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| A logo with two circles and a world map  Description automatically generated with medium confidence | **GUIDELINES FOR PREPARATION AND SUBMISSION OF**  **NATIONAL RESOLUTIONS**  **March 1st Deadline** |

**REQUIREMENTS**

* Clubs must be in in good standing to submit resolutions to BPW Canada.
* Each resolution must be on mandate, within the purposes and objectives of the Canadian Federation of Business and Professional Women’s clubs and within **federal jurisdiction**. Matters of provincial jurisdiction would be determined at one’s local/provincial BPW network.
* BPW Canada “promotes and practices inclusion, diversity, equity and access” (2022 BPWC Bylaws).

**MANDATE**

BPW Canada is an equality-seeking group working toward the improvement of economic, political, employment and social conditions for women in the workforce. (Handbook for Club Members – revised 2021).

**INSTRUCTIONS**

1. Refer to BPW Canada resolution database to determine if a resolution exists on your topic of interest BPW Canada <https://bpwcanada.com/advocacy/resolution-database.html>
2. Determine if this resolution is an affirmation of an open resolution. If yes, please provide resolution number and name.
3. Familiarize yourself with the Resolution Document Overview.
4. Review the Resolution Template (pages 3-4). Each section contains grey wording and provides formatting tips, questions to ponder and examples of statements.
5. Delete grey wording as you complete each section.
6. Review, discuss, debate, and vote on your resolution with club members.
7. Submit the preliminary ‘club approved’ resolution by **MARCH 1st** of each year to:
   * Chair of the Resolutions and By-Laws Committee at [resolutions@bpwcanada.com](mailto:resolutions@bpwcanada.com)
   * BPW Canada President at [president@bpwcanada.com](mailto:president@bpwcanada.com)

**RESOLUTION EXAMPLES**

[**2023 Book of Resolutions and Commendations FINAL (2).pdf (bpwcanada.com)**](https://bpwcanada.com/images/Resolutions/2023%20Book%20of%20Resolutions%20and%20Commendations%20FINAL%20%282%29.pdf)

**ADDITIONAL INFORMATION**

The Resolutions Committee may edit and/or clarify any resolution in consultation with the submitting club(s).

**Emergency Resolutions.** An Emergency or Urgent Resolution is one that could not be submitted by the deadline (e.g. a recent development) and cannot wait until the following Convention or AGM, because of the nature of the issue. In all other respects, an Emergency Resolution must conform to the guidelines and criteria for Regular Resolutions.

* Clubs may submit Emergency Resolutions at any time. The submission must explain why it should be treated as an emergency, why it could not be submitted with Regular Resolutions, and a deadline by which action is required (e.g. expected date of pending legislation).
* Only those deemed "urgent" by the Committee will be recommended to the Board of Directors for acceptance as emergency resolutions.

**RESOLUTION DOCUMENT BIRD’S EYE OVERVIEW**

**Update for 2023**

The **Implementation** section will no longer be included in the resolutions submitted. Once resolutions are approved at the AGM, an implementation plan will be formulated by the clubs.  <https://bpwcanada.com/images/stories/resolutions/BPWCanada-ResolutionImplementationActivities-2021.pdf>.

**Page 3: OPTIONAL: Additional Information and References.**

A new Page 3 may be used for those submitters wanting to provide additional information on the topic. Please note that the Background and References on the first two pages should be clear and concise without relying on this optional information.

The following Resolution Template provides formatting tips, examples, and questions to ponder for each section.

| **BPW Canada YEAR Resolution Name** | **BPW Club Name** |
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**BACKGROUND (page 1)**

*Questions to ponder:*

* *Select your target. Make it manageable.*
* *What is the history of the issue? What are the facts or evidence; and any past resolutions. Remember that it has to be directed to the federal government (not provincial).*
* *What is the policy or action that this background will support?*
* *Explain the issue, relevant legislation and international treaties UN Commission on the Status of Women Agreed Conclusions and the general intent of the resolution.*
* *Does the Background information highlight intersectional disparities in keeping with BPW’s commitment to promote “inclusion, diversity, equity and access”.*
* *Does the Background information a repetition of the Whereas statements? The Whereas statement can include some key points from the Background*
* *Is the resolution on BPW’s Mandate? Is it working towards improving economic, political, social and employment conditions for women in Canada? What’s the importance to women and gender equality?*
* *Is the Resolution Background on topic and does it argue the case for change logically?*
* *Does the background information support the Therefore Be It Resolved Statement(s)? What are we asking the government to do, i.e.. pass legislation?, take non-legislative action?, encourage other levels of government?*

