

The Catholic Women's League of Canada



Resolutions Handbook



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Core Principles of The Catholic Women's League of Canada

Core Purpose

Uniting Catholic women to grow in faith, and to promote social justice through service to the church, Canada, and the world

Core Values

Faith—following Catholic teaching

Service—local, national, and international

Social Justice—actively involved in society

League Objects

The Objects of the League shall be to unite Catholic women of Canada

1. to achieve individual and collective spiritual development
2. to promote the teachings of the Catholic church
3. to exemplify the Christian ideal in home and family life
4. to protect the sanctity of life
5. to enhance the role of women in church and society
6. to recognize the human dignity of all people everywhere
7. to uphold and defend Christian education and values in the modern world
8. to contribute to the understanding and growth of religious freedom, social justice, peace and harmony

Mission Statement

The Catholic Women's League of Canada calls its members to grow in faith, and to witness to the love of God through ministry and service.

Envisioned Future

The Catholic Women's League of Canada is an inclusive and engaged community of Catholic women inspired by faith. It is:

A vital participant in the church;

A valued partner for social justice;

A respected advocate at all government levels;

Connected to the world.

Introduction

This handbook provides information to enhance understanding of the League resolution process and assist members in their development of resolutions.

Resolutions play a major part in the League's work. Through them, League policy and position papers may be established, programs planned, or concerns and views expressed to governments. Resolutions can be a powerful tool "to infuse a Christian spirit into the temporal order" (*Decree on the Apostolate of the Laity*). The League can serve the church's mission and be a Christian witness through resolutions.

The League must seek to give expression to the concerns of its members by means of resolutions that have been researched and developed by members as opposed to others. Resolutions researched by other groups or organizations will not be accepted as resolutions of The Catholic Women's League of Canada. All League resolutions shall conform to Catholic church teaching and doctrine.

Part XIII of the *Constitution & Bylaws* provides for the election of chairpersons of three standing committees—faith, service and social justice. The social justice standing committee provides for all levels to initiate resolutions on relevant issues. A resolutions subcommittee is appointed and responsible for

- a. research and preparation of resolutions
- b. study and implementation of resolutions adopted by other levels
- c. presentation of resolutions to government at provincial and national levels.

Prayer should accompany the process of resolution development, asking the Holy Spirit "to give light to our minds and strength to our wills" and through the intercession of Mary, Our Lady of Good Counsel.

What is the League's history of resolutions?

Since its inception, resolutions and follow-up actions have been a major part of League work. At the 1922 national convention, members were exhorted to "take up some work of a national character that affects into the life of the whole country."

What is a resolution?

A resolution is a motion, in a more formal structure, that introduces new business to the assembly. The rules for presenting resolutions are the same as for motions—moved, seconded, debated, and adopted by a majority vote.

What is the direction and purpose of a resolution?

A resolution may be directed within the League. Its purpose is to propose a plan, establish a policy or recommend action.

A resolution may be directed outside the League to government or organizations such as the Canadian Conference of Catholic Bishops, Development and Peace etc. Its purpose is to influence others to take action that the League itself cannot take, to state the League's position on a topic, to petition or to express concern.

What are the basic steps in preparing a resolution?

- become aware of a topic
- obtain approval of the council to form a committee
- research and gather support material
- draft the resolved clause(s)
- draft the bridging clause(s)
- draft the accompanying brief
- draft an action plan
- present the resolution to the council for adoption
- pray at every stage

Refer to the *National Manual of Policy and Procedure* for criteria for acceptance of a resolution set by the national level.

How can members be encouraged to participate

Members at all levels should be encouraged to participate in the research and development of resolutions and to benefit from attending resolution workshops. At all levels, the study and discussion of resolutions are encouraged. The action plan of a resolution gives members recommendations on what actions can be taken, such as becoming aware of the topics, making changes in their personal lives, and/or communicating concerns to elected officials.

Research and Preparation of Resolutions

Resolutions usually originate in parish councils, but may also originate at the diocesan, provincial or national levels. Regardless of origin, resolutions must be well-researched, with careful planning and attention to detail. The following steps describe how to write a resolution.

Developing the Resolution

1. Becoming Aware of a Topic

A member at any level of the League may identify a resolution topic. This could be the result of:

- current or pending government legislation at any level
- a standing committee study
- a project or activity undertaken by a member or council
- a newspaper or magazine article
- a television, radio or social media discussion
- personal conversation with others
- personal experience

2. Discussing the Topic with the Council

A member may approach her council about a topic of interest as a basis for a resolution. Before approaching her council, it is recommended that the member check current or archived resolutions to determine if the topic has been addressed previously.

The member seeks approval from her council for the topic of the resolution and the desired action. A motion is made to form a committee to research and develop the resolution. If adopted, the motion authenticates the topic of the resolution and makes it a council project.

A chairperson is established for the committee. This may be the person who had the idea for the topic of the resolution. A parish council may contact the diocesan resolutions subcommittee chairperson for assistance.

3. Forming a Committee to Develop the Resolution

A committee is formed to research and write the resolution, brief, citations and action plan. The resolution subcommittee chairperson, where one is appointed, guides procedure, format and any other pertinent information for developing a resolution. Committee members should include those interested in the topic or who are wanting to learn about resolutions. If possible, seek members who have expertise on the topic, possess computer skills and have skills in researching literature. Other committee members would include the chairperson of social justice. The president serves as an *ex officio* member as does the spiritual advisor who guides the committee in church teaching as it applies to the topic.

4. Establishing Timelines

Set a timeline for research and development of the resolution. This may vary due to the complexity of the topic, skills and experience of members as well as their availability and committee size.

Time the start-up of developing and researching with deadline dates, being mindful of the deadline for adoption by the originating council and before the deadline date to submit to the next level of the League.

5. Researching and Gathering Information to Support the Resolution

- a. Check cwl.ca for a list of resolutions and position papers previously adopted by national council. Provincial and diocesan resolutions subcommittee chairpersons should be consulted to verify if the topic has been addressed at their level.
- b. To avoid duplication, find out if other councils are studying or have studied the topic, allowing for cooperation and sharing of information and the possibility of partnering to develop the resolution.
- c. Consider using outside expertise.
 - Consult members who have an educational background and whose gifts of expertise can be sourced to provide guidance regarding the topic and resources. (e.g., the career background of a member such as a health

professional, a bioethicist, an educator, a lawyer, a law enforcement officer or an elected member of government).

