Resolutions and memorials must be submitted electronically by April 7, 2021 to the North/West Lower Michigan (NWLM) Synod Resolutions Committee via the Synod Office (annstavros@mittensynod.org). Resolutions and memorials 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 paragraph 4, there is a requirement that each proposed resolution and memorial must include the names of at least 25 confirmed members of the Synod who support consideration of the proposed document by the upcoming Synod Assembly.

1. All resolutions and memorials must be submitted by April 7, 2021 to be reviewed by the Synod Resolutions Committee prior to the printing of the Pre-Assembly Report. Any resolutions or memorials submitted after the deadline are not guaranteed to be printed in the Pre-Assembly Report.

2. For guidance in drafting resolutions and memorials, please contact the Synod Resolutions Committee chair, The Rev. Justin J. Walker, at pastorjustin@clcwymoming.org. Resources are also available at www.elca.org/documents (search for “Resolutions”).
   a. The Synod Resolutions Committee is in place and active throughout the year to support the work of authors of proposed resolutions and memorials. As such, authors are encouraged to contact the Committee chair as early as possible prior to the submission deadline - as ideas for possible resolutions and memorials are formulated - so that consultation and guidance on “best practices” for shaping/formatting the proposed document can be discussed and applied.

3. Reference Information:
   a. **Resolutions** address matters at the synod level or may be formed as requests from synods to the ELCA Church Council or units or offices of the churchwide organization.
   b. **Memorials** address broad policy issues and are passed by Synod Assemblies for consideration by the Churchwide Assembly. A resolution and a memorial may not be combined in one document.
   c. From the Synod Constitution:
      i. S11.01.A17.i. **Resolutions Committee** [Synod Committee working with authors on proposals prior to Synod Assembly]. This committee shall receive resolutions submitted prior to the Synod Assembly, assist and advise with any revisions needed to place resolutions in an appropriate format for the Assembly, notify the author/signatory of each resolution that he/she or an authorized representative of such must be present on the floor of the Synod Assembly to present and defend the resolution, have these resolutions placed among the materials for voting members of the Assembly and forward these resolutions to the Reference and Resolutions Committee of the Assembly.
      ii. S33.01.b. **Reference and Resolutions Committee** [Synod Assembly Committee taking the lead to work with authors on proposals approved to move forward by Synod Council to the Synod Assembly]. This committee shall receive resolutions, edit and formulate such resolutions into an approved standard format, ascertain that the author/signatory or an authorized representative of such will be present on the floor of the Synod Assembly to present and defend the resolution, and recommend the placement of resolutions on the agenda for action by the Synod
Assembly. It shall review other items submitted which are not germane to items contained in the stated agenda of the Synod Assembly. Having reviewed these proposals, the committee shall have them circulated to the members of the Synod Assembly along with committee recommendations at least one session prior to the session that they are to be acted upon.

4. Resolutions and memorials must be submitted by a voting member of the Synod Assembly, a member of a NWLM Synod congregation, a member of a NWLM Synod committee (or the committee itself), or a member of an agency of the NWLM Synod.
   a. Each proposed resolution or memorial should include the name(s) of the primary author(s) (with cell phone and e-mail address included). The primary author is the person with primary responsibility for the form and content of the resolution or memorial who has the lead on any changes (editorial or otherwise) made to the document leading up to the Synod Assembly.
   b. 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.”
      i. At a minimum, each proposed resolution must include a list of at least 25 names of qualifying synod members who support the initial proposed document as submitted to the Synod Resolutions Committee. Note that while not specifically stated, this requirement extends to proposed memorials as well. The names listed on the electronic document are considered to be the digital “signatures” of the supporting people. These could be the names of the primary author(s), any team members working directly with the author, and any additional synod members who are supportive of the initial proposal to get the number to 25.
      ii. It is up to the author of the proposed resolution or memorial to manage the process for how they get the list of 25 supportive synod members to include with the resolution or memorial as it is submitted to the Synod Resolutions Committee. This requirement is in place to ensure collaboration and dialogue on a proposed resolution or memorial takes place prior to submission rather than allowing it to move forward by a single individual with no dialogue at the congregational or synod level to ensure the resolution or memorial 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.
      iii. Actual individual hand-written signatures or digital signatures (i.e., proof of support) are not required to support the submission – it is up to the author to ensure that the people listed have signed off / acknowledged to the author that they are supportive of the proposed resolution or memorial and have agreed to have their names listed on the submitted document as appropriate as it moves through the process.
      iv. Support of 25 people is required for the initial submissions to the Synod Resolutions Committee. Once the proposed resolution or memorial is submitted and accepted for consideration by the Committee, the primary author (or coauthors or group of authors) have the lead in working directly with the Synod Resolutions Committee (prior to Synod Assembly) and the Synod Reference and Resolutions Committee (at Synod Assembly). This includes making any edits and
updates based on guidance from and discussion with one or both of these Committees (see item 5 below).

