

Resolutions: Information & Guidelines

2026–28

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What Is a Resolution?

A Resolution is a formal motion proposing positive change on a current provincial issue that matters to CFUW Ontario Council's mission. Ontario Council **Bylaw 9.12** sets out the authority, timetable, and voting rules for resolutions.

Who May Sponsor a Resolution

A Resolution that is provincial in scope may be sponsored by:

- **A CFUW Ontario Council Club**, with the approval of the Club President and its members;
- **The Ontario Council Board of Directors**, working with Committees; or
- **An Ontario Council Standing Committee**, with the approval of Committee members.

All Resolutions must follow the process and timetable set by the OC Board and align with the purpose of CFUW Ontario Council.

Types of Resolutions

Ordinary Resolutions

- Used to update or add to CFUW Ontario Council resolutions.
- Follows the full timeline below, giving proposers and Clubs more time to prepare and study.
- Voted on at the CFUW Ontario Council AGM.

Emergency Resolutions

- Reserved for rare, urgent issues of provincial concern that arise after the normal deadline and need immediate action.
- Must be proposed no later than **21 days before** the Ontario Council AGM.
- Copies of the proposed resolution and a written rationale for its emergency status must be received in writing by the **Ontario Council President** and the **Advocacy Committee Chair** no less than 21 days before the AGM, so it can be shared with Clubs in advance.

- If approved by the Advocacy Committee and Board, it is presented at the AGM.

Local Club Resolutions

A club may also create a Resolution for its **own local use** to address a local issue. A local resolution must be in keeping with Ontario Council’s mission and goals, must not contradict any of its policies, and must be approved by the club’s own members. Local resolutions do not follow the provincial submission process described in the rest of this guide.

Resolution Timeline at a Glance

All Notices of Intent, submissions, and amendments go to the Advocacy Committee at advocacy@cfuwontcouncil.org, your Club’s Regional Director, and the Ontario Council President at president@cfuwontcouncil.org. Step-by-step detail for every stage follows in the next section.

Date	What Happens	Form
October 30	Notice of Intent to Submit a Resolution is due.	Appendix A
Oct 30 – Nov 15	Advocacy Committee reviews Notice of Intent submissions and gives feedback.	—
Oct 30 – Jan 15	Resolution is developed, including Background and Bibliography. Advocacy Committee is available to advise.	—
January 15	Full Proposed Resolution is due, with Resolved Clause(s), Background, and Bibliography.	Appendix B
Jan 15 – Feb 15	Resolutions Committee reviews the proposed resolution(s).	—
By February 15	Proposed resolution(s) are forwarded to clubs for review.	—
March 15	Club amendments are due to the Advocacy Committee Chair.	Appendix C

Date	What Happens	Form
Mar 15 – Apr 15	Proposing club studies amendments and accepts or rejects each one.	—
April 15	<u>Final</u> Proposed Resolution (with accepted amendments) is due.	Appendix D
Before the May AGM	Final Resolution(s) are forwarded to all clubs.	—
May (at the AGM)	Voting takes place. A two-thirds majority is required to pass.	—

Note: All amendments from a club are combined onto a **single** Appendix C form.

The Ordinary Resolution Process, Step by Step

The sections below walk through each stage of developing an Ordinary Resolution, from first idea to the vote at the AGM.

Step 1: Develop and Submit Your Notice of Intent

Deadline: October 30

Form: Appendix A

Send to: advocacy@cfuwontcouncil.org, your Club's Regional Director, and president@cfuwontcouncil.org

Getting Started

- Start with an issue of importance to your club or community.
- Determine if a resolution already exists on the issue. If an Ontario resolution is in place and needs updating, contact the Ontario Council Advocacy Chair.
- If a national resolution is already in place, contact the National Vice-President, Advocacy. Ontario clubs can work within National policies, and no additional Ontario-based resolution or policy is required.
- If no current resolution is in place, consider whether the issue is suited to social action or to advocating for change — then, **if necessary**, create a resolution to assist

in advocacy. (For local social action, you don't need a resolution — just alignment with CFUW Ontario Council's mission and purpose.)