- Consult elected parliamentarians/legislators who share a common interest in the topic or who can direct to current government legislation, statistics and studies on the topic.
 - Consult spiritual advisors, other clergy and consecrated religious on topics regarding the teaching of the church.
- d. For resolutions to be directed to the government, determine the destination of the resolution (municipal, provincial, federal) by contacting the locally elected member of the government, visiting the library and/or using online sources. This may be helpful to determining government departments or ministers responsible for the topic of the resolution. For searching online, consult legislative sources pertinent to the topic (e.g. Hansard and LEGISinfo). Government information, such as copies of legislation, regulations and committee reports are easily accessible online.
- The Hansard Index is transcript information of parliamentary debates by elected members at federal and provincial levels of government. It can be searched by date of debate, keyword or the name of the elected member.
 - LEGISinfo is the primary source of information regarding federal legislation before parliament. It includes bills for both the House of Commons and the Senate. Current bills can be searched by numbers. Bills that have received royal assent or are lost can be searched by the session it was introduced in or by keywords.
- e. For resolutions directed to other organizations, consult their websites for information about their mission statement and resources related to the topic.
- f. To determine the societal view of the resolution topic, review books, newspapers, magazine articles, blogs, videos, films, radio and television programs. Be open to being informed about opposing viewpoints regarding the topic.
- g. Ensure the resources to support the resolution are credible. Assess the information that has been gathered and the resource material to determine if there are enough facts to support the intent of the resolution. Tools, such as the RADAR Mandalios handout (Appendix 1) provide criteria for evaluating if a resource is reliable.
- h. Do not rely on theories, assumptions and personal opinions to support the resolution. Personal blogs, media accounts, secondary sources and opinion pieces can be used to find primary resources but should not be used as a reference. For example, they may provide background research information, key terms or words that would assist in finding reliable resources.
- i. Poll results, if to be used as a resource, must reflect the most current information on the topic and must be scientific. Usually, the larger the number of people

surveyed in a poll, the less the margin of error should be (more accurate in representing a population as a whole). The reliability of a poll can be affected by many factors such as bias in the questions, improper sampling technique, etc. Published reviews or evaluations of a poll will often help to determine its reliability. At minimum, the published description of a poll should reveal:

- The margin of error for the poll. It generally should not be more than five or six points with a “confidence level” most often at 95%
 - The questions used (transparency)
 - The number and demographics of respondents
 - The poll procedure (methodology) – e.g., whether it was online, telephone
- j. Provide the council with a report on the progress of the research for the resolution and determine whether to proceed in developing the resolution to completion.

Composing the Resolution

The format for all resolutions is:

RESOLVED, That the *name of originating council* of The Catholic Women’s League of Canada through the *destination council within the League* urge *government level/ organization* to *requested action*; and be it further,

RESOLVED, That ...

Note: Always write “The Catholic Women’s League of Canada” in full.

Writing the Resolved Clause(s)

The resolved clause clearly states what level of the League is requested to act and what action is being requested. The intent of the resolution must not be changed as the resolution progresses through the various levels. Two government destinations may be used in the same resolution, i.e., directing action at the provincial level as well the federal level. More than one resolved clause is appropriate if more than one action is being requested or more than one level of government is being requested to take an action.

The resolved clause contains four components (who, through, to, what)

- The name of the council requesting the action
- The level being entrusted to act on the resolution (final destination) after adoption
- The name of the outside organization or government to which the resolution is directed
- What action is requested of the organization or government

The resolved clause(s) state clearly the action(s) requested. It should be

- worded positively
- compelling, with a degree of formality
- written so that when read alone it makes sense

Examples of Resolved Clauses

Originating at Parish

RESOLVED, That ___ Parish Council, through national council of The Catholic Women's League of Canada, urge the federal government to ...; and be it

RESOLVED, That _____ Parish Council, through ___ Provincial Council of The Catholic Women's League of Canada, urge the provincial government to... and be it

Originating at Diocesan

RESOLVED, That ___ Diocesan Council in 20__ diocesan annual meeting of members/convention assembled, through national council of The Catholic Women's League of Canada, urge the federal government, to ...; and be it

RESOLVED, That ___ Diocesan Council in 20_ diocesan annual meeting of members/convention assembled, through ___ Provincial Council of The Catholic Women's League of Canada, urge the ___ provincial government to...; and be it

RESOLVED, That ___ Diocesan Council of The Catholic Women's League of Canada in 20__ diocesan annual meeting of members/convention assembled, urge the name of organization to...; and be it

Originating at Provincial

RESOLVED, That ___ Provincial Council in 20__ provincial annual meeting of members/convention assembled, through national council of The Catholic Women's League of Canada, urge the federal government, to...; and be it

RESOLVED, That ___ Provincial Council of The Catholic Women's League of Canada in 20__ annual meeting of members/convention assembled, urge the provincial government to... and be it

RESOLVED, That ___ Provincial Council of The Catholic Women's League of Canada in 20__ provincial annual meeting of members/convention assembled, urge the name of organization to...; and be it

Originating at National

RESOLVED, That national council of The Catholic Women's League of Canada in 20__ national annual meeting of members/convention assembled, urge the federal government, to...; and be it

RESOLVED, That national council of the Catholic Women's League of Canada in 20__ national annual meeting of members/convention assembled, urge the name of organization to...; and be it

Writing 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

A resolution proceeds through the levels of the League towards its destination. For example, parish to its diocesan council (or parish to its provincial council where there is no diocesan council); diocesan to its provincial council; provincial to national council. There are specific resolved clauses to enable “bridging” a resolution from one level of the League to the next.

The following bridging clauses may be used.

- Resolved**, that this resolution be forwarded to national council for consideration at the national annual meeting of members/convention. (Used by provincial councils when the destination of the resolution is requesting national action.)
- Resolved**, that this resolution be forwarded through national council to the other ten provincial councils, urging them to become aware of this topic as it pertains to their province/territory, and to act on it as deemed necessary/prudent. (Used by all levels of the League when requesting that provinces/territories be made aware of the topic and/or to take action.)
- Resolved**, that this resolution be forwarded through national council to the national chairperson of a standing committee for awareness/action. (Used by all levels of the League when requesting only that the members be made aware of the topic.)
- Resolved**, that this resolution be forwarded to the provincial council for consideration at the provincial annual meeting of members/convention. (Used by diocesan councils when the destination of the resolution is requesting provincial action only or when the destination of the resolution is to the national level.)
- Resolved**, that this resolution be forwarded to the diocesan council for consideration at the diocesan annual meeting of members/convention (Used by parish councils when the destination of the resolution is requesting diocesan action only or when the destination of the resolution is for the provincial and/or national level.)

As the resolution progresses through each level towards its intended destination, the wording in the resolved and bridging clauses of the resolution must be revised by the receiving resolutions subcommittee at the next level to make them applicable to their level. This would be done as part of the review and vetting of the resolution and in preparation for presentation for adoption at their annual meeting of members/convention.

EXAMPLE: if a parish council resolution with a national destination is adopted at the parish level and is being forwarded to the diocesan level as follows:

Resolved, That Our Lady of Peace Parish Council, through national council of The Catholic Women’s League of Canada, urge the federal government to implement an adult fitness tax credit, and be it further

Resolved, That this resolution be forwarded to St. Boniface Diocesan Council of The Catholic Women’s League of Canada for consideration at the 2024 diocesan annual meeting of members/convention.

Then in the first resolved clause, the name of the receiving diocesan council would replace the name of the parish council. In the bridging clause (the second resolved clause), the name of the diocesan council would be replaced by the name of the provincial council. In addition to reviewing and vetting the resolution, the diocesan resolutions subcommittee edits the resolution before presentation to the diocesan annual meeting of members/convention as follows:

Resolved, That St. Boniface Diocesan Council in 2024 diocesan annual meeting of members/convention assembled, through national council of The Catholic Women’s League of Canada, urge the federal government to implement an adult fitness tax credit, and be it further

Resolved, That this resolution be forwarded to Manitoba Provincial Council of The Catholic Women’s League of Canada for consideration at the 2024 provincial annual meeting of members/convention.

