

**The Catholic Women's League of Canada  
Nova Scotia Provincial Council  
Manual of Policy and Procedure**



**Supplement to the  
National Manual of Policy and Procedures**

**Revised: June 2023**

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**The Catholic Women's League of Canada**  
**Nova Scotia Provincial Council**  
**Policy and Procedure Manual**

**INTRODUCTION**

The policy, procedure and guidelines statements in this manual are supplemental to the National Manual of Policy and Procedure. They are intended to identify and clarify procedures and policies essential to the effective functioning of the Nova Scotia (NS) Provincial Council of the Catholic Women's League of Canada (CWL). It does not replace or supersede the intent of any policy statements and procedures of the National Policy and Procedure Manual and Constitution and Bylaws.

Note: Nova Scotia Provincial Council will be referred to as the "Provincial Council" throughout the document.

**SECTION 1 – ROLES AND RESPONSIBILITIES**

The following are specific executive and volunteer roles and responsibilities of the Provincial Council Executive. They are in addition to the duties and responsibilities detailed in the *Constitution and Bylaws*, the *National Manual of Policy and Procedure*, and the national toolkits and resources posted on the National Website.

**All Provincial Executive Members**

- Submit expense receipts to the Treasurer for payment according to the *Nova Scotia Provincial Council Policy and Procedure Manual*.
- Send and receive communiques to diocesan-level counterparts regularly per the current national council communication policy and procedure and the *Nova Scotia Policy and Procedure Manual*.
- Send memos to diocesan-level counterparts when a specific issue, policy or procedure needs to be addressed, especially if it is time sensitive.
- Prepare an annual report per the *National Manual of Policy and Procedure*.
- Prepare an oral report for Provincial Council executive meetings and a 'three' minute oral report for the Provincial Council AMM/Convention' per the *National Manual of Policy and Procedure*.
- Be available for consultation and advice at the President's and other executive members' requests.
- Keep records for the incoming Standing Committee Chairperson for two terms (e.g., communiques, oral reports, annual reports, and ongoing action items).

**President**

- Represent the Provincial Council at Diocesan general meetings when invited, National Council executive meetings and Annual Meetings of Members ( AMM )/Conventions.
- Be the chairperson for the Provincial Council AMM/Convention planning subcommittee.

- Secure the Provincial Council AMM/convention locations. (Consider alternate dioceses when possible)
- Serve as an ex-officio member for provincial council subcommittees except for the National AMM/Convention Planning Subcommittee.
- Review all national communiques received and ensure the responsible provincial council standing committee chairperson and executive officer have received a copy. This may be delegated to the Provincial Council Secretary.
- Review all communiques from the Provincial Council standing committee chairpersons and executive officers in consultation with the website administrator before posting the communiques on the Provincial CWL Council website.
- Special courtesies:
  - Arrange for representation at special diocesan and parish council celebrations such as anniversaries.
  - Arrange for representation at funerals of Honourary Life/Life members, provincial executive members and diocesan presidents. Ensure the Secretary is aware of sending Mass Cards to the members or their family members.
  - Ensure the Secretary is aware to send to the Provincial Executive, Honourary Life and Life Members, and Diocesan Executive members get well, sympathy cards, congratulatory cards, and letters for significant milestones.
- Maintain and circulate executive directories for the National, Provincial, and Diocesan CWL councils. This may be delegated to the Provincial Council Secretary.

### Vice-President

- In collaboration with the President, facilitate the annual reporting process developed by the National board.
- Serve as a member of the provincial AMM/Convention planning committee.
- Serve as a member of the Resolutions Committee.
- Serve as a member of the subcommittee that will meet with the members of the Nova Scotia Legislature regarding resolutions.
- Lead the provincial council nomination process for the National Executive election at the pre-AMM/Convention executive meeting.
  - Biographies of candidates will be given to the Provincial Council Executive members before the vote. Any Executive Member running for the National Office shall be excused during the vote for the office for which she is running. The voting shall be by secret ballot.
- Compile the provincial council annual report book, including designing the cover and printing, in consultation with the President.
  - Print the annual report books and the provincial council AMM/Convention liturgical booklets for all those registered as delegates for AMM/Convention. A digital version may be made available by email to parish councils upon request and posted on the provincial website. Report books for invited guests are optional.
  - Printing costs should be by the lowest quotation, if possible.
  - Provide the host council with the booklets at the designated time requested.
- Serve as custodian of the NS Provincial CWL Council charter, the Past President tablecloth, the NS Provincial CWL Banner, the provincial and CWL flags and the table place cards for

the executive officers.

- Prepare the provincial council executive biennial retreat during the spring of the second year of the term as Vice-President.
  - The retreat is usually held in the fall of the first year of a President's term.
  - Plan the agenda, if possible, to meet the criteria for applying for the National Leadership Development Fund.
- Keep a list of Catholic Women's League members who meet the requirements for Life Membership.
- Be the provincial council contact for the NS Provincial Council Life Member Liaison.
  - In collaboration with the Life Member Liaison, give the oral Life Member report for the AMM/Convention.
- Purchase gifts on behalf of the Provincial Council Executive for:
  - The outgoing NS council president presented at the AMM/Convention banquet or formal Sunday luncheon if there is no banquet.
  - The outgoing provincial spiritual advisor.
  - All NS Provincial Council guests at the AMM/ Convention, such as the National President or other invited national executive members.

### Secretary

- Maintain the Provincial Council election register.
- Circulate provincial executive meeting minutes to executive members by email.
- In collaboration with the President, prepare the Call to Convention and credential cards for the Provincial Council AMM/Convention.
- Email and mail the Call to the AMM/Convention to all the Provincial Executive, Diocesan and Parish Council Presidents and the Honourary Life/Life members on the mailing lists.
- Upon notice from the President, send Mass Cards on the death of Honourary Life/Life members, provincial executive members, and diocesan presidents, and upon notification of the deaths of their family members.
- Upon notice from the President, send to the Provincial Council Executive, Honourary Life and Life Members and Diocesan Executive members, get well and congratulatory cards and letters for significant milestones.
- Provide provincial council communications requested by the President and Provincial executive members.
- Provide a copy of the Provincial Council AMM/convention minutes to Honorary Life/Life Members upon request and any other relevant mailings requested by the National Office or the Provincial Council Life Member Liaison.

### Treasurer

- Recommend, seek advice and oversee investments.
- Pay for all travel, shared accommodations and meal expenses for the provincial executive. Receipts must be provided.
- Book accommodations and meeting rooms for regular executive meetings as requested by the President.
- Reimburse as directed by the *Nova Scotia Council Policy and Procedure Manual* or by a motion of the Provincial Council Executive expenses such as those for the provincial

council AMM/Convention guests, representatives of the provincial council attending conferences, council anniversaries on behalf of the provincial council, and the provincial biennial retreat.

