2016 North/West Lower Synod Assembly

Resolutions

Resolutions must be submitted electronically by **Monday, March 14** to synodassembly@mittensynod.org   Resolutions must come from a voting member, a congregation, a committee or an agency of the Synod. Please visit the Synod's website to find a worksheet and instructions on how to write a resolution.

- Any resolution not received by March 14 will not be included in the printed Pre-Assembly Report.

- All resolutions submitted by March 14 will be reviewed by the **Committee on Reference and Counsel** prior to the printing of the Pre-Assembly Report. That committee will consult with the maker(s) of the resolution if changes are required prior to the resolution's inclusion in the Pre-Assembly Report. The goals of this process of review and revision (if necessary) include guaranteeing that 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 14 deadline will be considered for review and revision prior to the convening of the Assembly's **Committee on Reference and Resolutions** on the first day of the Assembly.   Following that review, it is likely that the maker(s) will have to consult with the Committee, edit or revise their resolutions, etc., prior to receiving approval to run enough copies for distribution to the Assembly.

- As previously noted, all resolutions not received for inclusion in the Pre-Assembly Report must be reproduced by the maker in adequate numbers for all Assembly participants, but that reproduction should not occur until the resolution has been reviewed and, if necessary, revised in cooperation with the **Committee on Reference and Resolutions** which will present all resolutions to the Assembly.

Format for Resolutions

- Microsoft Word, Times New Roman, 12 pitch 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.
- Resolutions must include, underneath "submitted by," 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 Committee on Reference and Counsel will request that the maker 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 maker for editing. (Note: other synods have stricter limits stated in their constitutions regarding the number of "Whereas" and "Resolved" paragraphs.)

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Resolution Worksheet

General Guidelines:
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 asks for 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 come from 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
The basic structure is:

Whereas,

_____; and

Whereas,

_____;
therefore be it

Resolved, that _____; and be it further

Resolved, that _____.

Submitted by,