amendments.
 - Contact Person: (Name, address, telephone, email).
- Typed submissions are acceptable, but email is preferred.
- Content of the amendment:
 - Amend (clause number, e.g., 1st, 2nd etc.) by:
 - Striking out the word or words “(fill in word or words you want taken out)”. OR
 - By inserting the word or words ... “(fill in word or words you wish to insert)”
 - The amended clause to read:
 - RESOLVED, that (then put in your proposed amended clause).

- Rationale: (The reason why you believe this clause should be amended as you have proposed. Please be succinct.)
- Proposed amendments must be received by the Resolutions Committee Chair via **email** at cfuwontario@yahoo.com or by **mail** by **March 1**.

At the Ontario Council AGM

If you are a **Sponsor of a Resolution**, at the Ontario Council AGM you will have the following responsibilities:

- **Determine who will assume responsibility for presenting the proposed resolution at the Business Session**, and inform the Resolutions Committee Chair at least two weeks prior to the AGM. Will this be the resolution writer or the President?
- At the Resolutions part of the **Business Session**:
 - Give a two minute introduction of your resolution at the beginning of debate on your resolution
 - Give a two minute conclusion of your resolution.

If you are an **Amender of a Resolution**, at the AGM you have the following opportunity:

- At the Resolutions part of the **Business Session**:
 - Present an amendment that was proposed earlier for reconsideration. However, it cannot be a new amendment.
 - Amendments to the amendments will be accepted, if they are made by adding, striking out, inserting, or by striking out and inserting a word or words.

There is 10 minutes allotted for debate of each resolution which can be extended by a vote of the delegates in attendance. A two-thirds majority vote is required for a resolution to be adopted.

Any further changes accepted by the voting members during the Business Session will also be incorporated into the resolution at this time.

If the resolution is adopted, it will be placed on the Ontario Council website; www.cfuwontcouncil.ca

Preparing the Action Plan

The Action Plan provides a blueprint for CFUW Ontario Council members to follow in directing action on the resolution to the correct levels of government.

Consider:

- What will be the outcome of the resolution?
- Who will implement the recommendations/changes?
- Identify professional, community and women's groups and other organizations interested in the same issue.
- The implementation costs.
- Our own members and Clubs

The Action Plan:

- should be one page in length, preferably electronic using 12 point Arial, with the following three-line heading:
 - Action Plan for Resolution Title
 - Proposed by (Name of proposing Club or committee)
 - Contact Person: (Name, address, telephone, email, but for publication purposes, please have a generic email for your Club)
- Submit the **one page Action Plan** to the Resolutions Committee Chair **two weeks following** the Ontario Council AGM

Following the CFUW Ontario Council AGM

The Resolutions as approved will be placed in the CFUW Ontario Council Policy Online found at www.cfuwontcouncil.ca/resolutions .

The complete Resolutions as approved, including the Background and Action Plan(s) will be e-mailed to all Clubs within 4 weeks of the AGM. For those club Presidents, who do not have e-mail, a hard copy will be mailed upon request within 4 weeks of the AGM.

APPENDIX

**CANADIAN FEDERATION OF UNIVERSITY WOMEN ONTARIO COUNCIL
CONSTITUTION AND BY-LAWS
May 2008
EXCERPTS RELATED TO RESOLUTIONS**

BY-LAW VIII – Voting Bodies

1. The Voting Body of CFUW/OC at Annual General Meetings shall consist of the Executive Committee, the Immediate Past President of O/C and the President of each Club or her appointed delegate. Each position on the Executive Committee and each Club shall carry one vote as shall the Immediate Past President.

2. A Regional Director may carry, in addition to her own vote, the vote of any Club in her region, using a letter authorizing the proxy vote signed by the Club President and a second member of the Club Executive. No person shall cast a proxy vote on any subject without prior instruction.

BY-LAW XI – Ontario Resolutions

1. Any CFUW OC Club or Standing Committee of CFUW/OC or the Executive Committee of CFUW OC may sponsor a Resolution that is provincial in scope and relevant to Ontario to be voted on at the CFUW OC Annual General Meeting. Resolutions must be consistent with established CFUW and CFUW OC policy and must be in accordance with the Purpose of CFUW.
2. The Resolution must be approved by the sponsoring Club or Committee(s) before being submitted to CFUW OC.
3. A Resolutions Committee shall be formed each year consisting of the Chairs of Standing Committees, or their designates. The Legislation Chair shall chair this Special Committee.
4.
 - a. Any Club wishing to sponsor a Resolution must give notice of its intent to its Regional Director, the relevant Standing Committee Chair, the Resolutions Committee Chair and the President of CFUW OC.
 - b. Any Committee wishing to sponsor a resolution must give notice of its Intent to the Resolutions Committee Chair and the President of CFUW OC.
5. The Resolution in its final form must be received by the Resolutions Committee Chair by the date set by the Executive Committee so as to allow for an orderly process of amendments and changes during the year prior to the Annual General Meeting at which the vote is to be taken,
6. The Committee shall review submitted Resolutions and facilitate the process of amendments and changes during the period prior to the Annual General Meeting. Resolutions shall be sent to Ontario Clubs and members of the Executive Committee eight weeks before the CFUW OC Annual General Meeting.
7. An Emergency Resolution may be presented at the Annual General Meeting if it is of provincial concern and of a nature that requires immediate action by CFUW OC. Copies of the proposed Emergency Resolution and a written rationale justifying the emergency status must have been received in writing by the CFUW OC President, the Chair of the Local Planning Committee, and the Resolutions Committee Chair forty-eight hours prior to the commencement of the Annual General Meeting. Copies of the resolution must be available for all delegates at the beginning of the first business meeting. Such an Emergency Resolution may be called by a four/fifths affirmative vote of the votes cast