- Prepare a written treasurer's report for the Provincial Council executive meetings.
- Prepare a Provincial Council annual budget for acceptance at the fall Provincial Council executive meeting.
  - Review the budget at every executive meeting. Provide, for information, the budget at the Provincial Council AMM/Convention.
- Arrange to have the provincial council's financial accounting and banking records reviewed annually. Provide the written report of the results for the annual report book and read, for information, the report at the AMM/Convention.
- Provide an interim financial statement (since January 1), for information only, for the Provincial Council AMM/Convention.
- In collaboration with the President and Diocesan Presidents, arrange to pay the Liability Insurance fees for the Diocesan and Provincial Council Executives. The Diocesan Councils will forward payment for their council's Liability insurance fees to be paid through the provincial council.

### Past President

- Review the *Nova Scotia Provincial Council Manual of Policy and Procedure* at a minimum during the second year of her term to make appropriate updates. Distribute the new manual to the incoming executive.
- Update the archives (located at St. Mary's Basilica Glebe (Corner of Barrington St. and Spring Garden Rd. Halifax) with the following records at the end of the two-year term. Include in the archives:
  - Directories for each year.
  - Minutes from all NS provincial executive and general meetings and minutes from subcommittees and ad hoc committees.
  - Annual report booklets from each AMM/Convention
  - Liturgical booklets from each AMM.
  - Nova Scotia Manual of Policy and Procedures.
- Review any *National Manual of Policy and Procedure* changes with the Provincial Council Executive.
- Lead the instructed voting process at the Provincial Council AMM/Convention for any National Constitution and Bylaws changes.
- Serve as the nominations committee chairperson for the provincial council elections. Provincial council elections are conducted per the *National CWL Constitution & Bylaws*, the *National Manual of Policy and Procedure* and the *Nova Scotia Provincial Council Manual of Policy and Procedure*.
- Serve as a protocol coordinator for the Provincial AMM/Convention, ensuring required national and provincial protocols and procedures, items such as the development of the standing rules for the AMM/Convention, are as required.
- Serve as a member of the subcommittee meeting with members of the Nova Scotia Legislature regarding resolutions.

## All Standing Committee Chairpersons

In addition to the role responsibilities outlined in the *National Manual of Policy and Procedure* and the *National Handbook for Chairpersons of Faith, Service and Social Justice*, the standing committee chairpersons fulfill the following NS Provincial Council role responsibilities. In consultation with the President, role responsibilities may be delegated to other members external to the provincial executive, individually or through subcommittees. Chairpersons are encouraged to engage the participation of life members whenever possible when delegating role responsibilities.

### Standing Committee Chairperson for Faith

- Maintain the Provincial Council *Book of Life*, which contains the names of the deceased members from Antigonish and Halifax-Yarmouth Diocesan Councils.
  - Names should be entered when received from the National Office. Parish councils are responsible for forwarding information on their deceased members to the National Office.
  - Before the Provincial Council AMM/Convention, consult with the Antigonish and Halifax-Yarmouth Diocesan Standing Committee Chairpersons for Faith regarding any deceased members whose names may not have been submitted to the National office.
  - Display the Provincial Book of Life at the Provincial AMM/Convention.
- Prepare and coordinate all liturgies for Provincial executive meetings, workshops and retreats. Where possible, consult with the Spiritual Advisor.
- Consult with Spiritual Advisor to prepare liturgies for the Provincial AMM/Convention.
- Prepare a Liturgical Booklet for the Provincial Council AMM/Convention.
- Organize the ceremony for deceased members and Spiritual Advisors from both Dioceses. Deceased members honoured will be from January 1 to December 31 of the previous year.
  - The Host Council shall be asked to purchase the roses representing the deceased members for each Diocese (2 red roses) and a white rose for deceased Spiritual Advisors. The Provincial Council pays for the cost of the roses. The ceremony may be held during the Opening Eucharistic Celebration or as a separate ceremony during the Convention.
- Review, for archiving, resolutions adopted at the Provincial level under the Faith Standing Committee.
- Serve as a committee member for the meeting with members of the Nova Scotia Legislature regarding resolutions.
- Serve as a member of the resolutions subcommittee if proposed resolutions fall under the Standing Committee for Faith.

### Standing Committee Chairperson for Service

- Facilitate the Marion Hepditch-Littlepage \$500.00 bursary.
  - The Atlantic School of Theology (AST) Advancement - Faculty chooses the recipient.
  - AST will advise the recipient and contact the Standing Committee Chairperson or President regarding the recipient's name.
- Review, for archiving, resolutions adopted at the Provincial level under the Service



Standing Committee.

- Serve as a committee member for the meeting with members of the Nova Scotia Legislature regarding resolutions.
- Serve as a member of the resolutions subcommittee if proposed resolutions fall under the Standing Committee for Service.

#### Standing Committee Chairperson for Social Justice

- Serve as the Chair of the provincial resolutions subcommittee when resolutions are being forwarded by the Diocesan councils or developed by members of the Provincial Council executive.
- Review resolutions adopted at the Provincial level under the Social Justice Standing Committee.
- Serve as the chairperson for the subcommittee meeting with members of the Nova Scotia Legislature regarding resolutions.
- Review resolutions adopted at the Provincial level that come under the Social Justice Standing Committee for archiving at the end of the second year of the term.
- In consultation with the other Chairpersons of Standing Committees, arrange for archiving Provincial Council Resolutions at the AMM/Convention in the second term. The process for archiving resolutions from the National Manual of Policy and Procedure will be followed.

#### Diocesan Presidents

- Attend all regular Provincial Executive meetings.
- Report to the Provincial Executive on the state and business of the Diocesan Council.
- Prepare a three-minute oral report for the Provincial AMM/Convention.
- Report to their Diocesan Council on the business of the Provincial Council.

#### Provincial Honourary Life/Life Member Liaison

The Provincial Council Life Member Liaison shall be a voluntary CWL Life Member in good standing. The President appoints the Life Member liaison to serve a two-year term. Consecutive terms may be served.

Note: Honourary Life and Life Members shall be referred to as Life Members throughout this section.

The Life Member Liaison shall:

- Serve as the provincial life member liaison for the National life member liaison. This includes forwarding information to the National Life Member liaison regarding NS Life members and all information received from the National Life Member liaison to NS Life members.
- Maintain a current list of Life Members with contact information (name, address, phone numbers, email addresses) to be made available to the provincial President and Secretary. Updated Life Member information may be obtained through the Life Members, diocesan, and parish councils.
- Maintain contact with NS Life Members through communiques and email messages.
- Report pertinent information such as the death or serious illness of a Life member or that

of their family, special occasions such as significant birthday and anniversary milestones to the Provincial Council President.

- Send cards to Life members on special occasions and upon the death of a family member and to the family of a Life Member upon her death.
- Maintain a history profile of each Life Member in a binder.
- Upon notification of the death of a Life Member within the province, notify the Provincial President, the National Life Member Liaison, and National Office as soon as possible with contact information for expressions of sympathy. Upon the death of a family member within the province, notify the Provincial President and National Life Member Liaison.
- Upon notification, send greeting cards, get well, sympathy or congratulatory cards for significant milestones to Life Members.
- Prepare an annual written report for inclusion in the Provincial Council Annual Report Book.
- In collaboration with the Provincial Council Vice-President, prepare an oral report to be given by the Vice-President at the Provincial Council AMM/Convention.
- Perform additional duties as assigned by the Provincial President and Vice-President.

