

**Antigonish Diocesan Council**  
**Catholic Women's League of Canada**  
**Policy and Procedures Supplement**

**1. COMPOSITION**

The Diocesan Executive shall comprise (in accordance with the Constitution and By-laws) of officers of the Antigonish Diocesan CWL, Parish Council Presidents and Regional Chairpersons. Meetings of the Diocesan Executive shall meet at least twice yearly.

The Diocesan Officers shall comprise of the President, Past President, President Elect, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer and Standing Committee Chairpersons. The Spiritual Advisor serves as ex-officio. The Diocesan Officers shall meet at least twice yearly.

**2. RULES OF ORDER**

The League follows Robert's Rules of Order. The Secretary shall read the rules of order before all conventions.

a. The Chair shall:

- ♦ State all questions, motions and resolutions to the meeting before they are open to discussion; and
- ♦ Put all questions, motions and resolutions to the meeting before the vote is taken thereon.

b. All motions shall be stated and submitted, in writing, to the Secretary for accurate minutes, with the exception of:

- ♦ To postpone the reading of the minutes
- ♦ To suspend the order of business
- ♦ To lay on the table
- ♦ To postpone a discussion
- ♦ For a vote of thanks
- ♦ To adjourn
- ♦ To nominate

c. Every motion shall have a seconder except a motion to nominate or adjourn. A motion that is not seconded shall not be put to the meeting and shall not be recorded in the minutes.

d. Members, when speaking shall stand and address the Chair and endeavor to be brief and audible.

e. The mover shall have the privilege of speaking first to a motion and the seconder next.

f. When two or more members stand at the same time to speak, the Chair shall determine the order in which each member shall speak.

g. During the discussion of a question, each speaker shall be limited to three minutes.

- 1  
2 h. A member may request that the question or motion be repeated or re-read, but must not  
3 interrupt a speaker.  
4  
5 i. No member shall speak more than once to the same question or motion without the consent  
6 of the chair, but the mover may reply before the vote is taken.  
7  
8 j. No member shall speak to a question or motion after the Chair has asked for yeas or nays.  
9  
10 k. Only one amendment to the amendment shall be allowed, but when an amendment to the  
11 amendment has been disposed of, another amendment may be proposed. An amendment  
12 shall be voted on first, the amendment next, and the motion last.  
13  
14 l. When a question has been decided, any member who has voted in the majority may move for  
15 a reconsideration of the question at the same meeting, or subject to previous notice being  
16 given, at the next regular meeting. No discussion of the main question shall be allowed  
17 unless the motion for reconsideration has been carried by a vote of two thirds of the members  
18 present at the meeting.  
19  
20 m. There shall be no circulation of material, petitions or solicitations of funds during any  
21 meeting without the prior authorization and/or approval of the Chair.  
22

### 23 **3. ROLES AND RESPONSIBILITIES - REGIONAL CONVENORS**

- 24  
25 a. Term of office will be 5 years effective 2005. If a regional convenor has been appointed  
26 during a mid-term she shall complete a five year term. Nominations for the position of  
27 Regional Convenors will be accepted from parish councils within their area. The Diocesan  
28 Officers will appoint from those that have been nominated.  
29  
30 b. In January of each year, regional convenors shall contact each council within their area and  
31 provide a list of new Presidents (including mailing address and phone #'s) to the Diocesan  
32 Secretary for inclusion in the Diocesan directory.  
33  
34 c. Annual Reports - Regional convenors shall contact parish councils regarding the deadline for  
35 annual reports prior to December 15th of each year.  
36  
37 d. Prior to the fall conference and spring convention registration deadline dates, regional  
38 convenors shall communicate a reminder to parish councils.  
39  
40 e. Regional Convenors are encouraged to attend spring convention and fall conference.  
41  
42 f. Regional Convenors may assign a designate to assist in communicating with parish councils  
43 should the need arise.  
44  
45 g. Regional Convenors shall be responsible for distributing outstanding parish council files  
46 following fall conference and spring convention.