If the resolution with its national destination is adopted at the diocesan annual meeting of members/convention, it becomes a diocesan resolution and it would be forwarded to the provincial level.

In the first resolved clause, the name of the receiving provincial council would replace the name of the diocesan council. In the bridging clause (the second resolved clause), the name of the provincial council would be replaced by the name of the national council. In addition to reviewing and vetting the resolution, the provincial resolutions subcommittee edits the resolution before presentation to the provincial annual meeting of members/convention as follows:

Resolved, That Manitoba Provincial Council in 2024 provincial annual meeting of members/convention assembled, through national council of The Catholic Women’s League of Canada, urge the federal government to implement an adult fitness tax credit, and be it further

Resolved, That this resolution be forwarded to national council of The Catholic Women’s League of Canada for consideration at the 2024 national annual meeting of members/convention.

If that same resolution with its national destination is adopted at the provincial annual meeting of members/convention, it becomes a provincial resolution and it would be forwarded to the national level (its destination).

In the first resolved clause, “national council” will replace the name of the provincial council. In addition to reviewing and vetting the resolution, the national resolutions subcommittee edits the resolution before presentation to the national annual meeting of members/convention as follows:

Resolved, That national council of The Catholic Women’s League of Canada, in 2024 national annual meeting of members/convention assembled, urge the federal government to implement an adult fitness tax credit.

If the resolution is adopted at national level, it becomes a national resolution. It will be published in *The Canadian League* and posted on the national website. Any identification of the submitting provincial council and standing committee designation will not be published.

Writing the Brief

Organize and review all resource documents that will be used in the brief. The organization of resource material is individual preference. Some may use electronic means, others may prefer to do it in print using highlighting, sticky notes etc.

Only use documents/publications that directly support the intent of the resolution and that are cited in the brief. It is not necessary to use a whole document/publication if some of the information is not pertinent to the resolution. It is permissible to select only paragraphs or pages of a document/publication that support the intent of the resolution.

All statements of fact must be supported by a credible reference. Therefore, the method of organization of the references must make it easy to locate the information for

- writing the brief
- inserting in-text citations (references in parenthesis) within the brief
- review of the resolution by the resolutions subcommittee at another level

To guide the writing of the brief, develop an outline that organizes the information from the most important to that of lesser significance.

The brief will be one page consisting of concise statements of facts explaining why the resolution is necessary. It should be informative, and persuasive of the action requested in the resolved clause(s). Summary statements and logical conclusions of the evidence may be used.

The opening paragraph of the brief defines the topic/issue in the resolved clause(s) and outlines why a specific action is desired. It addresses the topic of the resolution.

The body of the brief reinforces and expands on the reasons for the desired action of the resolved clause(s). It describes the most important reasons first; other less significant reasons follow.

The closing paragraph summarizes the topic and the validity of the concerns. It emphasizes the requested action of the resolved clause(s).

Remember: The brief needs to inform and persuade the subcommittee responsible for reviewing and vetting the resolution at another level. It should also persuade delegates and members at the annual meeting of members/convention as well as the government level or organization to which the resolution is directed.

Cite from resources as much as possible. Let references do the talking. Use quotation marks for exact quotes to avoid plagiarism.

MLA formatting is to be used for all reference citations in the text of the brief. In citing the works of other authors in the brief, either as a quote or by paraphrasing, specific information on the reference appears within parenthesis (parenthetical references). This is called an in-text citation. In-text citations usually are placed at the end of a sentence but may also appear elsewhere in the sentence. The most current version of the MLA format must be used. It is recommended to refer to university websites that publish the most current detailed guides for using MLA format. Examples of in-text citations using MLA style (9th edition) can also be found in Appendix 2: Sample Brief.

In writing the text of the brief, the style guide found in the *National Manual of Policy and Procedure* is to be used for all spelling, grammar and format.

Other considerations when writing the brief.

- Maintain a dignified and respectful tone and do not mandate the government to act (e.g., use “the federal government is urged to ...” instead of “the federal government must; has a responsibility to...”).
- Wording must be in keeping with the League’s non-partisan stance. It is appropriate to quote government documents in the brief. However, there must be no mention of a political party or parliamentarians.
- Be aware of resources that present counter arguments to the position in order be able to defend the resolved clause(s). These should not be included in the brief or works cited.

When the document is complete, insert line numbering in the left margin for easy referencing. All in-text citations and quotations of the brief must be highlighted and flagged in the resource file. For an example of a brief, please refer to Appendix 2.

Works Cited (reference list)

Identify all references used in the preparation of the resolution and the brief. The reference list must contain a minimum of three reliable sources.

Using all available information regarding the identification and location of the references, create a citation list on a separate page using the most current MLA formatting. See online MLA formatting sites for examples of reference formatting for the works Cited list.

When the works cited list of references is alphabetically organized, assign sequential numbering to the list to enable index tabbing for the review committee and for ease of locating information.

A file of all resource material must be organized in the same alphabetical order as in the works cited list. Each index divider tab is numbered to correspond to the works cited list numbering.

For an example of a works cited list, see Appendix 3.

Refer to an online MLA guide for the most current and correct format of in-text citations and works cited references. Many university online writing lab sites provide detailed information regarding MLA citations. For example, the Purdue University Online Writing Lab (OWL) website is a popular, comprehensive online source.

Include the URL (uniform resource locator) or web address when formatting the information for the references in the works cited list, if possible. This allows for ease of access to the source by the resolutions subcommittee members who are reviewing and vetting the resolution.

Action Plan

The action plan provides suggestions for action by members regarding the objective of the resolution (e.g., members to become aware, write letters, invite speakers, become familiar with a particular law, publication, government stance etc.). Check the more current national resolutions on the national website for examples of action plans.

Final Steps

Title the resolution when everything is complete. Capture the topic and intent of the resolution using key words of the resolved clause(s) to create the title. Keep it brief. The resolution title should state the year of its adoption (and numbered if more than one resolution is adopted by the council in the same year).

Insert left margin numbering for each of the pages—resolution, brief, works cited, action plan. This enables easy referencing when the committee reviews and vets the resolution.

When reviewing the brief, ensure the League’s style guide is used throughout the text of the brief and that all references used for in-text citations and in the works cited list are formatted in accordance with the most current MLA citation format.

Print the resolution, brief, works cited, action plan and original source material, and organize it in a folder or three ring binder. Organize the reference material using index dividers. Number the tabs of the dividers to correspond to each source of works cited list. All in-text citations and quotations of the brief are highlighted and flagged in the source material

Place the cover letter verifying adoption of the resolution (signed, dated, and the email and/or postal mailing address of submitting council) at the front of the folder/binder.

Place the completed checklist at the front of the folder/binder.

