

## ***NCCW Resolutions Criteria, Elements, Submission and Approval Processes***

### **Criteria for Submissions.**

- Consistent with the NCCW Mission Statement, constructive in nature, national in scope
- Capable of implementation by NCCW membership on a national level
- Submitted according to the Submission Process, see below.
- Does not duplicate a previously approved resolution but could amend or update a previous resolution by modifying or updating the call for action.
- Previous approved resolutions may be found on the NCCW website under “About Us” → “Protocols/Bylaws/Resolutions”

### **Submission Process:**

- Form: All resolutions must be submitted using the NCCW Proposed Resolution Submission Form available on the NCCW website, [www.nccw.org](http://www.nccw.org),
- Deadline for submissions: April 1, 2022. NCCW Bylaws require that any resolutions offered for consideration at the Convention Business Meeting must be submitted six (6) months prior to the opening date of the General Assembly Business Meeting held during the annual convention which is November 4, 2022.
- Resolutions are to be emailed to Connie Andrews, Resolutions Committee Co-Chair, at [conorberg@yahoo.com](mailto:conorberg@yahoo.com) so that she receives them by the 6-month due date April 1, 2022.

### **Elements of a Resolution:**

- A Title – keep it short, 3-4 words should suffice.
- A formal statement of a specific purpose/goal. Keep it short. One simple sentence. No compound sentences.
- Rationales for the resolution - at least one, no more than three. Tell the members why you think this purpose or goal should be addressed. What is the problem?
- Calls for specific action - at least one, no more than three. Tell the members what you want them to do to meet the goal.

### **Written according to the *Smart Format* if possible.**

- **S**pecific, not vague
- **M**asurable, this gives a standard to determine when the goal or purpose has been met, the resolution has been successful or if it needs revising.
- **A**chievable/do-able by all Catholic women.
- **R**elevant today, locally, and nationally; give a
- **T**ime element in which the purpose or goal should be addressed so that the resolution does not get lost in the shuffle. A resolution can be ongoing with no stop date but should at least be initially addressed within the first year of its acceptance.

### **Approval Process**

- By majority vote, the Board of Directors shall have the power to approve or reject any resolution.
- Notification will be given to the member submitting the resolution by the Board of Directors or by the Resolution Committee upon request of the Board.
- If a resolution is rejected the member submitting the resolution may present it for consideration at the Annual Meeting provided there is a two-thirds (2/3) vote of the voting members in favor of considering the proposed resolution.

Resolution Submission Form

Title:

Purpose (Goal):

Whereas, (rationale/s) (list at least one, no more than three)

Whereas,

Whereas,

Resolved (specific action/s) (list at least one, no more than three)

Resolved

Resolved

Submitted by:

Date received by Resolution Committee:

Date sent to NCCW Board by Resolution Committee:

**NCCW BYLAW AMENDMENT SUBMISSION FORM**

Complete a separate form for each bylaw amendment that you propose and **email to the Bylaws Committee Co-Chair by April 1, 2022.**

*The Committee and Board reserve the right to amend, consolidate or reject submitted amendments. All bylaw amendments (in some form) will be considered at the summer Board of Directors meeting.*

**I move to amend ARTICLE \_\_\_\_\_, Section \_\_\_\_\_ by:**

\_\_\_\_\_ Striking out the words: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OR

\_\_\_\_\_ Inserting the words: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OR

\_\_\_\_\_ Striking out the words \_\_\_\_\_  
\_\_\_\_\_  
and Inserting the words \_\_\_\_\_  
\_\_\_\_\_ (in the same place.)

OR

\_\_\_\_\_ Adding the words (at the end): \_\_\_\_\_  
\_\_\_\_\_

OR

\_\_\_\_\_ Substituting: \_\_\_\_\_  
\_\_\_\_\_

If the amendment is adopted, the Section would read:

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RATIONALE for the amendment:

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Signed by: \_\_\_\_\_ Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone no. \_\_\_\_\_

President: (fill in name of organization you serve as president)

Arch/Diocese: \_\_\_\_\_ Deanery/District: \_\_\_\_\_  
Affiliation: \_\_\_\_\_

or three Individual Members:

1. Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone no. \_\_\_\_\_
2. Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone no. \_\_\_\_\_
3. Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone no. \_\_\_\_\_

or Member/ NCCW Board of Directors: \_\_\_\_\_

Signature: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Submit to:** Sheila Hopkins, [ssnowhop@gmail.com](mailto:ssnowhop@gmail.com), by April 1, 2022  
Please include "NCCW Bylaws" in message subject