CFUW Resolutions Information and Guidelines 2025-2026

For any questions, contact:

CFUW National Advocacy and Policy Specialist
advocacy@cfuw-fcfdu.ca

Table of Contents

Summary of Resolution Process and Schedule 3

CFUW Resolutions – General
- What are CFUW Resolutions? 4
- How does CFUW use Adopted Resolutions? 4
- Who Develops CFUW Resolutions? 4
- Regional and Local Resolutions 4
- Adopted Resolutions Update, Review or Removal . . . 5
- Types of Resolutions 5

CFUW Resolutions – Development
- Intent Development 6
- Resolution Development 7
- Resolved Clause Development 7
- Background Development 8
- Implementation Development 8
- Bibliography Development 9
- Resolution Format 9

CFUW Resolutions – Revision Process
- CFUW Resolutions Committee Review 10
- Club Review (Amendments) 10
- Proposers Review of Amendments 11

CFUW Resolutions – Workshop and Policy Session
- Proposers and Amenders Workshop 11
- CFUW Policy Session Procedures 12
- Post CFUW Policy Session Activity 12

Summary of Resolution Process and Schedule

DATES 2025-2026	PROCESS
Leading up to October 23, 2025	Club involvement in planning a proposed Resolution and submission of Resolutions Intent with the Club's authorization.
Up to October 23, 2025	Submission of Intent to Submit a Resolution through Google Forms: **English Form HERE** / **French Form HERE**
October 24 – November 6, 2025	CFUW Resolutions Committee reviews submitted Intents and provides comments to Proposers.
November 14, 2025	Resolution Intents published in Club Action News
February 2, 2026	Resolutions including Resolved Clause(s), Background, Implementation and Bibliography due through Google Forms: **English Form HERE** / **French Form HERE**
February 3 – 17, 2026	CFUW Resolutions Committee reviews submitted Resolutions and provides comments to Proposers by email
February 18 - 24, 2026	Proposers review comments from CFUW Resolutions Committee, make any changes, confirm all Bibliography hyperlinks are active and submit revised Resolutions through Google Forms: : **English Form HERE** / **French Form HERE**
March 6, 2026	Resolutions published in Club Action News for Club review and possible amendments.
March 7 - April 30, 2026	Clubs review Resolutions and submit amendments through Google Forms (link to be published in Club Action News on March 6).
April 30 - May 15, 2026	Proposers review amendments and advise Amenders regarding acceptance or rejection of their amendments by email. Proposers forward amended resolution to the CFUW National Advocacy and Policy Specialist by email.
May 22, 2026	Revised Resolutions published in Club Action News.

May 28, 2026	Proposers and Amenders Workshop with Clubs to discuss amended Resolutions and explain why proposed amendments were accepted or not.
June 5, 2026	Proposers email final versions of their Resolutions to CFUW National Advocacy and Policy Specialist, who arranges any further edits required before publishing in the Policy Session Booklet.
July 9, 2026	Practice for Proposers, with Committee and Chairs, for Policy Session.
CFUW AGM and Policy Session July 20-24, 2026	CFUW Policy Session – Proposers attend to present Resolutions

CFUW Resolutions – General

What are CFUW Resolutions?

A CFUW Resolution is a formal motion proposing positive change about a current issue of provincial, national and/or international importance that CFUW wishes to pursue. If passed by the CFUW Clubs, the proposed resolution becomes a CFUW adopted resolution and forms our framework for action and advocacy.

How does CFUW use Adopted Resolutions?

CFUW uses adopted resolutions to develop policies for advocacy by the membership and by National Office and to provide information about CFUW and its policies, to elected members of federal, territorial, provincial, and municipal governments, United Nation entities and other organizations.

Who Develops CFUW Resolutions?

- CFUW Clubs with approval of the Club members
- CFUW Standing Committees or Sub-Committees

Regional and Local Resolutions

CFUW Provincial/Regional Councils or Clubs may also formulate Resolutions for use at the local level as identified below:

- A CFUW Provincial/Regional Council may formulate Resolutions to address issues within their province or region. The Resolutions must be in keeping with CFUW's mission, must not contradict any of its policies, and must be approved by Council members.
- A CFUW Club may create a Resolution for its own use to address a local issue. The Resolutions must be in keeping with CFUW's mission, must not contradict any of its policies and must be approved by Club members.
- Regional and Local Resolutions do not become national policy unless put forward through the national Resolutions review and voting procedures.