*Formatting tips:*

* *For each statement or paragraph giving quotes, statistic or research information indicate where you obtained the facts including websites. See examples below in the reference section.*
* *If referring to a law or Statute of Canada, it must include the name of the Act and exact reference to the specific section(s) relevant to the resolution.*
* *Previously passed resolutions must be copied exactly as approved/passed into the resolution and reference the name and number of those approved/passed resolutions.*
* *Information in the Background may be in point form.  Provide facts, statistics, and references when possible. Limit the number of references to the amount of space remaining on the background page.*

*Example Background statement:*

Innovation and technology in the field of women’s health are one of the few areas where there has been huge advancements in the past decades, and significant changes have occurred because of the COVID pandemic. Much more needs to be done because progress in technology alone does not ensure widespread access or equal access for all women (World Health Organization, 2021).

**REFERENCES (page 1)**

TIP: Use APA style.

* <https://bpwcanada.com/images/stories/resolutions/Support/BPWCanada-ResolutionsCommendations-UsingAPAStyleReferences_Nov2019.pdf>
* Use an APA style generator such as: [Free APA Citation Generator | With Chrome Extension - Scribbr](https://www.scribbr.com/citation/generator/apa/)
* Use reputable resources such as government reports, research agencies/journals, and avoid social media and “grey” literature

As information is referenced in the background (above example: World Health Organization), provide where the information was obtained. Only use key references that support the background.

Example:

Organization or author. (Year). *Title.* Website Link

World Health Organization. (2021). *WHO pledges extensive commitments towards women’s empowerment and health.* <https://www.who.int/news/item/05-07-2021-who-pledges-extensive-commitments-towards-women-s-empowerment-and-health>

| **BPW Canada YEAR Resolution Name** | **BPW Club Name** |
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Page 2 Information

**WHEREAS** state rationale/argument for a proposed policy, advocacy position, or action;

**AND WHEREAS** state rationale/argument for a proposed policy, advocacy position, or action.

*Tips:*

* *WHEREAS Clauses develop the argument or rationale for the Therefore Be it Resolved clauses*
* *Begin by introducing the facts of the topic, timeliness or urgency of the problem, and the effect of the issue*
* *Include national or international commitments that Canada has agreed to e.g.., UN CSW Agreed Conclusions*
* *Ensure WHEREAS is in capital letters.*
* *End each paragraph with a semi-colon and when all the WHEREAS are done, complete with a period.*

**THEREFORE BE IT RESOLVED** that the Canadian Federation of Business and Professional Women (BPW Canada) urges the Government of Canada, and relevant ministries to <<< State the action you want the government to take, followed by the relevant ministries.>>>

*Formatting Tips:*

* *Ensure THEREFORE BE IT RESOLVED is in capital letters.*
* *End each paragraph with a semi-colon and when all the WHEREAS are done, complete with a period.*

*Example Statement:*

***THEREFORE BE IT RESOLVED*** *that the Canadian Federation of Business and Professional Women (BPW Canada) urges the Government of Canada through its relevant ministries to support the findings of the Recommendations of the Silenced Report, specifically by enacting legislation or implementing regulation that requires Sexual Assault Evidence Kits (SAEK) be available for use in all settlement areas of Canada.  Ministries to include Justice; Women and Gender Equality and Youth; and Health, and*

*FURTHER BE IT RESOLVED …*

*TIPS:*

* *TBIR and FBIR statements describe the proposed policy, advocacy position or action and the relevant ministries.*
* *Include any national or international commitments that Canada has agreed to e.g. UN Convention on the Rights of Persons with Disabilities, CSW Agreed Conclusions*
* *Ensure THEREFORE BE IT RESOLVED and FURTHER BE IT RESOLVED are in capital letters.*
* *End each paragraph with a semi-colon and when all the WHEREAS are done, complete with a period.*
* *When TBIR and FBIR statements are used, only one list of the Ministries is required*

*Questions to ponder:*

*Are the THEREFORE BE IT RESOLVED statements:*

* *Clear and logical?*
* *Directed to the appropriate ministry and level?*
* *Directed to the appropriate BPW actions at the provincial, national, and international levels?*

**CONTACT**

*Include the name and email address of a contact person in the club who is familiar with the resolution, can be contacted regarding the submitted resolution and is able to make decisions about it.*