

Write Your Resolution Right: A Quick & Easy Guide

1. Resolutions should be submitted by:

- an individual from a synod congregation, or
- a synod congregation, or
- a synod committee/cluster (committee minutes indicating the resolution must be submitted with the resolution).

2. A resolution should be stated clearly and concisely.

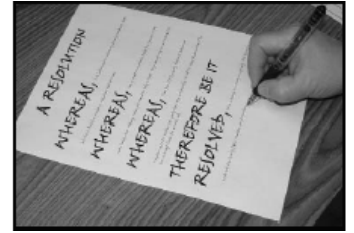
3. Resolutions should be tested before they are submitted. Ask yourself...

- 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 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?

Resolutions must be in the synod office by **March 2, 2012.**

Send Your Resolutions To:

Eastern Washington-Idaho Synod
314 S. Spruce Street, Suite A
Spokane, WA 99201



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 Eastern Washington-Idaho Synod Assembly direct the Eastern Washington-Idaho 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.

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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 cluster) from which the resolution was originated

date the resolution was submitted

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

typed name and signature of cluster dean or committee chair,

minutes from meeting at which the resolution was drafted/approved

Get Your Resolutions Published in the Pre-Assembly Report!

By publishing your resolutions in the Pre-Assembly Report, voting members will have more time to examine the resolutions and think about them before the Assembly. Please get your resolutions in as soon as possible. Resolutions must be in the synod office by **March 1, 2012**. Resolutions not received by **March 1, 2012** will not be published in the Pre-Assembly Report and will be subject to the Adopted Rules of the Assembly.