Adopted Resolutions Update, Review or Removal

Adopted Resolutions requiring an update or removal from the CFUW Adopted Resolutions document follow the same approval process as used for a new Resolution. Several Adopted Resolutions identified for removal may be proposed to the members (Clubs) in a single resolution.

Types of Resolutions

Regular – These are Resolutions whose proposers have submitted an Intent and have developed a Resolution using the Resolutions process and timelines as outlined in these guidelines in readiness for presentation at a CFUW Policy Session.

Emergency – These Resolutions are intended to deal with policy development on issues of an urgent nature and that cannot be delayed following the timelines in these guidelines. They may be discussed at the scheduled Policy Session or a Special Policy Session. Unlike the process with regular Resolutions, in an emergency proposal, there is no amendment process due to time constraints. Therefore, it is important to include a section at the beginning of the background on why the Resolution should be considered an emergency. The first step in dealing with such a proposed resolution at a Policy Session or Special Policy Session is a debate on whether the proposed Resolution meets the requirements to be considered an emergency. A 4/5th affirmative vote is required to consider such a proposal as an emergency resolution. Those Resolutions not receiving a 4/5 affirmative vote can proceed to the next Policy Session as regular proposed Resolutions. As with other Resolutions, a 2/3rd affirmative vote at a Policy Session or Special Policy Session is required for adoption.

Resolutions for GWI – The Board may approve adopted Resolutions for forwarding to International fora. The International Relations (IR) committee is responsible for adjusting the language for an international context. Language will be finalized after consultation with the Resolutions Chair, VP International Relations, the Governance Chair and the Opt-In CFUW Clubs. The Board approves the adapted language and forwarding of Resolution to GWI.

CFUW Resolutions – Development

Intent Development

Potential Proposers should check the Adopted Resolutions Book to determine whether CFUW has an adopted resolution focusing on the subject, an adopted resolution on the subject requiring an update, or no adopted resolution on the subject. Potential adopted resolutions updates should be discussed with CFUW Resolutions Chair.

If no CFUW Adopted Resolution exists, consider the following points with respect to your issue as you develop the Intent and then prepare the full Resolution:

- Is this a local, provincial, territorial, national and/or international issue? This will affect to whom the Resolution will be addressed.
- What are your desired outcomes? What exactly are your recommendations for the governments?
- How will your Resolution help women and/or other Canadians and does it also have relevance to women outside Canada?
- Is there an educational component to your Resolution?
- Does this issue deal specifically with Indigenous concerns? If so, you may consider consulting with the Indigenous Issues Sub-Committee and/or consult directly with an appropriate Indigenous entity.
- Is there a connection to any UN Sustainable Development Goals (SDGs) that could be explored in the Background of your Resolution?
- Does this Resolution have the possibility (with modifications for the international arena) to go forward as a CFUW Resolution to a GWI Triennial or to other partners?

The Intent submission includes a proposed title/topic and short paragraph explaining why it is important for CFUW to have a resolution on this topic at this time. Your Intent does not need to be a fully worded Resolved Clause, just an indication that you intend to develop a resolution on a certain topic.

While Intents are being developed, the CFUW Resolutions Committee is available for advice. If there are similar Resolution Intents being submitted, the CFUW Resolutions Committee will contact all such proposers. A joint submission from two proposers is always a possibility.

The “Intent to Submit a Resolution” Form will be submitted through Google Forms, using this link: **English Form HERE** / **French Form HERE** The deadline for submission of Resolution Intents is October 23, 2025 for consideration at the next CFUW Policy Session.

The CFUW Resolutions Committee will review the submitted Resolution Intents with particular attention to:

- Intents with a similar theme.
- Intents that are like other CFUW adopted resolutions.
- Intended audience/outcomes.
- Alignment with CFUW mission and goals.

The CFUW Resolutions Committee Chair will discuss the Resolution Intent with the Resolution Proposer regarding any observations the Committee has made.

All Resolutions Intents will be published in the Club Action News on November 14.

Resolution Development:

Proposers develop their Intent into a proposed Resolution by:

- Determining the target audience (federal and/or provincial, territorial governments etc.).
- Researching the topic using evidence and data that, when available, has been peer-reviewed.
- Organizing and analyzing the information collected.
- Choosing information that supports the Resolution and wording the Resolved clauses accordingly.
- Composing a general statement that will outline the initial wording of the Resolution.