#### Website Administrator and Assistant Editor

- The Provincial Website Administrator and Assistant Editor shall be voluntary CWL members in good Standing.
  - Consideration to change the website administrator position to a paid position or open it to non-CWL members must be approved by the Provincial Council Executive.
- The Provincial President appoints the Website Administrator and Assistant Editor for a two-year term. Consecutive terms may be served.
- The Assistant Editor role is optional and can be filled at the request of the website administrator and approved by the Provincial Council Executive.
- The Website Administrator shall:
  - Be responsible for the provincial council website design, development, maintenance and posting of information, including executive communiques, memos, and written and oral reports.
  - Be responsible for formatting documents consistent with website requirements and provincial council policy.
  - Provide an annual update regarding the website's effectiveness to the provincial executive before renewing the website fees.
  - Collaborate with the provincial council treasurer regarding the procedure for paying the annual website invoices.
- The Assistant Editor shall:
  - Assist the provincial council website administrator in the website maintenance and posting of website information, including formatting documents for posting as required.

#### National Convention Representation

- The National Council covers the Provincial President's expenses as a member of the National Executive and voting delegate for the Provincial Council.

- The Vice-President shall represent the NS Provincial Council as an accredited delegate at the National AMM/Convention each year.
- Any other executive member, except for the diocesan presidents, may be considered the second provincial accredited delegate based on finances.
- The Provincial Spiritual Advisor's attendance at the National AMM shall be considered annually by the Provincial Executive. It is encouraged to support the provincial Spiritual Advisor to attend the National AMM/Convention whenever possible.

## SECTION 2 – PROVINCIAL COUNCIL COMMUNICATION

### Executive Communiques and Memos

- All executive members, except for the Diocesan Presidents, regularly send out communiques to diocesan-level counterparts according to the current national communication procedures.
- The focus of communiques is to provide leadership and mentoring to diocesan and parish counterparts regarding topics pertinent to their roles and to promote national and provincial initiatives.
- When a national communique is received, a provincial communique should be prepared, referring to the national information from a provincial perspective. Do not just forward the original national communique to the diocesan councils unless requested by the national officer. Give credit to the national-level author when quoting or paraphrasing the information.
- Send memos to diocesan-level counterparts whenever a specific provincial-level issue, policy or procedure needs to be addressed, especially if it is time sensitive.

### Website Policy and Procedure

The Nova Scotia Provincial website was established in April 2007 and updated in April 2021. The domain name is <https://www.nsprovinciacwl.com/>, and is hosted by WIX.

The purpose of <https://www.nsprovinciacwl.com/> is to provide a single portal to access information related to the Nova Scotia Provincial CWL Council. The website serves as a resource that contains general information, current news and links to other organizations of interest to members. All submissions for <https://www.nsprovinciacwl.com/> shall be consistent with the mission and objects of The Catholic Women's League of Canada.

- Provincial and Diocesan directories and members' personal addresses and email addresses will not be available to protect confidentiality. Communication shall be through the contact form on the website.
- Communication concerning content must be directed to the website administrator.
- Before posting, the President (or designate) will review all provincial executive communiques and memos. They shall be edited and formatted at the President's and website administrator's discretion. The Provincial Council Executive Member will be consulted if a change in content is required.
- The website administrator will consult the Provincial Council President on any requests for

postings that appear inconsistent with the core values, objects and policies of The Catholic Women's League of Canada.

- Written confirmation must be received that participants in photos are aware of the intent to post the photos on the provincial website.
- All materials copied from another source shall appear with a credit line acknowledging the source of the original material (e.g. photos from media contributed by a member, etc.)

<b>Nova Scotia Provincial Website Format</b>	
<b>Link</b>	<b>Information</b>
Home	<ul style="list-style-type: none"> <li>• Rolling scroll with links to current information</li> <li>• Icons/Links/Blocks, if possible, to current information/initiatives</li> <li>• Welcome page containing facts about the Nova Scotia Provincial Council.</li> <li>• A current message from the Nova Scotia Provincial President</li> <li>• Links to current initiatives (i.e. Catch the Fire, National website resources)</li> </ul>
Executive and Council	<ul style="list-style-type: none"> <li>• The website will have established links under specific Standing Committee headings and will be subject to change.</li> <li>• A list of provincial executive members.</li> </ul>
Communiqués	<ul style="list-style-type: none"> <li>• Communiqués, memos and reports can be found by clicking the appropriate link.</li> </ul>
Events	<ul style="list-style-type: none"> <li>• A list of upcoming events at the Diocesan, Provincial and National levels.</li> </ul>
Links	<ul style="list-style-type: none"> <li>• Links to other Provincial/Diocesan CWL websites across Canada.</li> </ul>
Contact	<ul style="list-style-type: none"> <li>• Any person may use this contact form and be directed to the web administrator.</li> </ul>
Spotlights	<ul style="list-style-type: none"> <li>• Pictures and spotlights from across Nova Scotia.</li> </ul>

### **SECTION 3 - PROVINCIAL COUNCIL SUBCOMMITTEES**

As defined in *Roberts Rules of Order*, the following subcommittees are considered special or select committees formed for a particular purpose. The President, Past President and Spiritual Advisor may fill an ex officio role on a subcommittee by virtue of their role responsibilities and office. They often have knowledge and experience that can be helpful to committee members.

#### **Nominations and Elections Committee**

- The Past President (or designate) shall be the chairperson for the Nominations and Elections Committee.
- If possible, the other two committee members should be from each of the Diocesan Councils. It is encouraged, if possible, to consider Life Members to serve on the Nominations and Elections Committee.
- Notice of eligibility for nomination, acceptance lists, and nomination lists may be sent by mail or email. A read receipt request must accompany any email.
- In the event of a tie vote after the third ballot, the members of the retiring Provincial Council Executive (excluding the Nomination Committee Chairperson) and the voting

delegates will vote for the position where a tie occurs. Any Executive Member running for the office where a tie vote occurs will be excluded from voting for that office.

## Provincial Council Resolutions Subcommittee

The policies and procedures in the *National Manual of Policy and Procedure* and the *National Resolutions Handbook* are to be followed for the Provincial Resolutions Subcommittee review of all resolutions presented for consideration for adoption at the provincial AMM/Convention. There is also a Resolutions Guide that provides a quick reference for developing resolutions.

### Committee Structure

The committee structure should comply with the National Resolutions Handbook, where possible.

- The Standing Committee Chairperson for Social Justice (or designate) shall be the NS Provincial Council Resolutions Subcommittee chairperson.
- The provincial resolutions committee members shall include the Vice-President and the standing committee chairperson under whom the resolution topic falls. The Provincial President and Provincial Spiritual Advisor serve as ex-officio committee members.

