

# GUIDELINES FOR SUBMITTING REMITS TO BPW NZ NATIONAL CONFERENCE 2010

These guidelines are to help Clubs with writing and presenting clear, concise and relevant Resolutions to BPW NZ National Conference.

There are two types of resolution that come before Conference.

- Motions (called "Constitutional Amendments") to alter the Constitution, Standing Orders and Financial Policy.
- Draft General Resolutions, referred to as remits

They are both formed in the same way as set out below.

**Please note the dates for particular actions as late submissions cannot be processed in time for Conference and will not be accepted.**

**1. Choose your issue** – as early as possible.

- What outcome do you want to achieve in relation to this issue?
- Check to see if BPW NZ already has a Policy about it OR does the existing policy need to be updated.
- Check that the issue fits in with the Aims of BPW NZ
- Identify how you will know when the desired outcome has been achieved.

**2. Gather your information** - this may take several weeks.

- Decide what you need, who is going to do it and how it will be done.
- Collect as much information, research and data as possible to support your remit

**3. Write your remit.**

- One issue per remit is more effective. It may be in several parts but make sure they all relate to the same issue
- Get someone independent who was not involved in writing the remit, to read it for clarity and to see if it says what you think it says.
- Make sure that the intent is clearly stated *in the remit*. The rationale that follows is not part of the remit. It provides supporting information and the reasons why the remit is being put to Conference.
- Include an Action Plan (what you think the Clubs and the Federation should do) for implementing the Resolution if it is passed.

**4. Write the Rationale and an Action Plan**

- Present your collected information in support of the remit.
- Ensure the facts are relevant and include your sources.
- If the remit relates to an Article of CEDAW, then include that information.
- Include the actions to be taken by BPW NZ and Clubs if the Remit becomes Policy

**5. Send in your Remit which must be received by 1st December 2009.**

- This may be done by email to : [ipp@bpwnz.org.nz](mailto:ipp@bpwnz.org.nz)
- Or by post to: BPW NZ, PO Box 28 326, Remuera, Auckland.
- Include two contact emails and phone numbers of people involved in writing the remit who can be reached between 1st December 2009 and 15<sup>th</sup> January 2010, in case a member of the Resolutions Committee needs to clarify something with you.

**6. The Resolutions Committee reviews the remits to ensure that:**

Procedure for submitting remits 2009

- The remit fits the aims and objectives of BPW NZ
- There is no duplication of Policy
- The intent is clear, the meaning is unambiguous, the language is concise, the desired outcome is achievable with a measurable or observable affect.
- If the remit is outside the criteria or needs revision for clarity etc, a member of the Resolutions Committee will contact you to work with you to achieve a remit that expresses your intent.

**7. Accepted Remits are circulated to all Clubs by Email Alert by 12<sup>th</sup> February for their consideration.**

**8. Clubs discuss the Remits**

- Your Club needs to give instructions to your Delegate/s to Conference on how to vote for each remit.
- You may choose to give your Delegate/s discretion to vote as they think appropriate after hearing the discussion at the Conference.
- Your Club may wish to submit an amendment to the proposed Resolution.

**9. Clubs submit Amendments to Remits by 13th March 2007**

- If your Club wants to submit an amendment to a remit, this must be in writing and sent back to the Resolutions Committee Chair, Faye Gardiner. email: [ipp@bpwnz.org.nz](mailto:ipp@bpwnz.org.nz) or fax 09 521 0013, by 1st March 2007.
- All remits must be accompanied by a rationale explaining the reasons for the remit.
- All remits must be accompanied by an Action Plan suggesting what would need to be done by Clubs and by Executive to implement the Remit.

**10. Amendments are reviewed by the Resolutions Committee** as in 6.

**11. The accepted amendments are then sent out to all Clubs by email alert by 27th March** for Clubs' consideration.

**12. Further Amendments**

- Further amendments *to proposed General Resolutions only*, of a minor nature only, can be proposed from the floor at Conference. They need to be carefully considered to ensure that they will be accepted by Conference for voting.
- Amendments to proposed Constitutional Amendments *are not accepted* from the floor at Conference.

**13. Seconding your Remit / Amendment**

- You should approach another Club prior to, or at, Conference to second your Remit
- Clubs usually prefer prior notice so that they can do some research and discuss your Remit first.

**14. Emergency Remits**

- Must be submitted in writing to the Resolutions Chair, Faye Gardiner, by 8.30am on Day 1 of Conference.
- They are only accepted if they arise from something that has occurred after the closing date for submitting remits, i.e. after 1st December 2007.

## GUIDELINES FOR ACTION PLANS FOR BPW POLICY

Clubs submitting policy remits or constitutional amendments for consideration at conference are required to include along with a Rationale, an Action Plan for implementation of the Policy. These recommended Actions are to be placed after the Rationale in a separate paragraph headed 'Implementation'. Following are some ideas for recommendations for action.

Steps for preparing an Action Plan:

1. **Check** all Remits/resolutions for their relevance with the CEDAW Articles and Beijing Platform for Action Articles. The relevant Articles to then be noted in the rationale.
2. **State** if the resolution requires lobbying or other action.

To ascertain what action should be taken use the following checklist:

1. **Identify** if lobbying should be done by letters or by direct personal contact.
2. **Identify** who should write lobby letters - members, clubs or national officers or all of the above.
3. **Identify** who to lobby i.e. which government ministers, opposition spokespeople, local councils and decision-makers.
4. **Note** if any particular named persons holding influence should be contacted directly to arrange meetings.
5. **Identify** any other action recommended that clubs or national office should take. eg. clubs to find out and report on the local situation regarding the reporting of local water quality.
6. **Identify** if any further information gathering is required/recommended.
7. **Identify** any barriers to implementation of the resolution.
8. **Identify** other organisations or groups to be approached with a view to networking to effect the policy.
9. **Identify** events or activities that BPW members and clubs could participate in to support the policy.
10. **Appoint** within your club a taskforce/committee to promote or lobby for the policy

**Any BPW member interested in joining the Resolutions Committee should be available between 1<sup>st</sup> December and 15th January for phone and email discussions.**

**Please contact Faye Gardiner on 021 522 404 or email:f.gardiner@woosh.co.nz**