Reviewing the Resolution for Adoption

Use the Checklist for Reviewing Resolutions (Appendix 4) before submitting the resolution for adoption:

- A completed Checklist for Reviewing Resolutions must accompany the resolution at each level through which it is adopted.
- Indicate with a check mark that each checklist requirement has been met.
- A PDF fillable form is available on the national website.
- The member responsible for completing the checklist signs the checklist and includes her email and telephone contact information.
- The checklist must accompany the cover letter and resolution after its adoption.

The national checklist is to be used by all levels. A new checklist must be submitted by the resolutions subcommittee as the resolution progresses through each level. It serves to verify that a fresh review of the resolution has been done by the subcommittee and that the checklist requirements have been met.

Failure to meet checklist requirements could result in

- the resolution being returned by the resolutions subcommittee at the next level
- the request for additional information by a specified deadline date prior to the annual meeting of members/convention
- the resolution not receiving a full review in time for the annual meeting of members/convention

Resolutions subcommittees have the responsibility to review and vet the resolution to satisfy the elements of the checklist and the other League criteria.

Formal Presentation, Adoption and Action on Resolutions

Resolutions must be formally presented to the council and then moved, seconded and adopted by majority vote. A resolution may be debated and amended, and secondary motions may be applied. (See the most current version of *Robert's Rules of Order*). The customary method is to present the resolution after the report of the standing committee to which it pertains.

The adoption of a resolution initiates its review at the next level of the League. When a resolution is forwarded to another level, it belongs to the next level. The process that a resolution follows through the levels is described below.

Parish Council

Prepare the Resolution Material for Presentation and Adoption

1. Prepare a file of print copies of the resolution, brief, works cited list and action plan as well as the original source of reference material corresponding to the order of the works cited list. Organize the print copies in a folder or three-ring binder.
2. A file of all resource material must be organized in the same alphabetical order as in the works cited list. Each index divider tab is numbered to correspond to the works cited list numbering.
3. Have a digital copy of all resolution documents to submit to the next level of the League along with the print copies. The resolution, brief, works cited and action plan pages are preferable in an editable format (not PDF or JPG/picture).
4. Print only the document pages that directly support the citations in the brief (references in parenthesis).
5. Flag and highlight in the material all citations, statistics and quotes referenced within the brief.
6. Review the completed file using the Checklist for Reviewing Resolutions.
7. For each level, it is recommended to prepare a three-minute statement to speak in favour of the resolution when the motion for its adoption is opened for debate.

Process for Adoption at the Parish Council Level

At a regular parish council meeting,

1. The resolution is read by the chairperson (or designate) of the standing committee that developed the resolution.
2. The chairperson of the standing committee states, "I move the adoption of this resolution."
3. It is seconded and then opened for debate. The chairperson of the standing committee or designate will speak in favour of the resolution. There is normally a three-minute time limit.
4. A member speaking to the resolution must indicate if they are speaking in favour or against the motion.
5. The debate may result in the motion for the resolution being amended, postponed or tabled.
6. A majority vote decides whether the resolution is adopted.

Depending on the destination of the resolution, the resolution is forwarded to the next level of the League. Therefore, it cannot be acted upon until it has been adopted at its final destination.

If adopted by a parish council requesting action limited to the local level (municipal), then the resolution may be acted upon.

If adopted and the intended destination is diocesan, provincial or national level, the chairperson of social justice (or designate) is responsible to ensure the resolution is prepared for forwarding to the next level. This includes

- the organization and preparation of material for the resolution file both in print and digital format (not PDF or JPG/ image)
- sending sufficient copies of all required documents to the diocesan chairperson of social justice before the deadline date
- ensuring that a parish council member is prepared to speak briefly in favour of the resolution at the diocesan annual meeting of members/convention
- the president and secretary sign the cover letter that accompanies the resolution. The letter states the date of adoption and verifies that the resolution was adopted, as required, by majority vote of the council

Action on a resolution of municipal jurisdiction shall be

- by the parish executive only after the resolution has been adopted by a majority vote of the parish council's membership
- by the members according to the action plan after the adoption of the resolution

Diocesan Council

The diocesan chairperson of social justice receives all adopted parish council resolutions and any proposed by diocesan chairpersons.

1. The resolutions with supporting materials are assigned for review and vetting by an appointed resolutions subcommittee.
2. The diocesan resolutions subcommittee recommendations must be presented to the diocesan executive for acceptance at its meeting that immediately precedes the annual meeting of members/convention.
3. If the recommendations are accepted by the diocesan executive, the diocesan resolutions subcommittee prepares the resolution(s) for presentation to the diocesan council.
4. A two-thirds majority vote of the diocesan executive is required to overturn the recommendation for acceptance of a resolution made by the diocesan resolutions subcommittee.

When presented at the diocesan annual meeting of members/convention, the customary method is to present the resolution after the oral report of the standing committee to which it pertains.

1. The resolution is read by the diocesan chairperson of social justice (or designate).
2. The president of the submitting council (or her designate) then says, “I move the adoption of this resolution.”
3. It is seconded and then opened for discussion.
4. The submitting council president (or designate) speaks in support of the resolution.
5. The ensuing process outlined in the parish council procedure would apply.

If adopted and directed for action to a locally organized organization, the chairperson of social justice (or designate) is responsible for acting on the resolved clause(s) by

- forwarding sufficient copies of the resolution and all accompanying support material, accompanied by a cover letter signed by the diocesan president and secretary to the organization mentioned in the resolved clause.
- requesting a response and possible opportunity to meet with the organization.

If adopted and the intended destination is provincial or national level, the standing committee chairperson of social justice (or designate) is responsible to ensure the resolution is prepared for forwarding to the provincial level. This includes

- organizing and preparing the material for the resolution file both in print and digital format (not PDF or JPG/ image).
- sending a copy of all required documents to the provincial chairperson of social justice before the deadline date.
- ensuring that a member is prepared to speak briefly in favour of the resolution at the provincial annual meeting of members/convention
- The president and secretary sign the cover letter that accompanies the resolution. The letter states the date of adoption and verifies that the resolution was adopted, as required, by majority vote of the council.

Action on a resolution directed to a locally organized organization shall be:

- by the diocesan executive only after the resolution has been adopted by a majority vote at the diocesan annual meeting of members/convention
- by the members according to the action plan after the adoption of the resolution

Provincial Council

The provincial chairperson of social justice receives all adopted diocesan council resolutions and any proposed by provincial standing committee chairpersons.

1. The resolutions with supporting materials are assigned for review and vetting by an appointed resolutions subcommittee.
2. The provincial resolutions subcommittee recommendations must be presented to the provincial executive for acceptance at its meeting immediately preceding the annual meeting of members/convention.
3. If the recommendations are accepted by the provincial executive, the provincial resolutions subcommittee prepares the resolution(s) for presentation to the provincial council.
4. A two-thirds majority vote of the provincial executive is required to overturn the recommendation for acceptance of a resolution made by the provincial resolutions subcommittee.

When presented at the provincial annual meeting of members/convention, the customary method is to present the resolution after the oral report of the standing committee to which it pertains.

1. The resolution is read by the provincial chairperson of social justice (or designate).
2. The president of the submitting diocesan council (or her designate) then says, "I move the adoption of this resolution."
3. It is seconded and then opened for discussion.
4. The submitting council president (or designate) speaks in support of the resolution.
5. The ensuing process outlined in the parish council procedure would apply.