### Role Responsibilities of the Resolutions Subcommittee Chairperson

- Set the date of the Resolutions Subcommittee meeting to follow the two Diocesan AMM/Conventions and before the Provincial AMM/Convention.
- Prepare a Resolutions Subcommittee Report for the Provincial Council AMM/Convention.
- Prepare draft copies of the Diocesan resolution(s) for the Subcommittee resolutions review meeting.
- Prepare the resolution(s) for presentation at the Provincial AMM/Convention.
- Prepare sufficient copies for delegates attending the Provincial AMM./Convention.
- Prepare and submit all adopted resolutions directed to the National Council Resolutions Subcommittee Chairperson per the *National Manual of Policy and Procedure* and the *National Resolutions Handbook*.

### Submission of Resolutions for Consideration for Adoption at the Provincial Council/AMM

- Resolutions must be received by the Provincial Chairperson for Social Justice no later than one week following the Diocesan Convention. Resolutions concerning urgent matters may be accepted after the deadline date at the discretion of the Resolutions Subcommittee.
- Only resolutions submitted to the Standing Committee Chairperson for Social Justice by the Antigonish and Halifax-Yarmouth Diocesan Councils or Provincial Council Executive members shall be considered for presentation to the AMM.
- The Provincial Council Resolutions Subcommittee may combine resolutions dealing with the same subject matter and edit wording for clarification. The intent of the original resolution shall not be changed.
- Only resolutions that meet the criteria described in the National Manual of Policy and Procedure and the National Resolutions Handbook shall be accepted for consideration by the Resolutions Committee.

### Presentation of Resolutions to the Provincial Council AMM

- The Standing Committee Chairperson for Social Justice (or designated from the

resolution subcommittee) shall read the resolution following the oral report of the Standing Committee Chairperson to whom the resolution applies.

- The President of the Diocese (or designate) submitting a resolution shall have the opportunity to speak first to her resolution. The President may designate another member to speak to the resolution in her place. The President of the submitting Diocese (or designate) will move the adoption of the resolution.

### Visits to the Nova Scotia Provincial Legislature

- Members of the Subcommittee to visit the NS provincial legislature include, but are not limited to the Vice-President, the Past President and the three standing committee chairpersons of Faith, Service and Social Justice and the Provincial Council President (ex-officio)
- In collaboration with the subcommittee members and other provincial executive members, the Standing Committee Chairperson of Social Justice identifies national and provincial resolutions to come forward to the provincial government for discussion.
- In collaboration with the President and other executive members, the Standing Committee Chairperson for Social Justice arranges times for Legislature visits with appropriate MLAs and the Premier and their designates. Contacts may be initiated through information found on the provincial government website.

### The National AMM/Convention Planning Committee

Planning for the National AMM/Convention will follow the *Guide for Hosting the National AMM/Convention* on the National CWL Website.

- The Nova Scotia Provincial Council will set aside \$1.00 from the provincial council per capita fees to defray the costs of hosting the National AMM. These funds will be invested as received. Money collected will be transferred to the National AMM/Convention planning subcommittee as soon as a tentative budget is submitted.
- The Nova Scotia Provincial Executive will appoint a chairperson or co-chairpersons to form a committee for hosting the National AMM/Convention at least three years before hosting.
- The Provincial Council President will serve on the planning committee as a subcommittee chair.
- A progress report will be submitted to the Nova Scotia Provincial Council of the Catholic Woman's League of Canada twice yearly to correspond with executive meetings.
- A financial statement will be submitted to the Nova Scotia Provincial Council of the Catholic Woman's League of Canada by November of the year of the Convention.
- All unused funds will be returned to the Nova Scotia Provincial Council of the Catholic Woman's League of Canada to be reinvested for the next National Convention.

## SECTION 4 - FINANCE

### Provincial Council Income

Income for the NS provincial council operating funds comes through per capita fees paid by the parish councils through the national office. Fundraising to augment provincial operating income is not permissible. Fundraising for specific projects is only done with the agreement of parish councils through a motion passed at a Provincial Council AMM.

### Per Capita Fees

- The NS Provincial Per-capita fee is \$5.00.
- \$1.00 per member of the per capita fees will be invested to defray the costs of hosting the National AMM/Convention. These funds are transferred to the provincial council National AMM/Convention Planning Subcommittee committee as soon as a budget is submitted.

### National Level Grants

- National Development Fund: this may be applied for every year to support leadership development initiatives such as the Provincial biennial retreat. It is important to review the criteria as they may change according to national council priorities. Information and forms are posted on the National website.
- Provincial Council Grant: this is a grant of \$5000.00 that a provincial council can apply for every five years to assist members in attending a provincial or national AMM/Convention. The application form is available from the national office.

### Provincial Council AMM/Convention Registration Fee

- The registration fee for the Provincial Council AMM/ Convention will be set by the Provincial Council Executive and considered as revenue for the Provincial Council.
  - The Provincial Council will reimburse the host council for any losses incurred up to the amount of the registration fee. The Host Council should not rely on the registration fee when budgeting for the Convention. These funds will only be made available when unforeseen expenses are incurred.

### Provincial Council Expenses

Provincial Council Executive members shall present receipts when requesting reimbursement of expenses.

The following expenses will be considered as part of the provincial council budget and paid by the Treasurer as required:

### Marion Hepditch-Littlepage Bursary

- This is a \$500.00 bursary awarded to a student at the Atlantic School of Theology (AST). The Standing Committee Chairperson for Service facilitates awarding the bursary in collaboration with AST. The Atlantic School of Theology (AST) Advancement - Faculty chooses the recipient, advises the recipient and contacts the Provincial Council Standing Committee Chairperson for Service or President regarding the recipient's name. The Provincial Council Treasurer is notified to provide a cheque for the recipient.

### Gifts and Honorariums

- Gifts shall not exceed an individual cost of \$200.00. Gifts may vary in nature. For example, a gift may be a cash amount, a purchased item or a donation to the recipient's favourite charity.
- The amount of guest speaker honorariums should not exceed \$100.00 unless the presentation entails greater responsibility, such as putting on a half-day or day-long workshop in which the provincial executive will determine a reasonable reimbursement to engage the speaker.
- CWL members, and Life Members, do not typically receive an honorarium when invited as guest speakers as this is considered part of League service as a member and a role responsibility of Life Members.
  - An honorarium or gift may be provided upon adoption of a motion by the Provincial Council Executive.

### Provincial Executive Meetings and Provincial Council Retreat

- The Treasurer shall pay the travel and accommodation expenses for Provincial Executive members attending meetings according to the Provincial Council Policy and Procedure. The Treasurer shall pay meals up to \$35.00 per day with receipts.