For Reference

- CFUW [Ontario Council Adopted Resolutions](#)
- CFUW [National Adopted Resolutions](#)

Questions to Consider

- What are your desired outcomes? What are your specific recommendations for the government?
- How will your Resolution help women and/or other Ontarians, or all Canadians?
- Should you consult with other Ontario or National CFUW clubs, or community organizations, NGOs, or partners (Indigenous Peoples, Elder Care national and provincial groups) in your area of interest?
- Is there a connection to any UN Sustainable Development Goals (SDGs) (provide link) that could be explored in the Background of your Resolution?

Your Notice of Intent Should Include

- Proposed title/topic and a short paragraph explaining the resolution and its intent.
- Comment on why it is important for Ontario Council to have a resolution on this topic at this time.
- Contact names and details.
- Date of Club Authorization — this should be done by a specific Motion and Vote of the club membership to authorize proceeding with submission of a Resolution Intent. It is important that club members support the proposed resolution.
- Using the **“Intent to Submit a Resolution” Form (Appendix A)**, email the Intent to the Advocacy Chair, the club's Regional Director, and the President of Ontario Council. This form must be signed by the President of the club(s).

Step 2: Advocacy Committee Reviews Your Intent

Timeframe: October 30 – November 15

Response by: November 3

The Advocacy/Resolutions Committee reviews submitted Resolution Intents. Its review:

- Checks for Intents with a similar theme.
- Checks if Intents are very similar to existing CFUW resolution, both provincial and national.
- Confirms intended audience and outcomes.
- Confirms the Resolution aligns with Ontario Council's mission and goals.
- Considers risk assessment — is there any possible negative outcome for Ontario Council or clubs working on this issue?
- Checks that information in the resolution is correctly represented — resolutions based on false information will be rejected.
- Confirms that the Bibliography is appropriate to the Resolution and that links work (Canadian sources are strongly suggested when possible).
- Works with the Proposers on changes and improvements and reserves the right to reject proposed Resolutions based on the issues above.

The Advocacy Chair or Resolutions Committee Chair lets proposers know by **November 3**, and the Advocacy Committee works with the Communications Chair to notify all OC clubs of the proposed Resolution (intent) at that time. Ongoing communication and meetings continue with proposers as needed.

Step 3: Develop Your Full Resolution

Deadline: January 15 — late submissions will not be considered

Form: Appendix B — “Resolution Submission”

First Steps

- Determine the target audience — Government of Ontario, local municipal governments, education or building public awareness, or other organizations including club members.
- Research the issue of concern.
- Organize and analyze the information collected, considering multiple sides of the issue in a carefully reasoned, succinct, and logical manner.
- Choose information that supports the Resolution and word the Resolved clause(s) accordingly.
- Compose a general statement that outlines the initial wording of the Resolution.

Writing the Resolved Clause(s)

- More generic Resolved clause(s) allow for wider advocacy applications than an overly specific Resolution.
- Address the relevant level(s) of government and/or target audience.
- Be able to stand alone and be understood without the accompanying Background.
- Be written so each clause is able to be ratified separately.
- Spell out each acronym when it first appears, followed by the acronym in parentheses.

The Resolution should:

- Have one topic. Read straight through, a Resolution forms a single complete sentence.
- Begin with a general first statement, then how action will be brought forward, with flexibility.
- Respect the purposes and interests of Ontario Council by furthering education, the equality and status of women and girls, human rights, and/or the common good.
- Initiate new resolution or possibly consolidate or update existing resolution.

- Be an Ontario concern.
- Be non-partisan, clear, concise, unambiguous, and free of jargon.
- Be stated positively.
- Make a statement that can be used as a basis for action.
- Provide well-researched, accurate, and balanced information.

