

## WRITING THE BRIEF

The brief is limited to one page consisting of concise statements of facts explaining why the resolution is necessary.

- The **opening paragraph** defines the topic/issue in the resolved clause(s) and why a specific action is desired.
- The **body** of the brief reinforces the reasons for the resolution and, by order of greatest importance, expands on the reasons for the desired action of the resolved clause(s).
- The **closing paragraph** summarizes the topic and validity of the topic. It emphasizes the requested action of the resolved clause(s).

The brief must inform and persuade the subcommittee reviewing and vetting the resolution, delegates at the convention/annual meeting and the government level/organization to whom the resolution is directed.

- Develop the facts and reasoning logically.
- Use relevant, credible and current facts from reliable sources. Avoid assumptions, personal opinions or rumours.
- Use current Modern Language Association (MLA) formatting for in-text citations (parenthetical references).
- Use the League “Style Guide” for grammar, spelling and quotations.
- Maintain a respectful tone and a non-partisan stance.

**Online tools such as the RADAR Mandalios handout provide examples of how to evaluate if a resource is reliable.**

## WORKS CITED (REFERENCE LIST)

Use current MLA formatting for references used in the brief.

- All references used must originate from a minimum of three reliable sources.
- Create a citation list on a separate page. Use the URL (website address) to enable direct sourcing of the citation.
- When the Works Cited list of references is alphabetically organized, assign sequential numbering to the list to correspond to the resource file’s index tabbing. Refer to *Resolutions Handbook*.

**The intent of a resolution must not be changed as it progresses through the various levels of the League.**

## WRITING THE ACTION PLAN

Develop suggestions for action by members to support the objective of the resolution (e.g., members to become aware, invite speakers, write letters, become familiar with, etc.) Refer to national resolutions for ideas.

## USING THE CHECKLIST

- A completed “Checklist for Reviewing Resolutions” must accompany the resolution.
- A new checklist must be submitted as the resolution progresses through each level of the League to verify that the subcommittee has done a new review of the resolution.

Refer to the *Resolutions Handbook* for more information.

## FINAL STEPS

- Title the resolution concisely, capturing its topic and requested action(s).
- Ensure all checklist requirements have been met.

**Prayer is essential at every step of the League resolutions process.**

*The League can serve the church’s mission and be a Christian witness through resolutions.*

Resolutions can be a powerful tool “to infuse a Christian spirit into the temporal order.”

*(Decree on the Apostolate of the Laity)*

**AT THE END OF THE DAY, WE ARE DOING GOD’S WORK.**

Revised: April 2023

The Catholic Women’s League of Canada



# RESOLUTIONS GUIDE

**RESOLUTIONS**  
The Voice of the  
League!

**FOR CURRENT AND COMPLETE  
INFORMATION PLEASE REFER TO:**

*Resolutions Handbook*

[www.cwl.ca](http://www.cwl.ca)

## WHAT IS A RESOLUTION?

A resolution is a motion that is more formal in its 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.

## ORIGINS OF LEAGUE RESOLUTIONS

- Resolutions usually originate in a parish council by members.
- The chairperson of social justice at the diocesan, provincial or national level may submit a resolution at her level.

## DIRECTION OF A RESOLUTION

- **Directed to the League** to propose a plan, establish a policy or recommend action.
- **Directed outside the League** to influence others to take action or to state the League's position. It may be directed to the government or organizations.

## GETTING STARTED

### 1. Developing an Idea

Any member may identify a resolution topic based on the following:

- current or pending government legislation at all levels
- standing committee study, project or activity
- print, broadcast and internet/social media
- personal experience and conversations

Research current or archived resolutions to avoid duplication on the topic.

### 2. Discuss with Your Council

- After research, *seek council approval* for the resolution topic and action.
- *Make a motion* to form a committee to develop the resolution. If adopted, the motion makes the resolution a council project.

### 3. Form a Committee

The chairperson of social justice or the member who brought the topic of interest forward could be the committee chairperson.

The committee members should include members with computer and research skills, expertise on the topic, the spiritual advisor, the council president and the chairperson of social justice (if not already the chairperson of this committee).

**All members are encouraged to learn about resolutions by participating on a resolutions committee and attending workshops.**

### 4. Establish Timelines

- Set a timeline for research and development and adoption of the resolution.
- Be mindful of the deadline date to submit the resolution to the next level of the League.

## RESEARCHING AND GATHERING INFORMATION

**Resolutions must be well-researched, with careful planning and attention to detail.**

- Check for a **list of resolutions and position papers** on the national website.
- Find out if other councils are studying or have studied the topic.
- Consider using outside expertise such as other members with background and experience, elected officials and your spiritual advisor, other clergy and consecrated religious.
- Use the library and online sources to determine the destination of government-focused resolutions. Consult online legislative sources pertinent to the topic (e.g., Hansard and *LEGISinfo*).
- For resolutions directed to organizations, consult their websites for information.
- To determine the societal view of the resolution topic, review print, digital and broadcast media.
- Ensure the resources to support the resolution are credible and that there are enough facts and information to support its intent.
- Do not use 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 to use as references.
- Update your council on the research progress and the feasibility of reaching completion.

## COMPOSING THE RESOLUTION

**The format for all resolutions is *who, through, to, what*:**

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

### Writing the resolved clause(s)

- The resolved clause(s) states clearly what level of the League is to take action, and what action is requested.
- A resolution may be directed to two government destinations (e.g., provincial and federal levels).
- 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.

Examples of resolved clauses at the parish, diocesan, provincial and national levels can be found in the *Resolutions Handbook*.

**A resolution can only be acted upon by members after it has been adopted at its final destination in the League.**

### Writing the bridging clause(s)

Bridging clauses are used to bridge a resolution from one level of the League to the next and 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.

Examples of bridging clauses can be found in the *Resolutions Handbook*.