- 1 h. The Regional Convenor is a liaison between the Diocesan Executive and Parish Councils.  
 2 Messages to parish councils should be done in an expedient manner to ensure that  
 3 communication is timely.,  
 4
- 5 i. A meeting of Regional Convenors and the Diocesan Past President will be held every year at  
 6 spring convention.  
 7
- 8 j. The title of Regional Convenor shall remain.  
 9
- 10 k. . meals and registration for Regional Convenors for Fall Conference and Diocesan  
 11 Convention will be the responsibility of the Diocesan Council. Accommodations will be  
 12 provided if they cannot be secured with their own council.  
 13
- 14 l. Division of areas will be as attached....  
 15

#### 16 **4. DIOCESAN CONVENTIONS**

- 17
- 18 a. The Diocesan Officers and Standing Committee Chairpersons shall meet with the Host  
 19 Council Convention Planning Committee in January or February to prepare for the Spring  
 20 Convention. A Guide for Hosting Diocesan/Provincial Conventions (revised 2003) shall be  
 21 provided to the Host Council prior to this meeting.  
 22
- 23 b. The Diocesan President and Secretary shall prepare the Call to Convention and Credential  
 24 forms.  
 25
- 26 c. The Secretary shall mail the Call to Convention to Parish Council Presidents, Life Members,  
 27 Honorary Life Members, Diocesan Officers and Standing Committee Chairpersons,  
 28 including Regional Convenors prior to the end of February.  
 29
- 30 d. Credential information shall include the following:  
 31 ♦ Diocesan Officers (Accredited Delegates)  
 32 ♦ Parish Council President/Designate - Voting Delegate (1)  
 33 ♦ Parish Council Accredited Delegates (2)  
 34 ♦ Honorary Life/Life Members (Accredited Delegate)  
 35 ♦ Regional Convenors (Accredited Delegate)  
 36 ♦ CWL Member  
 37 ♦ Bishop  
 38 ♦ Parish Spiritual Advisor  
 39 ♦ Diocesan Spiritual Advisor  
 40 ♦ Clergy  
 41 ♦ Guests  
 42

43 The Credential Report shall be given as follows:  
 44

45 **Day 1** - # of Accredited Delegates, # of Voting Delegates, # of Parish Councils  
 46 Represented  
 47

1           **Day 2** - # of Accredited Delegates, Voting Delegates and all other categories.  
2

- 3 e. The Host Council shall be permitted to have one (1) fundraiser at convention to help defray  
4 convention expenses.  
5  
6 f. Funding will be available to councils who host the Diocesan Convention to assist in  
7 defraying convention costs, if needed. Requests shall be made in writing by the Host  
8 Council President which is to include a proposed budget.  
9  
10 g. Each person attending the Diocesan Convention shall pre-register. Diocesan Officers and  
11 Standing Committee Chairs shall be reimbursed for travel and meals to and from the  
12 Diocesan Convention. The Diocesan Treasurer or President shall pre-register for meals and  
13 banquet tickets.  
14  
15 h. Room accommodations shall be shared when possible. The Diocesan President or Secretary  
16 shall be responsible to make hotel arrangements.  
17  
18 i. There shall be no circulation of materials, petitions/appeals for support, or collections of any  
19 kind without the expressed consent of the Diocesan Executive. Requests shall be made, in  
20 writing, prior to the pre-convention meeting.  
21  
22 j. Any action adopted at the Diocesan Convention shall become effective at the adjournment of  
23 the convention unless a specific date has been established by the membership for a particular  
24 action to become effective.  
25

26 **5. CONVENTION LITURGIES**  
27

- 28 a. Members of the Host Council will assist in the Saturday Liturgy. The Diocesan Officers will  
29 assist in the celebration of the Sunday Liturgy (Liturgy of the Word, Offertory Procession  
30 and Prayer Intentions, etc.  
31  
32 b. The collection taken at the Saturday Liturgy will be given to a charity determined by the Host  
33 Council in consultation with the Diocesan Officers.  
34