If adopted and directed for action at the provincial government or provincially organized organization, the chairperson of social justice (or designate) is responsible for acting on the resolved clause(s) by

- forwarding sufficient copies of the resolution and all accompanying support material, accompanied by a cover letter signed by the provincial president and secretary to the provincial government or organization mentioned in the resolved clause.
- requesting a response and possible opportunity to meet with the provincial government or organization.

If adopted and the intended direction is for national level

- forwarding a copy of the resolution in print and digital (not PDF or JPG/ image) and all accompanying support material to the national chairperson of social justice by the deadline date, accompanied by a cover letter signed by the provincial president and secretary to verify that the resolution was adopted, as required, by a majority vote.
- ensuring that a member is prepared to speak briefly in favour of the resolution at the national annual meeting of members/convention.

Action on a resolution of provincial government jurisdiction shall be:

- by the provincial executive only after the resolution has been adopted at the provincial annual meeting of members/convention.
- by members according to the action plan only after the adoption of the provincial resolution.

National Council

The national chairperson of social justice receives all adopted provincial council resolutions and any proposed by national standing committee chairpersons.

1. The resolutions with supporting materials are assigned for review and vetting by an appointed resolutions subcommittee.
2. The national resolutions subcommittee recommendations must be presented to the national executive/board for acceptance at its meeting immediately preceding the annual meeting of members/convention.
3. If the recommendations are accepted by the national executive/board, the national resolutions subcommittee prepares the resolution(s) for presentation to national council.
4. A two-thirds majority vote of the national executive/board is required to overturn recommendation for the acceptance of a resolution made by the national resolutions subcommittee.

When presented at the national annual meeting of members/convention, the customary method is to present the resolution after the oral report of the standing committee to which it pertains.

1. The resolution is read by the national chairperson of social justice (or designate).
2. The president of the submitting provincial council (or her designate) then says, “I move the adoption of this resolution.”
3. It is seconded by the president of the submitting diocesan council (or her designate) and then opened for discussion.
4. The submitting council president (or designate) speaks in support of the resolution.
5. The ensuing process outlined in the parish council procedure would apply.

If the resolution is adopted, the chairperson of social justice is responsible for acting on the resolved clause(s) by

- reviewing and editing the resolution in preparation for posting to the national website. As it is now a national resolution, the submitting provincial council and standing committee designation is removed.
- communicating the resolution to the federal government, or other nationally based organizations, where directed, along with a covering brief and letter, signed by the national president.

- forwarding the complete file of a resolution directed to a national chairperson for education and awareness of members.
- preparing a short summary to accompany each resolution for publication in the fall issue of *The Canadian League*.
- coordinating, with national office staff assistance, attendance as a delegation to present resolutions to the federal government.

Action on a resolution at the national level on a matter of federal government jurisdiction is to be carried out

- by the national executive only after the resolution has been adopted at the national annual meeting of members/convention, and
- by members according to the action plan only after adoption as a national resolution.

A resolution submitted through the national resolutions process on a matter of provincial jurisdiction and directed toward the ten provincial councils shall be acted upon

- only if the required bridging clause forms part of the resolution, and
- only after a letter of disposition has been issued by the national level.

Resolutions subcommittees are highly recommended at the diocesan and provincial levels, along with well-established policies and procedures to guide them. The primary role of the resolutions subcommittee at diocesan, provincial and national levels is the review and vetting of resolutions and preparing them for presentation at the annual meeting of members/convention. The League's reputation is influenced by the quality of the adopted resolutions.

The following guidelines direct the review and vetting of resolutions submitted to the national level. Resolutions at all levels should be developed with these guiding principles in mind. To avoid disappointments and resolutions being returned, resolutions subcommittees at diocesan and provincial councils are urged to follow the national guidelines.

General requirements

1. Has the submitting council provided all required documentation according to the Checklist for Reviewing Resolutions? Is there anything missing? Is clarification required?
2. Does the resolution satisfy the criteria set by national level for accepting resolutions for presentation at the national annual meeting of members/convention?
3. Are there any other submitted resolutions that address the same topic? Can they be combined without changing the intent of each resolution? (Consult the national website for previously adopted League resolutions on that topic.)
4. Does the topic of the resolution require consultation from an outside expert (e.g. medical doctor, lawyer, educator, law enforcement officer, member of clergy or consecrated religious)?

Resolved Clause(s)

1. Does the wording of the resolved clause(s) present the topic and requested action(s) clearly?
2. Can the wording of the resolved clause(s) be improved or made more concise without changing the intent of the resolution?
3. Does the resolved clause capture the intent of the resolution conveyed by the brief?
4. Is the resolution directed to the correct level of government? Is the resolution topic of provincial or federal government jurisdiction, or are both levels of government correctly implicated by of the resolved clause(s)?

Brief

1. Does the brief explain and support the intent of the resolved clause(s) of the resolution?
 - Are facts accurate, current and supported by the references cited in the works cited list?
 - Are there assumptions, opinions or rumours contained in the brief? Assess how the strength of the brief's arguments are affected by their removal.
 - Since the resolution was developed, is there more current information that can be added to the resources and brief?
 - Do portions of the brief need to be reworded to make it more concise, factual or updated?
 - Have any quotes been taken out of context? Does it impact on the strength of the brief's arguments or support for the resolution if edited to reflect the original context?
2. Can the resolution be defended by the research and resources provided? What research exists that is counter to the position taken by the resolution?
3. Is the language of the brief in keeping with the League's non-partisan stance? Are the facts presented in an unbiased manner toward others and with no mention of political parties or elected parliamentarians?
4. Has the brief been written using a dignified and respectful tone?
5. Have the in-text citations (parenthetical references) been formatted correctly according to the MLA format?
6. Does the spelling, grammar and format of the text of the brief conform to the style guide in the *National Manual of Policy and Procedure*?
7. Does the opening paragraph contain a statement about the issue? Does it include the specific action requested in the resolved clause(s)?
8. Does the body of the brief reinforce the reasons for the resolution in order of importance (greatest to lesser)?
9. Does the closing paragraph summarize and emphasize the validity of the topic?
10. Does the resolution respectfully request actions of the government or organization? Language should never be that of mandating or requiring action. Edit accordingly if it does not change the intent of the resolution.

Works Cited

1. Is each reference of the works cited list credible and reliable (believable and trustworthy)? An online tool to evaluate internet sources, such as the RADAR Mandalios handout could be used (see Appendix 3).
2. Is each citation in keeping with the MLA citation style format?
3. Have URLs been included, where applicable, to enable accessing the source of the reference?
4. Has the list has been organized alphabetically and assigned sequential numbering?

Action Plan

1. Is the action plan appropriate, realistic and clearly stated?
2. Are there three or more proposed actions for members to consider?

Overall review

1. Does the title of the resolution capture the resolved clause(s) and requested action(s)?
2. Do the resolution, brief, works cited and action plan have line numbering in the left margin?
3. Has source material been organized using index dividers with tabs numbered to correspond to each source of works cited list?
4. Have all in-text citations and quotations of the brief been highlighted and flagged in the source material?
5. Can wordsmithing improve clarity?