Begin with the expression: *“RESOLVED, That the Canadian Federation of University Women (CFUW) Ontario Council urge ...”*

Writing the Background

The background material summarizes the research from which the Resolution has been developed. It explains and supports each clause of the Resolution. Although the vote is taken only on the Resolved Clause(s), comprehensive, accurate background material helps readers understand the context of a Resolution and why the Proposer is asking to have it adopted — and can help in developing advocacy after a Resolution is accepted.

The Background should contain:

- Reference to Ontario Council and CFUW resolution on this or similar topics.
- An overview, summary, and conclusion on the Resolution issue.
- Well-researched, accurate information from more than one source.
- Documentation and support for each resolved clause.
- Objective scientific data that supports the Resolution (if applicable).
- Statistics and definitions (if applicable).
- A discussion of the issue with its impact on Ontario Council.

Suggesting Implementation

Specific implementation suggestions for Clubs and/or Ontario Council, written within the resolution itself, may include:

- A letter, brief, petition, or similar sent from Ontario Council by the OC President.
- CFUW Ontario Council Clubs (written by the President of each club) advocating to their local MPPs to express support for the establishment of *(insert topic)*.
- CFUW OC members writing to or advocating in person with their local MPP regarding the identified situation and expressing the need for a provincial action plan (with appropriate funding).

- CFUW Ontario Council members working with other organizations that share a similar view on (*insert topic*) and/or advocating together to the Government of Ontario.
- Clubs communicating with local women's groups to learn more about the problem and how they can help.
- Clubs featuring speakers, in person or via webinar, on new resolution issues — including broader members of the community where possible.
- Clubs publicizing the new resolution issues through social media.

Building Your Bibliography

Bibliography sources are displayed using accepted APA (American Psychological Association) format. Reliable sources for APA guidelines are available from McMaster University <https://libguides.mcmaster.ca/APA> and the University of Guelph <https://guides.lib.uoguelph.ca/APA>.

- Contain primary sources; if a secondary source is used, it should be labelled as such.
- Indicate sources that demonstrate the variety, quality, and depth of your research.
- Use recent/up to date sources.
- Prefer Canadian sources when possible.
- List sources in alphabetical order by author or corporate body.
- For web-based research, include references to primary sources (especially reports, laws, and Bills), the full URL and date of retrieval, and an electronic copy of the page in case it becomes unavailable before Club Study.

Formatting Your Submission

- Font: Arial, 12 point.
- Left justified.
- Single spaced, 8.5" × 11" page.
- 4-page maximum for Resolved Clause(s), Background, and Implementation.
- 2-page maximum for Bibliography.
- Do not send PDF files.
- Do not use a Header or Footer.

Step 4: Resolutions Committee Review

Timeframe: January 15 – February 15

The Resolutions Committee reviews the proposed resolution(s).

Step 5: Resolution Forwarded to Clubs

By: February 15

The proposed resolution(s) are forwarded to clubs for review.

Step 6: Clubs Submit Amendments

Deadline: March 15 — late submissions will not be accepted

Form: Appendix C — one form per club

Clubs consider Resolutions and determine whether to support them as written or to propose amendments. An amendment is a proposed change meant to strengthen, clarify, and support the original resolution.

- It must be relevant to the subject of the Resolution.
- **No new subject may be introduced in an amendment.**

After receiving the Resolution package, Clubs are encouraged to discuss, consider, and debate the proposed Resolution, and to propose amendments members feel would strengthen or improve it. Amendments — including any other suggestions, such as for bibliography or implementation — are submitted using the **Appendix C “Amendments” form**, with all proposed amendments and suggestions from a club combined onto **one form per club**.

Amendments are due by **March 15** to the Advocacy/Resolutions Chair. Late submissions will not be accepted. The Advocacy/Resolutions Chair forwards all submissions to the proposing club.