### Provincial AMM/Convention

- The Provincial Council is responsible for:
  - The cost of registration, meals (luncheons and banquet) and transportation for all Provincial Executive members, including the provincial Spiritual Advisor.
  - Meal(s) for invited guests other than guest speakers.
  - Registration and Meal(s) for the Archbishop or Bishops attending the AMM/Convention.
  - Expenses for a guest speaker upon adoption of a motion by the Provincial Council Executive.
  - Expenses of the National President (or designate) for accommodation, meals, and registration.
  - A stipend of \$200.00 to the host council to provide a meal if the Provincial Council pre-AMM executive meeting is held in person on the Friday evening of the AMM/Convention weekend.

### Diocesan Meetings and Events External to the Provincial Council

- When invited to a Diocesan AMM/Convention, the transportation costs of the Provincial President or her designate shall be paid by the Provincial Council. Registration, meals and accommodations are the responsibility of the inviting Diocesan council.
- Any member attending a meeting or event as a representative of the Provincial Council shall have expenses, travel, meals and accommodation paid for by the Provincial Council upon presentation of receipts.
- The expenses of any member of the Provincial Executive attending League functions will be paid when requested to be a designate for the Provincial Council President.



## National Convention Expenses

- Expenses for the Vice-President, the second accredited delegate and the Spiritual Advisor at the National AMM will be considered annually by the Provincial Executive based on financial resources.

## Lodging

- Rooms should be shared when possible. Members desiring single rooms are expected to pay the difference, if any, unless needed for medical reasons.

## SECTION 5 –NOVA SCOTIA PROVINCIAL AMM/ CONVENTION

### Guidelines

The following are general guidelines for planning a Provincial Convention. Other guidelines may be found in the National *Guide to Hosting Diocesan and Provincial Conventions* on the National Website.

- In-person AMM/Conventions will be held whenever possible, with host parish councils rotating between Halifax-Yarmouth and Antigonish diocesan councils.
  - If no host council can be found in the Diocese scheduled to host the Convention by January of the year of the Convention, the provincial executive may decide on an alternate format and location for the AMM.
  - An online AMM may be considered if an in-person convention format or other options are not possible. Participants must be able to communicate adequately with each other during the meeting. Votes may be done online if they can be verified, tallied and presented while maintaining the voter's anonymity.
- Efforts must be made to reduce the burden of hosting the AMM/Convention for the parish councils.
  - Parish councils may host a convention individually or join together to co-host.
  - The Provincial Council Executive may provide assistance putting on the AMM/Convention. For example, the Provincial Council Secretary may assume responsibility for the convention registration.
  - Planning the AMM/Convention agenda must consider the resources and events in the host parish. For example, times of the Eucharistic celebrations may need to be adjusted to accommodate parish Mass times.
  - The Provincial AMM, the Provincial Council will reimburse the Host Council for any losses incurred up to the amount of the registration fee. These funds will only be made available when unforeseen expenses are incurred. Host councils should not depend on the registration fee when planning their convention budget.
  - The Host Council may sponsor a fundraising event to help defray expenses.
- The AMM/Convention, if possible, will be planned for a Saturday and a partial day on Sunday in June. Friday will be considered a travel day for delegates and members to attend the AMM/Convention.

- The provincial executive pre-convention meeting may be held online before the AMM/Convention weekend.
- Efforts must be made to reduce the cost of members attending an AMM/Convention.
  - There is no requirement to have a banquet for the AMM/Convention. A formal luncheon may be provided on Sunday, during which awards and certificates may be presented.
  - An opportunity for socialization for members could occur on Saturday night if no banquet is planned. For example, Diocesan councils could join their members at local restaurants, similar to the provincial dinners during the National AMM/convention.
- Any collection taken at the closing AMM Liturgy will be given to the Host Parish for a charity of their choice.

## AMM/Convention Roles and Responsibilities

### Host Council:

- Appoints a Chairperson and AMM/Convention planning subcommittee. The chairperson should:
  - Act as a liaison between the planning subcommittee, the host CWL Council executive and members and the Provincial Executive.
  - Make official announcements before and after business sessions.
- The host planning committee arranges for the following:
  - The AMM/Convention facility
  - Lists of hotel accommodations for attendees as well as arranging for blocked rooms, when possible
  - All meals being provided for the AMM/Convention.
  - Required support for the AMM business sessions and convention activities and events.
  - A meal may be requested to be prepared for the Pre-Convention Executive meeting if meeting in person on Friday evening. A stipend of \$200.00 will be provided.

Following are the AMM/Convention roles for the host council to assign to members. Information on the roles may also be found in the *Guide to Hosting the Diocesan/ Provincial AMM/Convention* based on the host council resources.

### Liturgical Celebrations:

- Collaborate with the Provincial Standing Committee Chairperson of Faith and the host council spiritual advisor to support the needs for the AMM/Convention Eucharistic celebrations and prayer services.
- Arrange for the Provincial Book of Life display and the purchase of roses for the Provincial Deceased Members Ceremony.
- Coordinate ministers for the Opening Liturgy and Opening Ceremony, including Eucharistic Ministers, Musicians and Altar Servers. The lector shall be the Diocesan President in which the Convention is hosted.

### Registration:

- Arrange for volunteers to support registration on the days of the AMM/Convention.

- The provincial council may assume the responsibility of receiving registrations for the AMM/Convention if beneficial to the host council.
- The credentials committee provide a credential report for the number of voting and accredited delegates when the AMM is called to order on Saturday and called to order on Sunday morning.
- A registration report of all those attending the AMM/Convention will be given at the adjournment of the AMM on Sunday.

#### **Convention Flag and Opening Ceremonies Protocol:**

- Collaborate with the Provincial Vice-President to ensure Canadian, Provincial and CWL flags will be available for the opening ceremonies and business sessions. Determine the placement of the flags and banners on the Altar.
- Arrange a gathering place and a greeter for those in the procession for the official opening.

#### **Business Sessions:**

- In an election year, collaborate with the Provincial Past President for support the needs for the election, such as arranging for space to count ballots.
- Compile all packages for the Convention registrants.

#### **Formal Ceremonies and Events:**

- Arrange for a Mistress of Ceremonies for the Opening Ceremonies and the Banquet or formal Sunday Luncheon.
- Provide the names of invited guests to the Provincial President and Secretary (Bishop of the Diocese, Member of Parliament, Member of Legislative Assembly, Mayor or Councilors at the Municipal level, Knights of Columbus Grand Knight, Chairperson of Pastoral Council, Spiritual Advisor of Host Council) at least two to three months before the Convention. The earlier invitations can be sent to invited guests, the more likely they will be able to attend.
- Arrange for the Piper for processions for the Opening Ceremony and Sunday Luncheon or Banquet.
- Arrange for space for the private reception before the Banquet or formal Sunday Luncheon.
- Collaborate with the Provincial President to ensure there are tables for members of the Provincial Executive who are not seated at the Head Table and Honorary Life and Life Members.
- Reserve pews for the Opening Ceremony and closing Mass for special guests, the Provincial Executive, and Honourary Life and Life Members.

#### **Publicity:**

- Arrange for publicity through the parish bulletin inviting all parishioners to the AMM/Convention Liturgies.

#### **Optional:**

- Arrange for the coordination of luncheon door prizes.