In giving a recommendation, subcommittee members must avoid personal bias about the subject matter of a resolution.

The members of the resolutions subcommittee shall maintain the confidentiality of the discussions arising from the review and vetting process.

Until a disposition letter has been issued, the subcommittee members shall keep confidential their recommendation for disposition on a resolution.

At the conclusion of reviewing and vetting a resolution, the resolutions subcommittee members discuss their findings. Through consensus, they determine their recommendation regarding the resolution. At the national level, one of the following options may be used to communicate to the submitting provincial council, a letter of disposition regarding the resolution.

Types of **Disposition** at the National Level

- a. **Recommended for presentation at the national annual meeting of members/convention.** The resolution fulfills the established criteria and passes the subcommittee's review and vetting.
- b. **Recommendation pending discussion in August.** The resolution will be considered for the national annual meeting of members/convention pending
 - the receipt of additional information being provided to the subcommittee by a specified deadline date, and
 - additional review and vetting by the national resolutions subcommittee in August.Subsequent to the subcommittee's further review in August, the subcommittee issues its recommendation (disposition) regarding the resolution. The subcommittee members decide to recommend or to not recommend the resolution for presentation.
- c. **Recommended to be forwarded to a national chairperson for action.** The resolution has merit and is timely. However, the resolution lacks substantive support at a national level.

The applicable national chairperson is directed to raise awareness and provide education on the topic through a communique or an article in *The Canadian League* and to encourage action by members.

- d. **Not recommended for presentation at the national annual meeting of members/convention.** The resolutions subcommittee will offer one of two explanations.
 - The resolution has merit and is being returned with recommendations for revision by the provincial council. The recommendations regarding revisions and strengthening the resolution are offered as guidance by the national resolutions subcommittee. Before the revised resolution can be submitted to the national level, the provincial council must present its revised resolution for adoption at its annual meeting of members/convention the following year.
 - The resolution does not have merit at the national level. This may be because the resolution topic is highly controversial or not in keeping with the objects and mission of the League. The resolution is returned to the provincial council.

Note: A resolution must again go through the adoption process if the resolutions subcommittee determines the intent of the resolution must be changed, but the resolution has merit (for example, the wording of the resolved clause is flawed or does not reflect the intent conveyed by the brief). If the intent requires change, the resolution is returned. The provincial council is responsible to revise the resolution. It does not return to the council where the resolution originated. The revised resolution must undergo the adoption process at the provincial annual meeting of members/convention the following year.

All recommendations for dispositions made by the national resolutions subcommittee are presented to the national executive/board at its meeting immediately preceding the annual meeting of members/convention. Each recommendation is put forward by motion for acceptance and is debated and voted on. A two-thirds vote of the executive is required to overturn the recommendation for the acceptance of a resolution.

Even though a resolution may not get presented at an annual meeting of members/convention, that doesn't mean it was a failed effort. There are other types of dispositions that are equally important.

Implementing the Adopted Resolution

Each council should have a policy and procedure about how to organize a delegation of some executive members to present current resolutions to the intended government or organization. If time allows, previously adopted resolutions that are still current may be revisited to determine if there has been progress on the request of the resolution.

For resolutions directed towards the government, delegations must accommodate government sessions and the availability of elected officials and their support staff. The destination of the resolution determines the level designated to act (e.g., parish – municipal; province – provincial; national – federal).

For resolutions directed to the Catholic church, the national executive/board follows up with the Canadian Conference of Catholic Bishops (CCCCB). For matters directed to a local diocese, the diocesan council follows up with the bishop of the diocese.

Recommendations for the Structure of Diocesan and Provincial Resolutions Subcommittees

Each council should have a policy and procedure for the organization of resolutions subcommittees for the review and vetting of resolutions and the development of a resolution initiated at their level. Refer to the previous sections in this handbook on developing resolutions and the review and vetting of resolutions for the role responsibilities for subcommittee members.

It is recommended that the chairperson of social justice (or designate) acts as the chair of the resolutions subcommittee. Non-executive members should be appointed by the president, corresponding with the term of that executive. Subcommittee members, if possible, should have experience with the League resolutions process, possess computer skills and have skills in researching literature.

Diocesan and provincial councils must clearly identify their deadline dates for submitting resolutions to their level. This may be done through a communique from the chairperson of social justice.

The frequency of meetings will vary according to subcommittee availability and the tasks at hand.

It is advisable to connect with the contact person for the council originally submitting the resolution if clarification is needed. The subcommittee may request further information by a specified deadline to arrive at a disposition for the resolution.

A letter of disposition for a resolution should follow the national level options for disposition.

Refer to the following sections of this handbook for the next steps for the resolutions process:

- Formal Presentation, Adoption, and Action on Resolutions
- Review and Vetting of Resolutions.

Provincial and diocesan resolution subcommittees are encouraged to review resolutions at their levels for possible archiving.

Criteria for Acceptance by the National Resolutions Subcommittee

1. Resolutions shall be in accordance with the teachings of the church and established policy of the League (*Constitution & Bylaws*, Articles IV and V).
2. Resolutions shall originate at the parish council level or through a chairperson of a standing committee at the level to which the resolution is submitted.
3. Resolutions developed and researched by other groups or organizations will not be accepted as resolutions of The Catholic Women's League of Canada.
4. Resolutions will be accepted for presentation to the annual meeting of members/convention on topics that the League has not set a position on and which require action at the next level, provided the criteria are met and that they pass the vetting process.
5. An adopted resolution states the League position. This is done only once unless new information on the topic requires that the League position be amended.
6. Resolutions shall be forwarded through the levels of the League to their final destination (e.g. parish to its diocesan council; or parish to its provincial council, diocesan to its provincial council, and provincial to the national council).
7. Resolutions will be accepted only if they were adopted by a majority vote at a provincial annual meeting of members/convention.
8. Resolutions shall be submitted to the national chairperson of social justice by the deadline date. Resolutions concerning urgent matters may be accepted after the deadline at the discretion of the national resolutions subcommittee.
9. Resolutions shall relate to current matters only. For example, if legislation has already been enacted on a government-directed resolution before it is presented at the annual meeting of members/convention, the resolution is no longer current.

10. Resolutions shall not mandate (command or order) members to pray, though they may encourage them to organize and promote prayer services.
11. Resolutions shall not mandate the government to enact or implement requests being made in the resolved clause(s); government should be urged or encouraged to initiate the desired action.
12. Resolutions adopted by the provincial council in annual meeting of members/convention and destined for the national level shall be accompanied by a cover letter stating the title(s) of the resolution(s). The letter must state that the resolution was officially adopted by majority vote and be signed by the president and the 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 subcommittee.

Study and Implementation of Resolutions

Adopted resolutions constitute League policy and their study and implementation are a large part of the work of members. Refer to Formal Presentation, Adoption and Action on Resolutions in this handbook.

Standing committees at each level to which a resolution pertains are expected to promote the intent of a resolution and to motivate members to act in keeping with the action plan.

Typically, action on resolutions would include communication through letter writing, petitions or postcards. Refer to the *National Manual of Policy and Procedure* for further information and examples.