Step 7: Proposing Club Responds to Amendments

Timeframe: March 15 – April 15

Upon receipt of suggested amendments, the proposing club begins considering changes and corrections to their resolution. Suggested amendments under consideration may or may not be used to modify the Resolution. The Resolutions Chair is available on an ongoing basis to work with the proposers to create the Final Resolution(s) that will be sent to all CFUW Ontario Clubs prior to the AGM.

Step 8: Final Proposed Resolution Due

Deadline: April 15

Form: Appendix D — “Final Proposed Resolution”

The Final Proposed Resolution, with any accepted amendments, is submitted to the Advocacy/Resolutions Chair.

Step 9: Final Resolution Forwarded to Clubs

By: Before the May AGM

Final Resolution(s) are forwarded to all clubs ahead of the Annual General Meeting.

Step 10: Debate and Voting at the AGM

When: May, at the CFUW Ontario Council AGM

Voting on all Resolutions takes place at the CFUW Ontario Council Annual General Meeting. Resolutions are debated and voted on during the Business meeting; amendments that were submitted earlier but not accepted may be presented again for member consideration. **Resolutions are accepted by a two-thirds majority of the assembly.**

If You're a Proposer

- Two weeks prior to the AGM, the proposing club clarifies for the Advocacy/Resolutions Committee Chair who will present the resolution. The Opener and Closer may be different club members.

- A practice session is recommended and can be arranged with the Advocacy Chair, to ensure a good understanding of the process.
- During the Business Session: give a two-minute introduction to open debate, and a two-minute conclusion to close debate.

If You Wish to Propose an Amendment from the Floor

- You may present an amendment that was proposed earlier, for reconsideration — it cannot be a new amendment.
- The rationale for the amendment must be stated clearly.
- If accepted, amendments to amendments are made by adding, striking out, inserting, or striking out and inserting a word or words.
- **Amendments require a majority vote from the membership in the affirmative to adopt.**

Debate Format

There is a 10-minute time allotment for balanced debate, alternating between speakers for and against the issue, with a two-minute time limit each, beginning and ending with the proposers (for). This time can only be extended by a vote of the delegates in attendance. Any further changes accepted by the voting members (by two-thirds majority) during the Business Session are incorporated into the resolution at that time.

A two-thirds majority vote is required for a resolution to be adopted.

After the AGM: Follow-Up & Implementation

On acceptance of a resolution by the Ontario Council voting body, the Advocacy Committee works with the proposing club on implementation. This may include letters or documents sent to government, relevant organizations, and Clubs, for their use or information. Resolutions are the basis of action for CFUW Ontario Council and Ontario Clubs, and every accepted Resolution is posted on the website on the [Adopted Resolutions page](#).

Ideas for Implementation

- Letters, briefs, petitions, or similar sent from Ontario Council by the OC President.

- Clubs (written by the President of each club) advocating to their local MPPs to express support for the resolution's aims.
- Members writing to or advocating in person with their local MPP for a provincial action plan, with appropriate funding.
- Ontario Council members working with other organizations that share a similar view and advocating together to the Government of Ontario.
- Clubs communicating with local women's groups to learn more about the problem and how they can help.
- Clubs featuring speakers, in person or via webinar, on the new resolution issue — including the broader community where possible.
- Clubs publicizing the new resolution issue through social media.

How Ontario Council and Clubs Make Use of Resolutions

- Used for advocacy, member education, and lobbying elected provincial and municipal governments.
- The resolution process itself is a primary awareness tool involving Ontario's 48 clubs--many clubs host speakers to discuss the issues presented.
- Form the foundation for letters and briefs to Ministers and Critics, provincial statements, and input to other organizations.
- Allow Ontario Council and clubs to collaborate with other organizations that share similar concerns.
- CFUW Ontario Council draws on both its own adopted resolutions and national CFUW resolutions for advocacy.

Questions?

Contact Us

Contact the Advocacy Committee Chair at advocacy@cfuwontcouncil.org.