### **Provincial Council:**

At a minimum, the Provincial Council AMM/Convention planning subcommittee should include the President, the Vice-President and the Secretary. The Past President and Provincial Spiritual Advisor are ex-officio members. The following are the role responsibilities of the Provincial Council AMM/Convention planning committee members:

### **Provincial President:**

- Lead the AMM/Convention planning with the host council AMM/Convention planning committee chairperson.
- Arrange for at minimum one in-person or online meeting with the host and provincial council planning committees by February of the AMM/Convention year.
- In collaboration with the Secretary, prepare the Call to the AMM/convention and credential cards. Sign credential cards for the Provincial Executive, Honorary Life, and Life Members and Diocesan and Parish voting and accredited delegates.

### **Secretary:**

- Send invitations to guests who are bringing greetings for the Opening Ceremony.
- In consultation with the President, coordinate any required AMM/Convention communications such as posting information to the Provincial website.
- Take minutes of all AMM/Convention planning meetings. Circulate to the host and provincial planning committee members and file with the provincial council records.
- Send out the Call to the AMM/Convention and the required number of credential cards to the provincial executive officers, Honourary Life and Life Members, diocesan presidents and parish council presidents. This may be done by mail and email.
- Receive the AMM/Convention registrations if not done by the host council.

### **Vice-President:**

- Be responsible for gifts for the guest speakers.
- Ensure the Annual Report Books and Liturgy Booklets are available to the Host Council when required.

### **Treasurer:**

- Arrange payment for all Provincial Council expenses (see financial section).

### **Diocesan Presidents:**

- Present the rose for their Diocese for the Deceased Members Ceremony.
- Each Diocesan Council President must provide updated directory lists to the Secretary at least three months before the Provincial AMM/Convention.

### **Honourary Life Members and Life Members:**

- Participate in the Opening Ceremonies procession and closing Eucharistic Celebration procession. An Honourary Life Member carries the CWL flag.
- Sit in reserved seats at all Liturgies, sessions and the Sunday Formal Luncheon or Banquet.
- Present the gifts at the Offertory for Opening and Closing Eucharistic Celebrations.

## APPENDIX 1

### Sample of a Provincial AMM/Convention Agenda:

Timeframes for items such as Eucharistic Celebrations may need to change in response to the host parish's needs, such as the scheduling of parish Masses. The AMM business session schedule also needs to consider the host council's needs, such as meal service needs and meeting space availability (s).

#### **Friday**

Travel day for attendees – no events

In-person pre-AMM/Convention Executive meeting. This can also be an online meeting before the AMM/Convention weekend following requirements set out in the League *Constitution and Bylaws* and the *National Manual of Policy and Procedure*.

#### **Saturday**

730 -9 am Breakfast on own

Registration (may stay open until the start of the business session (AMM)).

9 am Opening Ceremonies

Celebration of the Eucharist – may include the Deceased Members Ceremony

10 am Coffee Break.

1030 am Theme development.

Noon Lunch

1 pm Opening spiritual reflection – may also be the Deceased Members Ceremony if not included with the Opening Celebration of the Eucharist.

Presentation or workshop

2 pm AMM business session is called to order.

–Standing Rules of Order, Credential Report, agenda items, oral reports.

4:30 Business session is recessed to reconvene the next day

Closing spiritual reflection

**Saturday evening** - in place of a banquet, diocesan councils could gather with their members at a local restaurant or a formal convention banquet. If a banquet is not held, a more formal luncheon shall be held on the Sunday of the AMM/Convention weekend.

#### **Sunday**

8 am Registration. Breakfast on own.

830 am Morning spiritual reflection.

850 am Business session is called to order.

Credential report; agenda items, reports.

Note: if time permits, a presentation could also be held before the business session.

10 am Coffee break

1030 am Business session is called to order.

Registration report. Elections shall be the last agenda item when occurring.

The business session is adjourned, and the flags retired in silence.

1130 am Closing Eucharistic Celebration

–Installation/Reaffirmation of the Executive

1230 pm Closing Convention Luncheon. If there is no banquet, this will be a more formal luncheon where awards, certificates, and recognition of members shall take place.

Provincial post-AMM/convention executive meeting.

## APPENDIX 2

### Sample Standing Rules of Order for In-Person Annual Meeting of Members (AMM)

The Catholic Women's League follows the parliamentary procedure described in the current version of *Robert's Rules of Order* when conducting business meetings to facilitate the discussion in an orderly and democratic way. Refer to the League manual, *Parliamentary Procedure*, on the national website for detailed information regarding motions and other parliamentary procedures.

#### **Registration:**

1. Each person attending the AMM/ Convention shall register at the convention registration desk and wear the official convention badge for all business sessions.
2. Voting and accredited delegates who do not register for the AMM/Convention before the start of the AMM business session will forfeit their voting privileges. There are no proxy votes.
3. The registration chairperson shall provide a credentials report for the number of voting and accredited delegates at the opening and reconvening of the AMM sessions based on the registration information. When adopted, the credentials report shall be the official roll of voting members.
4. At the close of the AMM, the registration chair shall present a registration report for all attendees for the session.

#### **Motions:**

All motions shall be submitted in writing on the AMM motion form provided before they are presented to the meeting except:

- to postpone the reading of the minutes
  - to suspend the order of business
  - to lay on the table
  - to postpone a discussion
  - to call the previous question
  - for a vote of thanks
  - to adjourn
  - to nominate
5. Every motion shall have a seconder except a motion to nominate. A motion that is not seconded shall not be put to the meeting or recorded in the minutes.
  6. The motion must clearly state its purpose, the formal wording to be considered, and the name and delegate status of the mover and the seconder.

#### **Debate:**

7. Any member in good standing may speak at general sessions with the permission of the Chair.
8. A member wishing to speak shall use the microphone, if available, and, upon being recognized, address the Chair, stating her name and Diocese. The speaker shall be limited to three (3) minutes.
9. The mover shall have the privilege of speaking first to a motion and the seconder next.

10. When two or more members stand simultaneously to speak, the Chair shall determine the order in which those members speak.
11. During the discussion of a question, each speaker shall be limited to three (3) minutes. Debate on resolutions, motions, amendments, etc., will be limited to fifteen (15) minutes.
12. A member may request that the question or motion be repeated or reread but must not interrupt the speaker.
13. The mover of a motion, or her designate, may speak to open and close the debate. No other member shall speak more than once on the same motion at the same AMM or longer than three (3) minutes without permission of the assembly granted by a two-thirds vote without debate.

**Voting:**

14. A member who is not a delegate has no vote.
15. A voting member wishing her abstention to be recorded in the minutes shall request the same by making the request in the chat function before the vote is taken.
16. Voting shall take place by ballot or show of the supplied delegate voting card, depending on the nature of the voting. For example, elections require ballots for voting.

