

## 2019 North/West Lower Michigan Synod Assembly Resolutions Guidelines and Worksheet

Resolutions must be submitted electronically by March 21, 2019 to the North/West Lower Michigan (NWLM) synod office ([annstavros@mittensynod.org](mailto:annstavros@mittensynod.org)). Resolutions may only be submitted by a voting member of the upcoming synod assembly, a member of a NWLM synod congregation, a member of a NWLM synod committee, or a member of an agency of the NWLM Synod. As noted below in bullet point 2, there is a new requirement (as of February 2019) that resolutions must include the names of at least 25 confirmed members of the synod who support the resolution's consideration by the Assembly.

- All resolutions must be submitted by March 21, 2019 to be reviewed by the Reference and Resolutions Committee prior to the printing of the Pre-Assembly Report. Any resolutions submitted after the deadline are not guaranteed to be printed in the Pre-Assembly Report.
- **NEW for 2019:** Per Continuing Resolution S7.33.01A19, adopted by the North/West Lower Michigan Synod Council on February 9, 2019: "Resolutions presented to the Reference and Resolution Committee for referral to the Synod Assembly for action shall be supported by at least 25 Confirmed members of the North/West Lower Michigan Synod whose signatures appear on the resolution as submitted."
  - At a minimum, each resolution must include a list of at least 25 names of qualifying synod members who support the resolution as submitted. The names listed on the electronic resolution document shall be considered to be the digital "signatures" of the supporting people. These could be the names of the author, any team members working with the author, and any additional supportive synod members to get the number to 25.
  - It is up to the author of the proposed resolution to manage the process for how they get the list of 25 supportive synod members to include with the resolution. This requirement is in place to ensure collaboration and dialogue on a proposed resolution takes place prior to submission rather than allowing a resolution to move forward by a single individual with no dialogue at the congregational or synod level to ensure the resolution aligns with the strategic intent – the mission and ministry - of the NWLM synod. Normally this is done through general networking – within a congregation, within a synod committee, at synod conference meetings, etc.
  - Actual hand-written signatures or digital signatures are not required to support the submission – it is up to the author to ensure that the people listed have signed off / acknowledged that they are supportive of the proposed resolution and have agreed to have their names listed on the submitted resolution.
- Upon submission, the Reference and Resolutions Committee will consult with the author(s) of the resolution if changes are required prior to the resolution's inclusion in the Pre-Assembly Report. The goal of this process of review and revision (if necessary) includes ensuring the resolution is germane to Assembly business and that it is in the proper format for consideration by the Assembly.

- There is no guarantee that resolutions submitted after the March 21, 2019 deadline will be considered for review and revision prior to the convening of the Reference and Resolutions Committee on the first day of the Assembly. Following that review, it is likely that the author(s)/submitter(s) will have to consult with the Committee, edit or revise their resolutions, etc., prior to receiving approval to move the resolution forward.
- If approved to move forward, proposed resolutions not received for inclusion in the Pre-Assembly Report by the stated deadline must be distributed as paper copies to voting members at the Assembly. It is the responsibility of the author/submitter to produce these paper copies for distribution to the Assembly. These copies should not be produced until final approval has been obtained by the Reference and Resolutions Committee.
- The Reference and Resolutions Committee will present all approved resolutions to the Assembly based on the Assembly agenda.

#### **Format for Resolutions**

- Microsoft Word, Times New Roman, 12-point font, one-inch margins
- No bold type
- Capital letters are used only for the resolution title
- Title is centered
- Each "Whereas," begins with a capital W, and is followed by a comma.
- Each "Resolved," begins with a capital R, is followed by a comma and is underscored.
- Each resolution must include the names of 25 members of the synod (including the author or submitter) who support the proposed resolution to move forward as specified in Continuing Resolution S7.33.01A19 in the synod constitution. In addition, proposed resolutions must include, underneath the "submitted by" section, the name of a voting member who will be present during the assembly and available to respond to questions when the resolution is presented for discussion.
- The Reference and Resolutions Committee requests that the author/submitter limit the number of "Whereas" and "Resolved" paragraphs to three each. There is a likelihood that resolutions with more than three "Whereas" and "Resolved" paragraphs will be returned to the drafter for editing.

#### **Resolutions need to:**

- Pertain to the life and ministry of the synod
- Deal with matters of significance requiring consideration by the Assembly
- Be stated clearly, concisely and objectively
- Contain complete, accurate and documented information

#### **Direction from the ELCA Office of the Secretary:**

- Any memorial or resolution directed to the ELCA churchwide organization that contains a funding mandate for the churchwide organization must be considered and evaluated by the Synod Council prior to submission to the Synod Assembly.

- Any memorial or resolution that seeks actions that are not consistent with the governing documents of this church are out of order and, if adopted, are null and void.

**Who may submit a resolution?**

- Resolutions must be submitted by a voting member, a congregation, a committee or an agency of the Synod.

**How do I write a resolution?**

- A resolution should be stated clearly and concisely.
- The "Whereas" paragraph(s) of the resolution should state the reason for the resolution. Such reasons should be succinct and factual, not argumentative. Each reason should be given as a separate "Whereas."
- The "Resolved" paragraph(s) of the resolution should clearly state the action desired, who is to implement the action, and who is to bear any associated costs. Each action should be given as a separate "Resolved."

**Resolutions should be tested against questions such as:**

- Is the information complete and accurate?
- Is this a matter that pertains to the purpose of the Assembly?
- Is this a matter of significance requiring consideration by Assembly?
- Can the action requested be appropriately and effectively implemented by the Assembly?

**Structure of Resolutions:**

Whereas, \_\_\_\_\_; and

Whereas, \_\_\_\_\_; therefore be it

Resolved, that \_\_\_\_\_; and be it further

Resolved, that \_\_\_\_\_

Submitted by, (author's name)

Name of voting member who will be present at the assembly to speak to the resolution

Supported by (names of 24 confirmed members of ELCA congregations who support submission of the resolution)