

Resolution Writing Guide

Write Your Resolution Right: A Quick & Easy Guide

1. Resolutions should be submitted by:

- a congregation, or
- a committee/conference (committee minutes indicating the resolution must be submitted with the resolution), or
- a group of 10 voting members (their signatures, typed names, and phone numbers must be submitted with the resolution)

2. A resolution should be stated clearly and concisely.

3. Resolutions should be tested before they are submitted. Ask yourself...

- Is the information in the resolution complete and accurate?
- Is this a matter which pertains to the life and ministry of the synod?
- Is this a matter of significance requiring consideration by the synod assembly?
- Is the action requested one which the synod can appropriately and effectively implement?
- Is this concern directed to the appropriate unit? Would be it be best directed toward the synod council, the executive committee, a synod committee, the synod staff, etc.?
- Do other people validate this idea? Have I tested it with other voting members, pastors, etc.?
- Does my resolution answer the following questions: WHAT should be done? WHO should act? WHAT ENTITY should bear the cost, if any, and what cost is anticipated? WHEN should the action be done? TO WHOM should the results be reported?
- If the resolution demands changes to the constitution or bylaws, are the proposed changes included in the resolution?
- Does the resolution use specific, non-inflammatory language, including straightforward nouns and verbs?

Remember - Direct Your Concern to the Appropriate Body!

The Churchwide Assembly has been swamped by memorials. Many of these concerns could be better addressed by sending resolutions to the ELCA Church Council. Please keep in mind that memorials may not be the only route for a synod to express concern.

Resolutions may be passed that are addressed to a specific Churchwide unit or to units that relate to a given concern. In the final "resolved" of such an assembly action, should be this provision:

For example:

RESOLVED, that the New England Synod Assembly direct the New England Synod Council to forward this resolution to the Church Council for consideration and possible action.

Resolutions follow a more direct route than memorials, which must go to the Churchwide Assembly, and await the assembly's response. Memorials should be reserved, insofar as possible, for broader policy issues that belong in the Churchwide Assembly. By contrast, resolutions may receive more immediate attention.

We are encouraged to route our resolutions through our Synod Council either to the Church Council or to the Church Council's Executive Committee. Our National Church policy affirms that:

- Synod Assemblies address the Churchwide Assembly;
- Synod Councils address the ELCA Church Council; and
- Synod Councils address Churchwide units through the ELCA Church Council's Executive Committee, including forwarding actions of the Synod Assembly.

Resolution Writing Guide (the proper format)

Resolution Format Guide

A resolution must be written in the following format:

WHEREAS: The WHEREAS sections clearly state the REASONS for the resolution. Each reason should be a separate WHEREAS.

RESOLVED: The RESOLVED sections clearly state the action(s) desired – what should be done, who should do it, how it should be done, and when it should be done. Each action should be a separate RESOLVED so the assembly may deal with them individually.

If a resolution requires one action, use the following format:

RESOLVED, _____.

If a resolution requires more than one action, the following format is used:

RESOLVED, _____; and
BE IT FURTHER RESOLVED, _____.

If a resolution is preceded by a reason for submitting it, the following format is used:

WHEREAS, _____;
THEREFORE BE IT RESOLVED, _____.

If a resolution is preceded by two or more reasons, the following format is used:

WHEREAS, _____; and
WHEREAS, _____;
THEREFORE BE IT RESOLVED, _____.

You must always include with your resolution:

- a title for your resolution
- name of congregation and city (or committee, or conference) from which the resolution was originated
- date the resolution was submitted

If your resolution is being submitted by a conference or committee, you must also include:

- typed name and signature of conference dean or committee chair,
- minutes from meeting at which the resolution was drafted/approved

If your resolution is being submitted by a group of 10 voting members, you must also include:

- signature(s) of all those submitting the resolution (and their names and phone numbers, typed)
- name of the congregation and city from which the resolution was originated
- signature of the pastor or congregational president of that congregation

ALL resolutions must be in the synod office by April 19, 2008, to be published in the pre-assembly booklet.

Send Your Resolutions To

Reference & Counsel Chair
New England Synod
20 Upland Street
Worcester, MA 01607-1624

E-mail: office@nesynod.org
Fax: 508-797-9295

PLEASE NOTE THAT RESOLUTIONS MUST BE RECEIVED AT THE SYNOD OFFICE BY APRIL 19 IN ORDER TO BE CONSIDERED AT THE 2008 ASSEMBLY:

Excerpt from Standing Rules of the New England Synod:

Submission of Resolutions

All resolutions, except resolutions from the Synod Council or the Executive Committee, shall be submitted to the Reference and Counsel/Resolutions Committee for presentation to the assembly.

Resolutions must be sent to the synod office at least forty-five (45) days prior to the beginning of the assembly. The exact date shall be announced by the synod Secretary each year. [This year's deadline is April 19, 2008.]

(SC99.12.11) Beginning with the 2000 Assembly, resolutions received after the pre-assembly deadline will be routinely referred to the Synod Council for consideration. The only exception to this resolution shall be those resolutions deemed by the Committee for Reference and Counsel to be of an emergency nature and where the Assembly affirms this by a vote for consideration consisting of at least two-thirds of the voting members. Resolutions will be reported to the floor of assemblies beginning with the first plenary session.