



# **Resolutions Information and Guidelines 2017 - 2018**

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**“Good policy is based on good research.”**

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

# 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 Graduate Women International (GWI), 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 <http://cfuwontcouncil.org/advocacy/ontario-council-policy/> and
- CFUW Policy Book <http://cfuwontcouncil.org/advocacy/ontario-council-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.cfuwadmin.org](http://www.cfuwadmin.org) within the Member Resources 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, 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.

## 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:

- A Regular Resolution is the method to update and add to CFUW Ontario Council policy.

- The process for Regular Resolutions offers the proposer and the Clubs more time for preparation and study.
- Voting on the resolution(s) 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 to deal with issues which have arisen after the deadline for regular resolutions.
- 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 <http://cfuwontcouncil.org/advocacy/ontario-council-policy/> 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 topic and brief rationale, received by the Resolutions Committee Chair <a href="mailto:resolutions@cfuwontcouncil.org">resolutions@cfuwontcouncil.org</a> , the Club's Regional Director, the relevant Standing Committee Chair and the President of CFUW Ontario Council.
November 15	Proposed resolutions including background and bibliography received by the Resolutions Committee Chair.
January 15	Proposed resolutions e-mailed/mailed to all Clubs.
April 1	Amendments to proposed resolutions received by the Resolutions Committee Chair.
April 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.
April 15	Ontario Council sends out amended proposed resolutions to all Clubs by e-mail/mail.
May AGM	Discussion of resolutions and voting
3 – 4 weeks following AGM	Final resolutions adopted at the OC AGM including background, and bibliography, sent to all Clubs by e-mail/mail and posted on the CFUW Ontario Council website <a href="http://www.cfuwontcouncil.org">www.cfuwontcouncil.org</a>

## The first step – submitting an Intent

### **Before submitting an Intent:**

- Check the CFUW and CFUW Ontario Council Policy Books online (<http://cfuwontcouncil.org/advocacy/ontario-council-policy/> ) to ensure that no similar resolution already exists. An exception is out-dated policy that requires review and updating.
- Realize that the proposed resolution must conform with the purpose and interests of CFUW and CFUW Ontario Council.
- Know that the 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 [resolutions@cfuwontcouncil.org](mailto:resolutions@cfuwontcouncil.org) (the Chair of the Standing Committee on Legislation) prior to the **October 15<sup>th</sup>** submission deadline.
- All work is done electronically.
- The Intent will include the topic and brief rationale.
- CFUW Resolutions begin with the expression “RESOLVED, that ...”
- Any Club wishing to sponsor a resolution must
  - give notice of its intent, **via email**, to the Resolutions Committee Chair ([resolutions@cfuwontcouncil.org](mailto:resolutions@cfuwontcouncil.org) ) and to its Regional Director.
  - The Intent email requires:
    - The name of the contact person
    - Formal approval from their Club members and Executive
- Any Ontario Council Committee wishing to sponsor a resolution must give notice of its Intent to the Resolutions Committee Chair.

## **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, **including Resolution and Background**. Due to the length of website addresses, the **Bibliography should be separate and is limited to 2 pages**.
- Resolutions are submitted in a Word document, please no PDF.
- Language is **Canadian English**.
  - In a Word document, from the Toolbar click on Tools, from the dropdown, click on Language, choose English (CAN).
- 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, must include current (within the last 2 years) references, demonstrating that a current and thorough review has been conducted. Sources should range from organizational reports and position papers, to scholarly literature, 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*. Wilfred Laurier University Library. Retrieved Sept. 4, 2017 <https://library.wlu.ca/help/activity/evaluating-sources/finding-quality-internet>

Keep track of all of your sources: web sites, web links, print materials, quoted material (pages noted), to share, further reference or consult if necessary.

### **In text citations**

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

- APA provides an online guide [www.apastyle.org](http://www.apastyle.org) .

**The COMPLETE PROPOSED RESOLUTION MUST BE RECEIVED BY THE RESOLUTIONS COMMITTEE CHAIR BY EMAIL AT [resolutions@cfuwontcouncil.org](mailto:resolutions@cfuwontcouncil.org)**

**no later than NOVEMBER 15**

**Please note that any submission arriving after the above deadline will not be considered.**



# What the Resolution Committee will be doing

## October 15-November 15 – Intent stage:

The Resolutions Chair will:

- Also check the Policy Books to ensure that we do not already have policy on the subject.
- Check the scope of the resolution. The problem should be provincial one.
- Liaise with the proposing club to ensure that the proposer does not do unnecessary work due to potential complications, such as wrong level of government, bad timing, etc.

## November 15-January 15 – Pre-distribution to Clubs:

The evaluators, together with the Resolutions Chair, will:

- Ensure that the Resolved Clauses
  - refer to the appropriate governments or organizations;
  - include, or refer to, a general clause that can stand the test of time;
  - sound sensible;
  - verify that each clause could stand alone and is relevant to the title. (The AGM voting body can, and does at times, separate clauses.);
  - reflect what is requested in this *Resolution Information and Guidelines*
- Ensure that the background is presented in a well balanced manner (pros & cons) with thorough research, with sources and citation
- Ensure that the completed resolution is in correct format (length, etc.)
- Where necessary, correct and fine tune the grammar, spelling and English (Canadian)
- Verify the facts that form the basis of this resolution as much as is possible, and the references and the format of the bibliography
- Check the resolution for legal problems
- As reasonable, consult with others knowledgeable about the context or content of the resolution.
- Liaise with proposing club contact for the resolution; discuss corrections, suggest changes

## January 15 – Distribution to the Ontario Clubs, along with amendment package

# The amending process

Ontario Council Resolution(s) will be sent to the Clubs on or before January 15<sup>th</sup>.

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*.

“Hostile” amendments 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** that will be sent with the proposed resolution(s) January 15<sup>th</sup>, or to be found at <http://cfuwontcouncil.org/advocacy/ontario-council-policy/>. Please ensure that all the required information shown on the sample sheet appears on each sheet.

Deadline for the receipt of amendments is April 1 to [resolutions@cfuwontcouncil.org](mailto:resolutions@cfuwontcouncil.org).

The Resolutions Chair will work with the proposers to create an amended proposed resolution(s) that will be sent to the clubs on or before April 15<sup>th</sup>.

## 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.
  - One amendment 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.org](http://www.cfuwontcouncil.org)

## Following the CFUW Ontario Council AGM

The Resolution(s) as approved will be placed in the CFUW Ontario Council Policy Online found at <http://cfuwontcouncil.org/advocacy/ontario-council-policy/>

The complete Resolution(s) as approved, including the Background will be e-mailed to all Clubs 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.