

FEDERATED WOMEN'S INSTITUTES OF ONTARIO

ASSISTANCE FOR CONVENERS OF RESOLUTIONS

Conveners of Resolutions:

March 1963

The outline to be used by Conveners of Resolutions is being mailed to Area Conveners according to the regulations laid down in the Hand Book. Area Conveners must forward copies in sufficient numbers to Conveners in the Districts and District Conveners will then forward copies to the Branch Conveners.

To Branch Conveners:

All Resolutions, except emergency ones, originate at Branch level. It is here that most consideration of existing laws, conditions and the need for changes in such, should be discussed and conducted. Time and study should be given before a Resolution is formulated. When the Women's Institute considers a matter sufficiently important to warrant a Resolution, the Branch Convener words it, after consulting the Hand Book (Pages 70-72).

When it passes the Branch, it should be written on a piece of paper approximately 8" x 10", and should bear the signature of the mover, seconder, President and Secretary of the Branch. A copy should be kept by the Branch Convener, but the original resolution should be sent at once to the District Convener, with any information or contributory material, which has been procured about the subject of the Resolution. The responsibility of the Branch Institute does not rest here. At least one Representative of that Institute should be prepared, at the District Annual Meeting, to present the views of her Institute on the Resolution, and, if possible, the delegate or some other member of that Institute, present them also at the Area Convention.

[1 Branches need not formulate Resolutions each year. It is only when a matter under discussion is important enough to need District, Area and Provincial support, that a Resolution is considered. But all Branches should study the wording of Resolutions, their place in Institute work, and could plan an interesting programme around this Standing Committee.

To District Conveners:

Once the Resolution passes the District Annual Meeting, it becomes a District matter. The District Convener should rewrite the Resolution on a sheet of paper approximately 8" x 10" -placing on it the names of the mover and seconder, President and Secretary of the Branch and should procure the signatures of the District President and Secretary, the name of the District, and the date of the District Annual Meeting. The Resolution, with any contributory material, should be sent at once to the Area Convener, but a copy made to remain in the files of the District Convener. The original Branch Resolution remains in the District Secretary's file.

It is further recommended that Conveners at District as well as Area level gather together all material pertinent to each resolution before sending it on to the next level. It is only when substantiating information is included that the Provincial Board of F.W.I.O. is able to deal intelligently with resolutions. If the matter is sufficiently important for the Branch to prepare a resolution, then there should be a reasonable amount of covering information. Please remember that the preamble containing the "WHEREAS sections" is only important if there is covering matter to support it -the significant section is the "REQUEST" being made.

Area Conveners:

If the Resolution does not pass the Area Convention, it is the responsibility of the Area