Resolved Clause(s) Development:

More generic Resolved clause(s) allow for wider advocacy applications than does a directly action focused Resolution. Each Resolved Clause must:

- Have one topic. A Resolved Clause, when read straight through, forms a single, uncomplicated, complete sentence.
- Respect the purposes and interests of CFUW.
- Be of national or international concern.
- Be non-partisan, clear, concise, unambiguous and free of all jargon.
- Be stated positively.
- Make a statement that can be used as a basis for action.
- Begin with the expression **RESOLVED,** That CFUW urge …
- Address the relevant level(s) of government as appropriate.

- Be able to stand alone and be understood without the accompanying Background.
- Have each clause able to be ratified separately.
- Spell out each acronym when it first appears in each Resolution followed by the acronym in parentheses.

Background Development:

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) and not the Background, comprehensive, accurate background material clarifies the context of a Resolution and why the Proposer is asking to have this Resolution adopted. Background material may be helpful in developing advocacy following acceptance of a Resolution at a Policy Session. The Background should contain:

- Reference to any CFUW adopted resolution on this or similar topics.
- An overview, summary and conclusion on the Resolution issue.
- Well-researched, current and accurate information from more than one source.
- Sources should be cited within the Background text, as in-text citations, following APA Guidelines (see the following guide): https://guides.library.ualberta.ca/ld.php?content_id=35043857)
- 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 pan-Canadian impact (or international impact).

Implementation Development:

To assist in the advocacy of a resolution, Proposers, with their experience from research done when preparing their Resolution, are asked to add suggestions/recommendations for the implementation of the resolution.

Sample implementation suggestions are:

- CFUW members could advocate to their local MPs to express support for the establishment of (*insert topic*).
- CFUW members could work with other organizations with a similar view on (*insert topic*) to advocate to the Government of Canada.
- Clubs could communicate with local and national women's groups to learn more about the problem and how they can help.
- Clubs and Provincial/Regional Councils could feature speakers in a webinar or public lecture on newly adopted resolutions issues.

- Clubs could publicize the newly adopted resolution's issues through social media.
- Clubs and Provincial/Regional Councils can advocate on adopted resolutions to their local representatives at all levels of government.

Bibliography Development:

The Resolution Bibliography should:

- Indicate the sources referenced in the Background, demonstrating the variety, quality and depth of evidence-based research, and provide sources for others to read and to research.
- Identify current research on the topic.
- List the sources in alphabetical order by author or corporate body.
- Ensure web-based research includes:
  - References to primary sources, especially when discussing reports, laws, Bills.
  - The full URL and the date of retrieval.

In-text citations (using hyperlinks) and Bibliography must follow the most recent APA Guidelines.

For guidelines on when a citation is needed, please see this guide: https://poorvucenter.yale.edu/undergraduates/using-sources/understanding-and-avoiding-plagiarism/warning-when-you-must-cite

For guidelines on how to cite a source within the Background and how to format your Bibliography following APA Guidelines, please see this guide: https://guides.library.ualberta.ca/ld.php?content_id=35043857

Resolutions that do not follow research and citation guidelines will be referred back to Proposers for correction.

Resolution Format:

The Proposed Resolution should be submitted through Google Forms at this link: **XXX (to be added by Policy Specialist)**. You can copy Word documents into the Google Form. The deadline for submission is February 2, 2026. The following are the guidelines for Resolution submission:

- 4 page / 1,600 words maximum for Resolved Clause(s), Background and Implementation
- 2 page / 700 words maximum for Bibliography

CFUW Resolutions – Revision Process

CFUW Resolutions Committee Review:

From February 23 – 17, 2026 the CFUW Resolutions Committee:

- Studies each proposed Resolution
- Works with the Proposers to finalize the Resolution, offering suggestions for Resolution improvement.
- Reserves the right to reject proposed Resolutions if based on patently incorrect information.

Proposers make changes based on feedback received from the CFUW Resolutions Committee and confirm that all Bibliography hyperlinks are functioning. Proposers submit their revised Resolutions using the following Google Forms link: **XXX (to be added by Policy Specialist)** by February 24, 2026. On March 6, 2026, the Resolutions will be made available to all Clubs for discussion, consideration, debate and amendments.

Club Review (Amendments):

An amendment is a proposed change. It must be relevant to the subject of the Resolution. No new subject may be introduced in an amendment.

After receiving the Resolutions in the Club Action News, Clubs are encouraged to discuss, consider and debate the proposed Resolution and to propose an amendment if your Club believes an amendment would improve the Resolution.