**Resolutions:**

17. Only resolutions submitted to the provincial resolutions subcommittee chairperson by diocesan councils or provincial executive members by the required deadline and which meet the requirements in the *National Manual of Policy and Procedure* and the *National Resolutions Handbook* shall be considered for presentation for adoption to the provincial AMM.
18. The resolutions committee may combine resolutions dealing with the same subject matter and edit resolutions for clarification of wording as long as the intent of the original resolution has not changed.
19. The procedure for presenting resolutions to the general assembly shall be as follows:
  - The resolutions subcommittee chairperson (or designate) shall read the resolution after the appropriate Standing committee chairperson's oral report.
  - The President of the submitting diocesan council (or designate) shall move the adoption of the resolution.
  - The President of the Diocesan council (or designate) submitting the resolution shall have the opportunity to speak first to her council's resolution. A president may appoint another person from her council to speak in her place.

**Miscellaneous:**

20. Any action adopted at the Provincial AMM shall become effective at the adjournment unless a specific date has been chosen for a particular action to become effective.
21. All appeals for support or collections must be in writing to the Nova Scotia provincial council president, stating the purpose and identifying the persons making the request.

## Sample Standing Rules of Order for a Virtual Annual Meeting of Members (AMM)

The Catholic Women's League follows the parliamentary procedure described in the current version of *Robert's Rules of Order* when conducting business meetings to facilitate the discussion in an orderly and democratic way. Refer to the League manual, *Parliamentary Procedure*, on the national website for detailed information regarding motions and other parliamentary procedures.

### Registration

1. Each person must register for the Annual Meeting of Members (AMM) on the designated dates using the designated registration form and required online procedure.
2. All registrants attending the Annual Meeting of Members must sign in online during the registration timeframe for each AMM morning and afternoon session.
3. Voting and accredited delegates who do not sign in online during the designated timeframe for the session will forfeit their voting privileges for the session. There are no proxy votes.
4. The registration chairperson shall provide a credentials report for the number of voting and accredited delegates at the beginning of the AMM morning and afternoon sessions. When adopted, the credentials report shall be the official roll of voting members.
5. At the end of the AMM, the registration chair shall present a registration report for all attendees for the session.

### Motions

6. All motions for the AMM sessions shall be submitted in writing except for the following:
  - a. to postpone the reading of the minutes
  - b. to suspend the order of business
  - c. to lay on the table
  - d. to postpone a discussion
  - e. to call the previous question
  - f. for a vote of thanks
  - g. to nominate
7. Motions submitted in writing shall be emailed in advance of the AMM session, if possible, to the Nova Scotia Provincial Council President. The President will forward the motion by email to the Provincial Council Secretary and standing committee chairperson or executive officer to whom the motion pertains.
8. The motion must clearly state its purpose, the formal wording to be considered, and the name and delegate status of the mover and the seconder.
9. A member may request that a question or motion be repeated or reread. This must be done through the chat function; they must not interrupt the speaker using their microphone.
10. A mover may reply to the discussion before the vote is taken. No member shall speak to the question or motion in the chat function or with their microphone after the Chair has asked for the vote.

### Debate

11. All attendees will mute their microphones and turn off their cameras when not speaking.
12. All attendees shall signal their intent to speak by turning on their cameras. Upon being recognized by the Chair, they shall unmute their microphone and begin by stating their



name, status, Diocese and parish. Recognition of speakers by the Chair will be in the order they are seen on camera and according to their voting status. Voting members shall be given priority to speak over non-voting members.

13. The mover shall have the privilege of speaking first to a motion and the seconder next.
14. When two or more members simultaneously indicate the desire to speak, the Chair shall determine the order in which those members speak.
15. During the discussion of a question, each speaker shall be limited to three (3) minutes.
16. Debate on resolutions, motions, amendments, etc., will be limited to fifteen (15) minutes.
17. A member may request that the question or motion be repeated or reread but must not interrupt the speaker.
18. The mover of a motion, or her designate, may speak to open and close the debate. No other member shall speak more than once on the same motion at the same AMM or longer than three (3) minutes without permission of the assembly granted by a two-thirds vote without debate.

### **Voting**

19. A member who is not a delegate has no vote.
20. A voting member wishing her abstention to be recorded in the minutes shall request the same by making the request in the chat function before the vote is taken.
21. Voting shall take place electronically using the voting software provided for the session.

### **Resolutions**

22. Only resolutions submitted to the provincial resolutions subcommittee chairperson by diocesan councils or provincial executive members by the required deadline and which meet the requirements in the *National Manual of Policy and Procedure* and the *National Resolutions Handbook* shall be considered for presentation for adoption to the provincial AMM.
23. The resolutions committee may combine resolutions dealing with the same subject matter and edit resolutions for clarification of wording as long as the intent of the original resolution has not changed.
24. The procedure for presenting resolutions to the general assembly shall be as follows:
  - The resolutions subcommittee chairperson (or designate) shall read the resolution after the appropriate Standing committee chairperson's oral report.
  - The President of the submitting diocesan council (or designate) shall move the adoption of the resolution.
  - The President of the Diocesan council (or designate) submitting the resolution shall have the opportunity to speak first to her council's resolution. A president may appoint another person from her council to speak in her place.

### **Miscellaneous**

25. Registrants are asked to refrain from taking screen shots and electronic recordings of the meeting proceedings.
26. Any action adopted at the Provincial AMM shall become effective at the adjournment unless a specific date has been chosen for a particular action to become effective.
27. All appeals for support or collections must be in writing to the Nova Scotia provincial council president, stating the purpose and identifying the persons making the request.

## Appendix 3

### Sample NS Provincial Council Election Procedure

Provincial council elections are conducted per the *National Constitution & Bylaws, Part XVI, Section 5*, the *National Manual of Policy and Procedure* and the *Nova Scotia Provincial Council Policy and Procedure*.

#### General Procedures

1. A complete slate of candidates shall be displayed for all attendees at the commencement of elections.
2. The President remains in the Chair to preside over the AMM during the election, appoints a member who is not a candidate for office as election secretary and announces the successful candidates. The elections chairperson leads the election procedure, provides a brief overview of the elections procedure and introduces the candidates for office.
3. Any voting delegate who has not registered for the AMM session during which the election is taking place forfeits her privilege to vote on any ballot.
4. Each voting delegate (presidents of each diocesan council or their designate) carries an instructed ballot only on the first ballot. Where necessary, each voting delegate exercises a free vote on the second through fourth ballots.
5. No voting is required if:
  - a. there is only one candidate for office or only the required number of candidates for standing committees.
  - b. the nomination forms indicate a clear majority vote (more than half) for a candidate, AND no voting delegate has been released from her instructed vote,
6. A member may be a candidate for more than one office, and when elected to an office, her name shall be stricken from the candidates list for all other officers. When this happens, voting delegates who have been instructed to vote for this candidate are released from their instructed vote and may vote for the candidate of their choice.
7. It shall be the decision of the voting delegates as to whether the results of any ballot shall be made available for their review.
8. The ballots will be destroyed after the election results have been recorded.

