

Checklist for Reviewing Proposed Resolutions

<i>For quick referral, use this guide in the final review of each resolution and brief before acceptance for proposal to convention.</i>	(√)
RESOLUTION	
Resolved Clauses	
• include name of council requesting action	
• state official title of group to which the action is directed	
• request an action	
Bridging Clauses	
• included if the resolution is to be forwarded to another level or standing committee chairperson	
General	
• has not been addressed by a previously adopted resolution	
• statements are clear/concise	
• statements are in logical order	
• facts presented are relevant, timely and substantiated	
• spelling, grammar and format are acceptable	
Accompanying Brief	
Opening Paragraph	
• addresses only the topic of the resolution	
• outlines why a specific action is desired	
• defines the issue addressed in the resolved clauses, especially as addressed in the first resolved clause	
Body	
• present clauses in order of importance (from most to least)	
• reinforces the reasons for requested action (resolved clauses)	
• flows logically	
Closing Paragraph	
• summarizes the subject	
• emphasizes the need for action	
General	
• statements are clear/concise and in logical order	
• comprehensive but kept to one page	
• facts presented are relevant, timely, and substantiated	
• spelling, grammar, and format are acceptable	
• use quotations to support a statement only when the source is cited in the brief and identify by using parenthetical referencing (as per page 8)	

6. Resolutions shall proceed through the proper channels to their destination, i.e., parish to its diocesan; parish to its provincial (where applicable); diocesan to its provincial; provincial to national.
7. Resolutions will be accepted only if they were adopted by a majority vote at an annual provincial convention.
8. Resolutions shall be submitted to the national chairperson of resolutions by the deadline date. Resolutions concerning urgent matters, however, may be accepted after the deadline date at the discretion of the national resolutions committee.
9. Resolutions shall relate to current matters; for example, if directed to government, and legislation has been enacted before the presentation of the resolution to the convention, the matter is no longer current.
10. Resolutions shall not mandate (command or order) members to pray. Encouraging councils to organize and publicize prayer services is acceptable.
11. Resolutions shall be accompanied by an explanatory brief and sufficient support material to substantiate the resolution.
12. Resolutions shall be accompanied by a covering letter listing the resolutions officially adopted by the provincial council in convention for submission to the national level. The letter must be signed by the president and secretary of the provincial council.
13. Resolutions shall not imply the truth of specific rumours or contain insinuations unfavourable to a member, committee or council of The Catholic Women's League of Canada.

Only resolutions meeting the above requirements shall be accepted for consideration by the national resolutions committee.

**Action on resolutions of national nature
is to be carried out *only* after being adopted at national convention
by the national council.**

**Action on a resolution can be carried out on matters of provincial jurisdiction
after a letter of disposition has been received from the national resolutions committee
even if the resolution is not accepted for presentation by the national executive,
provided that the bridging clauses are in the resolution
and the resolution aligns with League positions.**