

2024 North/West Lower Michigan Synod Assembly Resolutions and Memorials Guidelines and Worksheet

Resolutions and memorials must be submitted electronically by 5pm on Friday, March 22, 2024 to the North/West Lower Michigan (NWLM) Synod Resolutions Committee via the Synod Office (annstavros@mittensynod.org).

All resolutions and memorials must be submitted by the deadline to be reviewed by the Synod Resolutions Committee prior to publication. Any resolutions or memorials submitted after the deadline will not be considered until the 2025 Synod Assembly.

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.

Information about resolutions, memorials, submission guidelines, and formatting requirements are included in this document. For additional guidance in drafting resolutions and memorials, please contact the Synod Resolutions Committee Chair, The Rev. Jonathan Reid at pastorj@suttonsbayimmanuel.org.

Reference Information

- **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.
- **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.
- From the Synod Constitution:
 - 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.
 - S.33.01.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.

Guidelines

Resolutions and memorials must 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.

- Each proposed resolution or memorial must 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.
- Each proposed resolution or memorial must include underneath “submitted by,” the name of a voting member who will be present at the Pre-Assembly Resolutions and Memorials Discussion Session (via Zoom) and the Synod Assembly and available to respond to questions when the resolution or memorial is presented for discussion.

There is a requirement that each proposed resolution or 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.

- 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 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.
- 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.

- 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.
- 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.
- 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.

The Synod Resolutions Committee and Counsel will review each resolution and memorial and will consult with the author(s) of the resolution if changes are required prior to publication. The goals of this process of review and revision (if necessary) include guaranteeing that resolutions are:

- Consistent with the Lutheran confessions and the governing documents of the ELCA
- Pertain to the life and ministry of the Synod
- Deal with matters of significance requiring consideration by the Assembly
- Stated clearly, concisely, and objectively
- Contain complete, accurate, and documented information

Resolutions and memorials 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?
- Are the “resolves” consistent with ELCA governing documents?
- Is this a matter of significance requiring consideration by Assembly?
- Can the action requested be appropriately and effectively implemented by the Assembly?

Resolutions and memorials for the ELCA Churchwide Organization

- 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.

If approved to move forward, proposed resolutions and memorials will be published in the Assembly Book and presented at the Pre-Assembly Resolutions and Memorials Discussion Session (via Zoom). An author of the proposed resolution or memorial must be present at the Pre-Assembly Resolutions and Memorials Discussion to present and discuss their resolution or memorial.

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.

Format

- Microsoft Word Document, one-inch margins
- Times New Roman, 12-point font
- No bold type
- Capital letters are used only for the resolution or memorial title, which is centered on the page
- Each "Whereas," begins with a capital W, and is followed by a comma
- 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."
- Each "Resolved," begins with a capital R, is followed by a comma and is underscored
- 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."
- The Synod Resolutions Committee, the Synod Reference and Resolutions Committee, and Counsel request that the number of "Whereas" and "Resolved" paragraphs are limited to three each. There is a likelihood that resolutions with more than three "Whereas" and "Resolved" paragraphs will be returned for editing.

Whereas, _____; and
Whereas, _____; therefore be it
Resolved, that _____; and be it further
Resolved, that _____.
Submitted by: _____