



The Catholic Women's League of Canada

MEMO

DATE: December 9, 2020
FROM: Janet McLean, national secretary-treasurer
TO: Parish council presidents
CC: Diocesan and provincial presidents

Included in this package are various documents regarding a motion to increase the national per capita fee. The information required to conduct the vote on this motion is contained in the reprinted pages from the *National Manual of Policy and Procedure (P&P)*. The following are several important points you should note:

1. The vote must be held at an in-person meeting of your parish council.
2. When you send the Notice of Meeting at which the vote will be taken, you must inform your members that a motion will be presented on a national per capita fee increase.
3. Hold the meeting as soon as you can meet in-person in 2021.
4. The meeting should be held no later than one month before your diocesan convention.
5. As indicated in the P&P, send the results of the vote on the enclosed instructed vote form duly signed to your diocesan president (or your provincial president if you have no diocesan council) no later than two weeks prior to the diocesan (or provincial) convention.
6. Attend your diocesan (provincial) convention with your copy of the instructed vote form.
7. If there is a problem having an in-person parish meeting in your area, contact your diocesan president for further instruction.