National Resolution Topics

Current and archived national resolutions can be found on the national website. Current resolutions are published in their entirety, excluding the resource material. Archived resolutions are posted by title only. However, the complete copy of the archived resolutions can be requested from the national office.

Appendix 1: RADAR Tool

Evaluating Information Sources: RADAR is a framework that can help you remember what kinds of questions you should be asking about an information source as you evaluate it for quality and usefulness in your research.

RATIONALE	<p>The rationale is important because books, articles, and web pages are made to serve a purpose. They can educate, entertain, or sell a product or point of view. Some sources may be frivolous or commercial in nature, providing inaccurate, false, or biased information. Other sources are more ambiguous about any potential partiality. Varied points of view can be valid as long as they are based on good reasoning and careful use of evidence.</p>	<ol style="list-style-type: none"> 1. Why did the author or publisher make this information available? 2. Is there obvious and/or extreme bias or prejudice? 3. Are alternative points of view presented? 4. Does the author omit any important facts or data that might disprove their claim? 5. Does the author use strong emotional language?
AUTHORITY	<p>Authority is important in judging the credibility of the author's assertions. In a trial regarding DNA evidence, a jury would find a genetics specialist's testimony far more authoritative compared to a testimony from a random person off the street.</p>	<ol style="list-style-type: none"> 1. What are the author's credentials? 2. Is the author affiliated with an educational institution or a prominent organization? 3. Can you find information about the author in reference books or on the Internet? 4. Do other books or articles on the same research topic cite the author? 5. Is the publisher of the information source reputable?
DATE	<p>Date, or currency, is important to note because information can quickly become obsolete. Supporting your research with facts that have been superseded by new research or recent events weakens your argument. Not all assignments require the most current information; older materials can provide valuable information such as a historical overview of your topic. In some disciplines, the date of the source is less important, while in others it is very important.</p>	<ol style="list-style-type: none"> 1. When was the information published or last updated? 2. Have newer articles been published on your topic? 3. Are links or references to other sources up-to-date? 4. Is your topic in an area that changes rapidly, like technology or science? 5. Is the information obsolete?

<p>ACCURACY</p>	<p>Accuracy is important because errors and untruths distort a line of reasoning. When you present inaccurate information, you undermine your credibility.</p>	<ol style="list-style-type: none"> 1. Are there statements you know to be false? 2. Was the information reviewed by editors or subject experts before it was published? 3. Do the citations and references support the author's claim? Are the references correctly cited? 4. What do other people have to say on the topic? Is there a general agreement among subject experts? 5. If applicable, is there a description of the research method used? Does the method seem appropriate and well-executed? 6. Was the item published by a peer-reviewed journal, academic press, or another reliable publisher?
<p>RELEVANCE</p>	<p>Relevance is important because you are expected to support your ideas with pertinent information. A source detailing Einstein's marriage would not be very relevant to a paper about his scientific theories.</p>	<ol style="list-style-type: none"> 1. Does the information answer your research question? 2. Does the information meet the stated requirements for the assignment? 3. Is the information too technical or too simplified for you to use? Who is the intended audience? 4. Who is the intended audience? 5. Does the source add something new to your knowledge of the topic? 6. Is the information focused on the geographical location you are interested in?

Adapted from: Mandalios, J. (2013). RADAR: An approach for helping students evaluate Internet sources. *Journal of Information Science*, 39(4), 470–478. <https://doi.org/10.1177/0165551513478889>

Appendix 2: Sample Brief

BRIEF: Enact Federal Legislation to Reduce Food Loss and Waste

Opening Paragraph: Define the topic

Food loss is edible food that is lost in food production, processing, and manufacturing while food waste is when edible food is thrown away by grocery stores, hotels, restaurants, and commercial institutions (HRI). In Canada, there is no legislation to prohibit food loss and waste (FLW) in the agri-food industry. Law can provide the fundamental principles and rights on which the Canadian agri-food system is built and the basis for delivering food security and nutrition to all Canadians (Rugarabamu, par 6). Legislation that specifically focuses on the industrial, commercial, and institutional sectors could decrease FLW by an estimated million tonnes or 32% annually (Gooch et al.; Nikkel et al.). This reduction would feed every Canadian for five months (Gooch et al.). Reducing FLW can benefit Canadians by reducing costs to consumers, driving change and efficiency, competitiveness within the agri-food industry, and protecting the environment by reducing greenhouse gas emissions and climate effects (ECCC).

Body: In order of importance, expand on reasons for requesting action

FLW occurs because there is a lack of government legislation; business infrastructure to address FLW; and cooperation and collaboration between different sectors of the agri-food industry (Gooch and Felfel). Other causes of FLW are that it is not a priority for businesses, and there are safety and liability concerns with food donations (Gooch and Felfel). However, there is a federal government FLW policy in development (ECCC). The safety and liability issues of donating edible food have been addressed by the government of British Columbia with the development of criteria for both industry and charitable organizations to ensure food safety and mitigate liability (BCCDC).

The approximate \$49.5 billion cost of FLW to the Canadian economy represents around three percent of Canada's gross domestic product (Gooch et al.). The annual FLW from the commercial sectors comprises 58% of Canada's FLW at a cost of approximately \$29 billion (Nikkel et al.). However, this does not represent the true cost of commercial FLW. For example, if food production costs are accounted for (e.g., the cost of the use of land, water, and energy) the cost of FLW is estimated to be over \$100 billion (Gooch and Felfel). Of the 11 million tonnes of commercial FLWs, an estimated 8.8 million tonnes is avoidable and could be rescued (Nikkel et al.). Avoidable FLW occurs along the food chain as unplanned/post-processing FLW and represents the greatest opportunity to reduce it. The area of HRI provides the greatest opportunity for food rescue with currently 98% of its FLW being avoidable (Gooch et al.). According to Nikkel, other areas of potential food rescue include production and manufacturing where there are no attempts made for food rescue. Food processing and distribution are two more areas of potential food rescue.

1 **Closing Paragraph: Summarize the subject; emphasize the need for action**

2

3 Presently, the reduction of FLW is the responsibility of the federal department of environment and
4 natural resources (ECCC). This has resulted in leadership to address the historical marginalization
5 of FLW for the allocation of government time, funds, and political capital (Gooch et al.). As stated
6 in a 2019 report of the federal government on FLW, “All orders of government – federal,
7 provincial, territorial, and municipal – have authority over matters that can directly or indirectly
8 influence the creation of food loss and waste. This represents an opportunity to identify particular
9 policy and regulatory barriers and levers that could reduce food loss and waste” (ECCC). “Law
10 can provide a guiding framework that coordinates and drives change across agri-food systems”
11 (Rugarabamu par. 6). Enacting legislation will advance the reduction of food loss and waste in
12 Canada.