#### Voting procedures:

9. The voting delegate will vote anonymously by ballot. For online elections, the software used must allow for anonymous voting.
10. The election of officers, except for chairpersons, shall be by majority vote.
11. The election of chairpersons shall be by plurality vote. The elections chairperson announces the number of chairpersons required to be elected. Chairpersons are not elected to a specific standing committee. The incoming President assigns standing committees at the post-AMM provincial executive meeting.

12. If any voting delegate has been released from her instructed vote due to the withdrawal of a candidate or the removal of a candidate due to her election to another office, a first ballot shall be taken. Voting delegates indicate the names of the candidate (candidates in the case of chairpersons) for whom they wish to vote.
13. Voting delegates may vote for the required number of committee chairpersons or less. Voting for more than the required number of candidates results in a spoiled ballot. If the first ballot results in a list of candidates with the highest number of votes and without a tie for the final position, the President shall declare the candidates with the highest number of votes, in alphabetical order, elected.
14. When no majority vote has been obtained on the first ballot, a second ballot and, if necessary, a third vote will be taken.
15. In the event of a tie vote after the third ballot for any position, the members of the retiring Provincial Council Executive (excluding the Nomination Committee Chairperson), including the voting delegates, will vote for the position.
16. In the event of a tie vote after the third ballot, the Nomination Committee will vote to break the tie.
17. Any Executive Member running for the office where a tie vote occurs will be excluded from voting for that office.

#### **Miscellaneous**

18. The outgoing past President introduces the newly elected officers who assume their respective office duties and responsibilities immediately following the AMM/Convention.
19. The formal installation of officers will take place at the closing Eucharistic Celebration. If this is not possible, officers will be installed at the first opportune time.

## APPENDIX 4

### AMM/Convention Opening Procession Protocol

The following is the order of priority for an AMM/Convention Opening Ceremony procession or other activities for a Provincial gathering in which a formal procession is required.

Canadian Flag – Guides/Scouts/Cadets  
Nova Scotia Flag - Provincial President  
CWL Flag – Honourary Life Member  
Provincial Banner - Provincial Vice-President  
Host Council Banner (s) - Council President(s)

Provincial Secretary  
Provincial Treasurer  
Provincial Past President  
Provincial Standing Committee Chairpersons:  
Faith, Service, Social Justice  
Diocesan Presidents:  
Antigonish; Halifax Yarmouth

Honourary Life Members/Life Members  
National Council Representative(s)

Other Women's Church Councils (other denominations)

Provincial Council Spiritual Advisor  
Parish Spiritual Advisor(s)  
Archbishops  
Bishops

Government Dignitaries:  
Federal Representative  
Provincial Representative  
Municipal Representative

Parish Council Representative  
Knights of Columbus  
Other Parish Organizations

## APPENDIX 5

### Protocol for Opening Ceremonies, Luncheon/Banquet and Head Table

#### Opening Ceremonies:

- The opening Ceremonies begin with O Canada and conclude with God Save the King.
- The Mistress of Ceremonies (MC) introduces the speakers in the following order:
  1. Bishop of the Diocese hosting the Provincial Convention
  2. Provincial Spiritual Advisor
  3. Parish Spiritual Advisor
  4. Representative of the National Council of the Catholic Women's League of Canada
  5. Parish Council President (Host Council)
  6. Federal Representative
  7. Provincial Representative
  8. Municipal Representative
  9. Parish Council Representative
  10. Knights of Columbus Representative
  11. President of other Women's Church Councils (other denominations)
  12. Response: Nova Scotia Provincial President

#### Pre-Luncheon/Banquet Reception Guest List (private reception):

1. Head Table Guests
2. Provincial Executive
3. Diocesan Presidents
4. Diocesan Spiritual Advisor(s)
5. Honorary Life/Life Members
6. Host Convention Committee Members
7. Invited Clergy or Spiritual Advisor(s)

#### Pre-Luncheon/Banquet Protocol:

- Those seated at the head table, Provincial Council Executive and Honourary Life/Life Members are piped in procession to their seats.
- Toasts to the King and the CWL are customary.

#### Head Table Seating (Luncheon or Banquet):

- Tables may be reserved at the front of the room if the number of guests cannot be accommodated at the Head Table.
  1. President – Nova Scotia Provincial Council
  2. Provincial Vice-President
  3. Spiritual Advisor – Nova Scotia Provincial Council
  4. Past President – Nova Scotia Provincial Council
  5. Archbishop/ Bishop of the host Diocese.
  6. Diocesan President – Diocese of host council
  7. National President or designate
  8. Host Council President (acts as MC)
  9. AMM/Convention Host Committee Chairperson
  10. Spiritual Advisor – Host Council

## APPENDIX 6

### Flag and Banner Protocol

Adapted from the National *Guide to Hosting the Diocesan/Provincial Convention*

- The Canadian, Nova Scotia and CWL flags are used in the Opening Ceremony.
- Girl Guides, Scouts, local Cadet Corps or other local youth organizations, such as the 4H Club may be used as a colour party for the national flag. The provincial President carries the provincial flag, and an Honourary Life Member or National Executive member carries the CWL flag. CWL members may be flag bearers when Guides, Scouts, Cadet Corps, Honourary Life Members, and national executive members are unavailable.
- The AMM/Convention host council and Provincial Vice-President collaborate to have flag and banner stands available to receive the flags and banners.
- Once the Opening Ceremony is completed, the flags are set up in the room where the AMM business sessions will take place and remain there until the adjournment of the AMM session on Sunday.
- The Girl Guides/ Scouts or Cadet Corps will return and retire the three flags at Sunday's adjournment of the AMM business session. If they are not available, the flags may be retired by CWL members. The flags are retired in silence.

#### **Flag Protocol**

- For the procession at the Opening Ceremonies, the Piper leads followed by the Canadian flag, the provincial and then the CWL flag.
- When the procession reaches the Altar, the flag and banner bearers turn and face the assembly for the singing of O Canada. The Canadian flag is in front and centre and higher than the provincial and CWL Flags. The Provincial flag is to the viewer's left, and the CWL flag is to the viewer's right.
- After singing O Canada, the flags and the banners are placed in the stands. The Canadian Flag is in the centre and higher than the provincial and CWL flags, if possible. The Provincial flag is to the viewer's left, and the CWL flag is to the viewer's right.

#### **Banner Protocol**

- The council banners should be off to the side of the sanctuary, wherever there is the best space – but both provincial and host council banners should be displayed together.
- All council banners should be displayed if there is more than one host council.

## Policy Supplement – Revisions (Dates Adopted)

Approved at Provincial Convention (Revision)	May 1988
Revised	May 31, 1988
Revised	June 1992
Revised	November 1992
Revised	June 1993
Editing Only	June 1994
Revised	January 1995
Revised	May 1996
Revised	June 1998
Revised	June 1999
Revised	June 2000
Revised	November 2000
Revised	March 2005
Revised	March 2006
Revised	March 2008/June 2008
Revised	February 2010
Revised	February 2012
Revised	June 2014
Revised	March 2016
Revised	June 2018
Revised	July 2021
Revised	June 2023