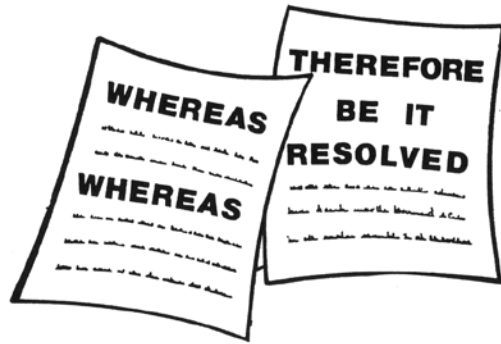


## RESOLUTIONS STANDING COMMITTEE



*Policies are established, programs are planned, or concerns and views are expressed through resolutions.*

### **DUTIES of the CHAIRPERSON**

The duties of the chairperson are:

- research and preparation of resolutions and briefs
- study and implementation of resolutions adopted by other levels
- at provincial and national levels, presentation of resolutions to government

The chairperson should:

- refer to communiqués and/or annual reports from all levels
- file with the recording secretary a copy of monthly and annual reports
- become familiar with resolutions that require action and those that have been archived as listed on cwl.ca

### **RESEARCH and PREPARATION of RESOLUTIONS and BRIEFS**

*A resolution is similar to a motion in that it introduces new business to an assembly. The new business is introduced in the form of a resolution because of its formality, its length or its complexity.*

The chairperson shall:

- become aware of issues
- discuss issues with council and consider forming resolutions
- by motion, form an ad hoc committee to research and study and bring recommendations back to the council
- be aware that she must be a member of the committee in some capacity
- be aware that the president is an ex officio member
- determine whether or not the League has previously adopted a resolution or position on the topic
- refer to communiqués and/or annual reports from all levels for ideas
- become familiar with the resolutions process and criteria as outlined in Appendix 1 of the *National Manual of Policy and Procedure*

### **STUDY and IMPLEMENTATION of RESOLUTIONS ADOPTED by OTHER LEVELS**

*Resolutions are only words on paper until action is taken. Implementation of resolutions is a large part of the annual work of League members.*

The chairperson shall:

- study resolved clauses to determine action to be taken
- encourage action be taken as soon as possible after resolutions have been adopted at the level of their final destination

The chairperson should:

- encourage members to write letters to their members of parliament, once the resolutions have been adopted; the letter could include the comment that the national executive will be presenting the resolutions to government
- refer to the *Personal Letter Writing Guide*
- review the *National Manual of Policy and Procedure*, Appendix 1

## **AT PROVINCIAL and NATIONAL LEVELS, PRESENTATION of RESOLUTIONS to GOVERNMENT**

*The League has a strong voice and is continually commended for the quality of its resolutions, and on the research and documentation that has gone into their preparation.*

The chairperson shall:

- arrange meetings with the appropriate government officials to discuss the resolutions

## **RESOURCES and REFERENCES**

*The Canadian League magazine* – a list of articles pertaining to each standing committee, as well as copies of individual articles, are available from national office.

**Communiqués** from national chairpersons are regularly posted on the League Web site: [www.cwl.ca](http://www.cwl.ca).

Ongoing **resolutions** are posted on the League Web site and are also available upon request from national office. Resolutions adopted at the annual national convention are published in the fall issue of *The Canadian League* magazine.

The following are available from national office:

- *Constitution & Bylaws*
- *Personal Letter Writing Guide*
- *Resource List*
- *National Manual of Policy and Procedure*

### **Canadian Conference of Catholic Bishops (CCCCB)**

CCCCB Publications Service Telephone Toll-free: (800) 769-1147

2500 Don Reid Dr. Facsimile: (613) 241-5090

Ottawa, ON K1H 2J2 Web site: [www.cccbpublications.ca](http://www.cccbpublications.ca)

**Current addresses for additional resources** may be obtained from national office and/or your diocesan council.