



INFORMATION FOR ASSEMBLY RESOLUTIONS / MEMORIALS

What is a resolution?

A resolution is a written motion frequently offered either because of its importance or because of its length or complexity. Resolutions are directed to either the voting members, the synod, or an entity within the synod for action.

How to write a resolution:

A resolution should be stated clearly and concisely.

The WHEREAS section of a resolution should state the reason for the resolution. Each reason should be given as a separate WHEREAS.

The RESOLVED section clearly states 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 the 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 FURTHER
RESOLVED _____.

Is it a good resolution?

A resolution should be tested against these questions:

- Is the information 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?
- What impact, if any, will the resolution have on the synodical budget, if passed? Have you explored possible avenues for budget, if needed?

What is a memorial?

A memorial is basically the same as a resolution. The difference is that it is action directed by the synod to the Churchwide Assembly. Memorials are appropriately addressed to the 2013 Synod Assembly to be passed on to the 2013 Churchwide Assembly.

Who may submit a resolution or memorial?

- All registered voting members with a seconder.
- The Synod Council on behalf of itself or an authorized committee. Such a resolution does not need an individual mover or a seconder.
- The Reference and Counsel Committee, if it believes that a motion has merit and is germane to the

Assembly. This resolution does not need an individual mover or seconder.

- Congregational Church Councils may submit a resolution. This does not need a mover or seconder.

Resolutions are not forwarded to the Assembly through the conferences.

Please include with your resolution:

- A title;
- Signature(s) of the mover and seconder submitting the resolution (and their names and phone numbers typed);
- Name of the congregation and city (or conference) from which the resolution originated;
- Date the resolution was submitted.

A last footnote:

In order to ensure that resolutions brought to Synod Assembly have ample time to be considered by the voting members, it is respectfully requested that, whenever possible, resolutions and memorials be submitted to the synod office in time to meet the **deadline of May 1**. Timelines indicate respect for both your concerns and the needs of our voting members.

It is **expected and appreciated** that, when the resolution is brought to the floor, the mover and seconder be on the Assembly floor to address and clarifications, questions and concerns.