v. The final proposed document that is forwarded on by the Synod Resolutions Committee via Synod Council approval for action at Synod Assembly will include the original list of 25 or more supporting names for reference to acknowledge the people who were supportive of the initial proposal. It is up to the author(s) as to whether or not this original list of supportive names should be included on the formal proposed resolution or memorial presented at Synod Assembly.

5. Upon submission of the proposed resolution or memorial, the Synod Resolutions Committee will consult with the drafter(s) of the resolution if changes are recommended or 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 or memorial is germane to Assembly business, assuring that the resolution or memorial is consistent with ELCA governing documents, and ensuring the final proposed document is in the proper format and has sufficient clarity of content for consideration by the Synod Assembly.

6. There is no guarantee that resolutions or memorials submitted after the April 7, 2021 deadline will be considered for review and revision prior to the convening of the Synod 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 proposals, etc., prior to receiving approval to move the proposed resolution or memorial forward.

7. If approved to move forward, proposed resolutions and memorials not received for inclusion in the Pre-Assembly Report by the stated deadline must be distributed as paper copies to voting members at the Synod Assembly. It is the responsibility of the author/submitter to produce these paper copies for distribution. These copies should not be produced until final approval has been obtained by the Reference and Resolutions Committee.

8. The Synod Reference and Resolutions Committee will present all resolutions and memorials approved to move forward to the Synod Assembly based on the Assembly agenda.

9. Format for Resolutions
   a. Microsoft Word, Times New Roman, 12-point font, one-inch margins
   b. No bold type
   c. Capital letters are used only for the resolution or memorial title
   d. Title is centered
   e. Each "Whereas," begins with a capital W, and is followed by a comma.
   f. Each "Resolved," begins with a capital R, is followed by a comma and is underscored.
   g. 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 and memorials 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.
   h. Both the Synod Resolutions Committee and the Synod Reference and Resolutions Committee request that the drafter(s) limit the number of "Whereas" and "Resolved" paragraphs to three each. There is a likelihood that resolutions and memorials with more than three "Whereas" and "Resolved" paragraphs will be returned to the drafter for editing.

10. Resolutions and memorials need to:
    a. Pertain to the life and ministry of the Synod
    b. Deal with matters of significance requiring consideration by the Assembly
c. Be stated clearly, concisely and objectively
d. Contain complete, accurate and documented information

11. Direction from the ELCA Office of the Secretary:
a. 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.
b. 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.

12. Who may submit a resolution or a memorial?
a. Resolutions and memorials must be submitted by a voting member of the Synod Assembly, a member of a NWLM Synod congregation, a member of a NWLM Synod committee (or the committee itself), or a member of an agency of the NWLM Synod.
b. Each proposed resolution or memorial should include the name(s) of the primary author(s) (with cell phone and e-mail address included). The primary author is the person with primary responsibility for the form and content of the resolution or memorial who has the lead on any changes (editorial or otherwise) made to the document leading up to the Synod Assembly.

13. How do I write a resolution or a memorial?
a. A resolution or a memorial should be stated clearly and concisely.
b. 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."
c. 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."

14. Resolutions and memorials should be tested against questions such as:
a. Is the information complete and accurate?
b. Is this a matter that pertains to the purpose of the Assembly?
c. Are the “resolves” consistent with ELCA governing documents?
d. Is this a matter of significance requiring consideration by Assembly?
e. 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 _________________________.