35 **6. DIOCESAN OFFICERS/EXECUTIVE MEETINGS/PARISH VISITS**  
36

- 37 a. A reasonable amount will be paid for accommodations, travel and meal expenses, including  
38 gratuities and excluding alcoholic beverages, for the Diocesan Officers and Standing  
39 Committee Chairpersons. Receipts are required and an expense form is to be submitted to  
40 the Diocesan Treasurer.  
41

42 **7. FALL CONFERENCE**  
43

- 44 a. Fall Conference shall be held in October. The Diocesan executive will meet on Friday  
45 evening of the Fall Conference  
46 b. A meeting with the Parish Council hosting the Fall Conference will take place in June.  
47

**8. PROVINCIAL CONVENTION**

- a. Diocesan council shall pay the expenses of the voting delegate and two accredited delegates to the provincial annual convention.
- b. Additionally, Diocesan council shall pay the expenses of Diocesan Officers who wish to attend the Provincial Convention once in their 2 year term. Once registered, Diocesan council shall be reimbursed for registration and meals by any Chairperson who does not attend. In the event of an emergency, reimbursement shall be waived.

**9. NATIONAL CONVENTION**

- a. The President shall attend the National Convention each year. The President Elect shall attend once in her two year term. The Spiritual Advisor shall attend twice in his five year term. If the President is unable to attend, the President Elect may go in her place, even though she may have already attended the previous year. An alternate will not be sent in place of the President Elect.
- b. When a National Convention is held in the Atlantic region (within driving distance), assistance will be provided for accommodations and registration for the Diocesan officers.

**10. PROTOCOL**

Protocol is an approach to accept practices within an organization. It is an outward expression of good manners in an atmosphere of friendliness, courtesy and respect.

- a) From time to time, the Diocesan President may be invited to special functions of a parish council (i.e. Anniversary, member recognition, etc.) Ample notice must be given in order that the President may attend. Expenses shall be paid by the Diocesan Council.
- b) The Diocesan President may delegate another Diocesan Officer to attend in her place. Otherwise, Diocesan Officers may attend parish council functions at their own expense unless delegated by the Diocesan President.
- c) The Diocesan President is the official spokesperson regarding matters at the Diocesan level. The Diocesan Officers, Diocesan Executive and CWL Members shall take no private action that will compromise the League. Members of the media shall be referred to the Diocesan President or the Communications Standing Committee Chairperson.

**11. HONORARY LIFE/LIFE MEMBERS**

Special consideration should be accorded to Honorary Life and Life Members of the Antigonish Diocese.

- a. To promote good communication between Diocesan and Honorary Life/Life Members a copy of the following documents should be mailed:

- 1 ♦ A yearly current Diocesan Directory of Executive, Standing Committee Chairpersons,  
2 Regional Convenors and Parish Council Presidents, including names of Honorary  
3 Life and Life Members;
- 4 ♦ Call to Convention and Registration Information;
- 5 ♦ A copy of Convention minutes;
- 6 ♦ Diocesan Newsletters;
- 7 ♦ Fall Conference Information; and
- 8 ♦ Information related to Workshops and Professional Development Initiatives

## 9 10 **12. BOOK OF LIFE**

- 11
- 12 a. The Book of Life containing names of deceased members shall be updated by the Spiritual  
13 Development Standing Committee Chairperson. Names of deceased members shall be listed  
14 by parish council and by year.
- 15
- 16 b. The Spiritual Development Chairperson will provide the previous year's names of deceased  
17 members to the Diocesan President for Provincial Convention.

## 18 19 **13. ANNUAL REPORTS (PARISH)**

- 20
- 21 a. All annual reports must be submitted to the Diocesan Organization Standing Committee  
22 Chairperson whether or not there is an active parish chairperson.
- 23
- 24 b. All reports must be submitted by December 15th.