Clubs will submit amendments through Google Forms (the link will be published in the March 6, 2026 Club Action News, alongside the Proposed Resolutions). Clubs will submit one Form for each Resolution they would like to amend. These forms must be submitted through Google Forms no later than April 30, 2026. All Clubs submitting an amendment will receive a receipt of their amendment by email upon submission. If Clubs do not receive confirmation that their amendments have been received, they should contact the National Advocacy and Policy Specialist.

Proposed additions, deletions or rewording of the Resolution Background, Implementation or Bibliography may also be submitted as suggestions, (not Amendments), at the end of the Amendment form.

Proposers' Review of Amendments:

Proposers will receive all amendments by April 30, 2026. The Proposer of each Resolution must review all amendments to their proposed Resolution and consider if such amendments may be incorporated into the Resolution to improve it. Proposers may accept or reject proposed amendments, with reason. It is recommended that the Resolution Proposers communicate with the Amendment Proposers during this process. The Proposers also work with the CFUW Resolutions Committee to finalize the Amended Proposed Resolutions. If an amendment is accepted by the Proposer, it will be incorporated into the amended Resolution and will be presented at the CFUW workshop for Proposers and Amenders on May 28, 2026.

All amendments and Proposers' responses to them will be documented on a Google Sheets spreadsheet for use at the Policy Session by the Policy Session Presiders and the Parliamentarian.

The Resolution Proposers must notify amending Clubs by May 15, 2026 regarding whether an amendment has been accepted or rejected. Amended resolutions are also to be sent to CFUW National Advocacy and Policy Specialist by May 15. Amended Resolutions will be made available to Clubs on May 22.

CFUW Resolutions – Workshop and Policy Session

Workshop with Proposers, Amenders and the Membership, May 29

The purpose of this Workshop is for Proposers to discuss the amendments with Amenders and the Membership and to make Clubs more aware of this year's Resolutions and the revisions they have undergone through Club submissions.

A Club whose amendment to the proposed Resolution was not accepted may bring it forward at the Proposers and Amenders Workshop. If an amendment to a proposed Resolution is still not accepted, there is another opportunity for the amender to bring it forward for consideration when the Resolution is discussed by the CFUW members (clubs) during the CFUW Policy Session.

Resolution Proposers should plan to attend the Proposers and Amenders Workshop to discuss the amendments that were proposed prior to April 30, 2026, including those that were accepted, those that were not accepted and those that were accepted in modified form. If any modifications to the Resolution results from accommodation at this meeting

the Proposers will prepare the final amended, proposed Resolution. These must be submitted to the CFUW National Advocacy and Policy Specialist by email within one week (June 5) following the Proposers and Amenders Workshop. These proposed Resolutions will be the versions that will be considered and debated at the CFUW Policy Session.

CFUW Policy Session Procedures:

Practice for Proposers, with the Resolutions Committee and the Chairs of the Policy Session will be held on July 9, 2026.

At the CFUW Policy Session each proposed Resolution is displayed and read in both English and French before it is discussed and voted on. The debate on each Resolution may last for 20 minutes. Motions may be made to extend for a maximum of two 10-minute periods. A Resolution requires a two-thirds affirmative vote for adoption.

Debate will be balanced. Beginning and ending with the proposer, speakers will alternate between pro and con. The Proposer has two minutes to introduce the proposed Resolution, opening debate. The introduction by the Proposer is followed by debate by delegates and other attendees with the first person speaking against the Resolution in a balanced debate. Each person is allowed up to two minutes to speak. If there is no one speaking against the Resolution you move directly to close debate. The only amendments that may be considered at this time are those that were proposed during the resolution review process.

Proposers may give a two-minute summary at the conclusion of the debate. At the policy session, the final vote on a resolution will include any adopted amendments. Proposers should be prepared to defend their resolutions at the policy sessions.

Post CFUW Policy Session:

Once adopted by the members (clubs), Resolutions become CFUW adopted resolutions rand are placed in the Adopted Resolutions Book. The proposing Club/Proposer may be involved, along with the CFUW National Advocacy and Policy Specialist and the VP Advocacy, in the development of an advocacy package for the new adopted resolutions with due consideration given to the Implementation suggestions accompanying the Resolutions. The advocacy package will include the final version of each adopted resolution, sample letters, a short background statement and other suggestions for action. This material will be distributed to Clubs through Club Action News and posted to the CFUW Member’s Drive.