



**CFUW ONTARIO COUNCIL  
GUIDELINES for ADVOCACY**

2018-2020

**WHEN WRITING OR SPEAKING “ON BEHALF OF CFUW”** and asking for some action, this must be based on CFUW and Ontario Council public policy as found in the Ontario Council and CFUW “Policy Books”.

In the absence of policy:

- ◆ Letters may be written asking for information only – “Our club is studying ...”
- ◆ If a club wishes to react to a local situation when there is no policy, a vote shall be taken of its membership before committing the club to any course of action. Any action must be consistent with CFUW purposes and policy.

**COMMUNICATING WITH PROVINCIAL OR FEDERAL ELECTED OFFICIALS**

Working with local MPs/MPPs on current issues creates urgency and adds to the impetus for change. Communications from constituents are discussed in caucuses.

- ◆ Local clubs communicate with their local elected officials and local MPs & MPPs, but not to the Premier, the Prime Minister or Cabinet Minister (unless he/she is the local MPP or MP).
- ◆ Clubs wishing to communicate with ministers (other than their own representative) must do so through Ontario Council for a provincial issue; or the National Office for a federal one.
- ◆ Clubs wishing to communicate with elected officials in a neighbouring district where there is no club must explain to the recipient why they are receiving the letter.

**COMMUNICATION PROTOCOL**

In all situations, locally, provincially, nationally and internationally, the respective President, or her designate, is the official CFUW representative.

- ◆ Letters/emails must be sent out under the signature of the club President, or designated member of the executive, on official letterhead. The club President, or her designate, should have the support and authorization of her executive. Visits to councillors, MPPs and MPs must either include the President or be authorized by the Executive.
- ◆ If the President has a conflict of interest or is uncomfortable signing, she must excuse herself, discuss the matter with her Board, and if necessary, delegate someone else to sign.
- ◆ Clubs and Councils are requested to copy their Regional Directors on all letters/emails sent to elected representatives.

**INDIVIDUAL CLUB MEMBERS**

The individual club member is encouraged to write to any politician on any issue about which she has a concern. She may use information from CFUW sources, but she may not write “on behalf of CFUW” or use CFUW letterhead or send an email from a CFUW email account.