Appendix 3: Works Cited Example

1. BC Centre for Disease Control [BCCDC]. *Food Donation Guidelines*. 2019, www.bccdc.ca/health-professionals/professional-resources/food-donation-guidelines.
2. Canada. House of Commons. *A Food Policy for Canada: Report of the Standing Committee on Agriculture and Agri-Food*. 2017, www.ourcommons.ca/Content/Committee/421/AGRI/Reports/RP9324012/agrirp10/agrip10-e.pdf.
3. Canada Revenue Agency [CRA]. Ontario Community Food Program Donation Tax Credit for Farmers. 2021, Canada.ca, www.canada.ca/en/revenue-agency/services/tax/businesses/topics/corporations/provincial-territorial-corporation-tax/ontario-provincial-corporation-tax/ontario-community-food-program-donation-tax-credit-farmers.html.
4. Environment and Climate Change Canada [ECCC]. *Taking Stock: Reducing Food Loss and Waste in Canada*. 2019, www.canada.ca/en/environment-climate-change/services/managing-reducing-waste/food-loss-waste/taking-stock.html.
5. Gooch, Martin, et al. “The Avoidable Crisis of Food Waste: Technical Report.” *Second Harvest and Value Chain Management International Inc.*, Jan. 2019, www.secondharvest.ca/getmedia/58c2527f-928a-4b6f-843a-c0a6b4d09692/The-Avoidable-Crisis-of-Food-Waste-Technical-Report.pdf.
6. Gooch, Martin V., and Abdel Felfel. “\$27 Billion Revisited: The Cost of Canada’s Annual Food Waste.” *Value Chain Management International Inc.*, 10 Dec. 2014, <https://vcm-international.com/wp-content/uploads/2014/12/Food-Waste-in-Canada-27-Billion-Revisited-Dec-10-2014.pdf>.
7. Nikkel, Lori, et al. “The Avoidable Crisis of Food Waste: The Roadmap.” *Second Harvest and Value Chain Management International Inc.*, Jan. 2019, www.secondharvest.ca/getmedia/73121ee2-5693-40ec-b6cc-dba6ac9c6756/The-Avoidable-Crisis-of-Food-Waste-Roadmap.pdf.
8. Rugarabamu, Donata. “Transformative Change: The Law as a Driver of Better Agri-Food Systems.” *FAO in North America*. 15 Oct. 2021, www.fao.org/north-america/news/detail/en/c/1447024/.

Appendix 4: Checklist for Reviewing Resolutions

Note: A new checklist must be submitted as the resolution progresses through each level of the League. It serves to verify that a fresh review of the resolution has been done by the subcommittee.

<i>Use this form to review the resolution before presenting it for adoption. Use a check mark to verify that each requirement has been met.</i>	(√)
Resolution	
<i>Resolved Clause(s)</i>	
<ul style="list-style-type: none"> • States name of originating council of the resolution 	
<ul style="list-style-type: none"> • States name of destination council within the League requested for action 	
<ul style="list-style-type: none"> • States formal name of government level/organization being asked for action 	
<ul style="list-style-type: none"> • Clearly states requested action of government/organization 	
<i>Bridging Clause(s)</i>	
<ul style="list-style-type: none"> • The correct bridging clause has been used to forward the resolution to the next level of the League 	
<i>General</i>	
<ul style="list-style-type: none"> • Resolution is in keeping with the core principles of the League 	
<ul style="list-style-type: none"> • Requested action(s) were not addressed by a previously adopted resolution 	
<ul style="list-style-type: none"> • Correct jurisdiction of government is being addressed by the resolution 	
<ul style="list-style-type: none"> • Correct level of the League is being asked to act regarding an organization 	
<ul style="list-style-type: none"> • Correct destination in the League is being requested for action 	
<ul style="list-style-type: none"> • Original source material/references were used in developing the resolution 	
<ul style="list-style-type: none"> • Resources directly support the intent of the resolution 	
Brief	
<i>Opening Paragraph</i>	
<ul style="list-style-type: none"> • Defines the topic/issue in the resolved clause(s) 	
<ul style="list-style-type: none"> • Includes the specific action requested in the resolved clause(s) 	
<i>Body</i>	
<ul style="list-style-type: none"> • Is informative and persuasive of the action(s) requested in the resolved clause(s). 	
<ul style="list-style-type: none"> • Presents most important reasons first, then those of lesser significance 	

<ul style="list-style-type: none"> • Flows logically 	
<ul style="list-style-type: none"> • Contains in-text citations (references in parenthesis) 	
<i>Closing Paragraph</i>	
<ul style="list-style-type: none"> • Summarizes the topic and the validity of the concerns 	
<ul style="list-style-type: none"> • Emphasizes the requested action of the resolved clause(s) 	
<i>General</i>	
<ul style="list-style-type: none"> • Is limited to one page; statements are clear and concise 	
<ul style="list-style-type: none"> • All statements of fact are supported by a credible reference 	
<ul style="list-style-type: none"> • Facts presented are relevant, timely and substantiated from reliable sources 	
<ul style="list-style-type: none"> • Does not contain assumptions, personal opinions or rumours 	
<ul style="list-style-type: none"> • Quotation marks used for exact quotes to avoid plagiarism 	
<ul style="list-style-type: none"> • Most current version of MLA formatting used for all in-text citations 	
<ul style="list-style-type: none"> • In-text citations (parenthetical references) used to identify the source of statistics, direct quotations and paraphrasing 	
<ul style="list-style-type: none"> • Quotes are not taken out of context 	
<ul style="list-style-type: none"> • A dignified and respectful tone is maintained; actions are not mandated 	
<ul style="list-style-type: none"> • Wording is in keeping with the League’s non-partisan stance 	
<ul style="list-style-type: none"> • Spelling, grammar and format conform to style guide in the <i>National Manual of Policy and Procedure</i> 	
Works Cited	
<ul style="list-style-type: none"> • Identifies all research/resources (minimum of three) used for the resolution 	
<ul style="list-style-type: none"> • Evaluation of resources is consistent with the RADAR Mandalios handout 	
<ul style="list-style-type: none"> • Works cited list uses the most current version of MLA formatting 	
<ul style="list-style-type: none"> • List has been organized alphabetically and assigned sequential numbering 	
Action Plan	
<ul style="list-style-type: none"> • Supports the objective of the resolution 	
<ul style="list-style-type: none"> • Recommended actions are appropriate, realistic and clearly stated. 	
<ul style="list-style-type: none"> • Proposes three or more actions such as, become aware, invite speaker, write letters to become familiar with, etc. 	

Other Requirements:	
• Resolution meets criteria for acceptance set by national level	
• The resolution has been titled; its topic and requested action stated concisely	
• The resolution title states the year of its adoption (and numbered if more than one resolution is adopted by the council in the same year)	
• Left margin line numbering is inserted for resolution, brief, works cited, action plan	
• A digital file of the complete resolution and its resources has been created	
• The resolution, brief, works cited, action plan and original source material are printed and organized in a folder or three ring binder	
• Source material is organized using index dividers; tabs are numbered to correspond to each source of works cited list	
• All in-text citations and quotations of the brief are highlighted and flagged in the source material	
• The completed checklist is at the front of the folder/binder containing the resolution and the supporting source material	
• The cover letter verifying adoption of the resolution (signed, dated and showing email and/or postal mailing address of submitting council) is included at the front of the folder/binder.	
Checklist Completed by:	
Name:	
Email address:	
Telephone:	
Signature:	