## 25 26 **14. ANNUAL REPORTS (DIOCESAN)**

- 27
- 28 a. All annual reports to the Provincial counterpart must be submitted by February 15th. A copy  
29 must be submitted to the Diocesan President for the Convention Booklet by February 15th.

## 30 31 **15. RESOLUTIONS**

- 32
- 33 a. Only resolutions submitted to the Resolutions Committee by Parish Councils or Diocesan  
34 Standing Committee Chairs shall be considered for presentation to the convention.
- 35
- 36 b. The deadline date for submission of Resolutions to the Diocesan level is February 1st of each  
37 year. Resolutions concerning urgent matters may be accepted after the deadline date, at the  
38 discretion of the Resolution Committee. A meeting of the Resolutions Review Committee  
39 will take place during March or April prior to the Spring Convention.
- 40
- 41 c. The Resolutions Review Committee shall consist of:
  - 42 i) The President of the Parish Council submitting the Resolution and members who have  
43 assisted in the research of the resolution.
  - 44
  - 45 ii) The Diocesan President, President Elect, Spiritual Advisor, Legislation Standing  
46 Committee Chairperson and Resolutions Standing Committee Chairperson.
- 47

1 d. The Resolutions Review Committee may:

- 2 ♦ Combine resolutions dealing with the same subject matter.  
3 ♦ Alter resolutions for clarification of wording, without changing the intent of the  
4 original resolution.  
5 ♦ Only the resolutions that meet the requirements as set out in the resolutions directive  
6 of the Executive Handbook shall be accepted for consideration by the Committee.  
7 (*Resolutions supplement 2003*)  
8

9 e. The procedure for presenting resolutions to the general assembly shall be:

- 10 ♦ The Resolutions Standing Committee Chair shall read the resolutions after the  
11 appropriate Standing Committee Report  
12 ♦ The President of the submitting council will move adoption of the resolution.  
13 ♦ The President of the Parish Council submitting the resolution shall have the  
14 opportunity to speak first to the Parish Council's resolution or opt to defer to another  
15 person to speak.  
16

17 f. The Resolution Standing Committee Chair shall be responsible for the distribution of  
18 resolutions at Convention. Following the Convention, all resolutions shall be submitted to  
19 the Provincial Council.  
20

## 21 **16. PROFESSIONAL DEVELOPMENT**

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23 a. A leadership day will be planned for each region (1-Pictou/Antigonish; 1-Strait/Inverness; 1-  
24 Cape Breton/ Northside-Victoria) every two years by the Diocesan officers.  
25

## 26 **17. COMMUNICATION**

27

28 a. A Diocesan Newsletter will be published twice yearly by the Communications Standing  
29 Committee Chair. The newsletter will contain a balanced report of parish and diocesan news.  
30 As much as possible, the newsletter should be included with parish mailings.  
31

32 b. The Diocesan President and President-Elect will meet with the Diocesan Bishop once during  
33 their tenure.  
34  
35  
36

## 37 **18. Elections**

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39 In the event that an appointment(s) to Diocesan Officers is required, the Nominations and  
40 Elections Committee shall seek equitable geographic representation from the eligibility list.  
41 Any office left vacant following the election shall be filled by appointment from those eligible  
42 for nomination to office, except the office of president-elect. The member shall be appointed by  
43 the president in consultation with the executive and spiritual advisor and shall serve until the  
44 next election. The position of the diocesan secretary shall be filled through an appointment  
45 by the incoming diocesan president.  
46

1

2 **Diocesan Files/Archives**

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4 a. The Diocesan files, archives and memorabilia are located in the CWL room in St Louis  
5 Parish Hall, Louisdale. A change in location of the Diocesan Files/Archives shall be  
6 noted in the minutes and revised through policy.

7

8 b. Diocesan archival files will be stored at the Beaton Institute, Cape Breton University.  
9 The Diocesan Past President shall visit the Beaton Institute at least once in her 2 year  
10 term.