

## NCWC RESOLUTIONS 2023

Since there were two different times to submit and approve resolutions in 2022, the dates for submissions for the AGM in late May have been changed to give more time for you to prepare them.

The Resolutions Committee will review the submitted resolutions and, if needed, suggest changes to the originators before sending them to the membership.

**USE THESE DATES** for this spring's AGM

Submission Date by E-mail: **JANUARY 27**

Reviewed by Resolution Committee and package sent to membership by February 17<sup>th</sup>

**AMENDMENTS** received by **APRIL 6** by E-mail

**UPDATES** and **EMERGING ISSUES** received by **APRIL 6<sup>th</sup>**

**All other requirements are on the wonderful new NCWC Website [www.ncwcanada.com](http://www.ncwcanada.com) where you'll find the Standing Rules under the tab 'About'. Policy creation is under Article V, Policy, starting on page 10.** Please review it before finalizing your resolutions, updates, and emerging issues resolutions. (**Note:** use the dates in this memo and not those in the 2018 Standing Rules).

Here is a summary of the key rules that will be adhered to by the Resolutions Committee.

1. List of Proposed Resolutions submitted to the Convenor of the Resolutions Committee **ASAP**.
2. Resolutions and Updates if ready, shall be submitted to the Convenor of the Resolutions Committee by E-mail by **JANUARY 27, 2023**
3. Resolutions shall be national in scope.
4. Resolutions shall address a new or emerging issue on which NCWC lacks policy.
5. Resolutions shall have at least three references, not including newspaper articles. For articles, as well as providing the name and link for the article, there should be a brief statement on what that article contributes to the resolution.
6. As decided at the 2016 Annual Meeting, resolutions continue to be written in the traditional format.
7. Proposed resolutions which have completed the above process shall be circulated by **February 17, 2023**, to the membership. Any amendments that Councils or individuals wish to make to submitted resolutions must be returned by **April 6, 2023**, by E-mail to the Resolutions Convenor.
8. **DO NOT** submit amendments by making changes to the resolutions in the package but do them in a separate document. Further instructions will be included with the resolutions package in February.
9. Please check the current NCWC policy, available on the new website, before writing your resolution to see if it is needed. If there is policy there that covers your concern, you can ask that a letter be written.

### **UPDATES**

If there is a policy, but some change has taken place since the original writing, you could write an Update. Updates shall not change the original intent of the previous policy. Updates should be discussed with the appropriate NCWC Convenor before being submitted.

**PLEASE NOTE THAT RECEIVING UPDATES by January 27 is preferred** in order to have them included in the circulation to members. For this AGM, Updates may also be submitted up to **April 6, 2023**.

## **EMERGING ISSUES**

An Emerging Issue is one that deals with an issue which had gained importance since the deadline for submission of Resolutions and/or which requires action prior to the following year's AGM.

The deadline for submission is **April 6, 2023**. After that date, only Resolutions which relate to concerns arising after that date shall be brought to the AGM.

**LOOKING UP POLICY** Policies are listed by title, topic, and alphabetically on the NCWC website: [www.ncwcanada.com](http://www.ncwcanada.com)

All Submissions are to be done electronically to

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63 Varley Drive, Kanata, ON K2K 1H1  
[marianne@rogers.com](mailto:marianne@rogers.com)  
(h) 613 592-4834 (c) 613 724-0202

If you have any questions about resolutions, please do not hesitate to contact me.

## **NCWC RESOLUTION CRITERIA SUMMARY:**

Please check each resolution to ensure it adheres to the following criteria:

1. It is national in scope.
2. There is no similar policy already on the books (use an update if that is needed).
3. The Whereas Clauses clearly define the problem and the facts used in the Resolved Clauses.
4. The first Resolved Clause is a statement of proposed NCWC policy.
5. The Resolved Clauses are worded so that they can stand on their own.
6. The background material supports all the Whereas Clauses.
7. The background material is from credible Canadian sources, not newspaper articles, and is recent. For any listed article, a short summary of what in that article contributes to the resolution is required.
8. There are no more than 5 Whereas Clauses.
9. Each Whereas Clause is a single idea (no periods or semi-colons).
10. The title clearly defines the content of the resolution.
11. Full names are used in the resolution rather than initials.
12. Comments for improvements to the process are always welcomed.