

GUIDELINES FOR WRITING RESOLUTIONS

General Guidelines: “Succinct yet complete” is the goal

State the problem or concern in clear, concise language.

Propose a method for resolving the problem or acting on the concern, including information suggested in the above criteria.

Avoid using the “Whereas” structure. Instead, give background material in a concise introduction to the “Resolve(s).” (Adopted by Resolution SA89.04)

Mark the appropriate blank(s) on the Resolution Submission Form and attach it as the first page of the resolution.

Specific Guidelines:

1. What are you asking to be done?
2. Whom are you asking to take action?
3. When should the action be accomplished?
4. To whom should the results be reported?

How will this action be funded? If financial resources are required, how and from where will the funds be obtained?

REMEMBER...

The Resolutions Committee will only consider resolutions submitted to the Synod Office by the deadlines indicated on the next page. The resolutions may be submitted by e-mail to assembly@css-elca.org or by FAX to (913-948-9707), or by mail to:

Synod Assembly Resolutions Committee
Central States Synod
21 N. 12th Street, Suite 210
Kansas City, KS 66102

The Synod Assembly Resolutions Committee has been given the authority to determine whether a given resolution has been properly received for Assembly consideration. A two-thirds majority vote of the Assembly is required to override a decision of the Resolutions Committee.

Each resolution should include the name, address, and phone number of the author, and indicate whether any congregation, area ministry, or other groups have endorsed the resolutions.

Each resolution shall include designation of an assembly voting member or a synod committee or team that can speak and act on behalf of the party submitting the resolution.

All those submitting resolutions will be provided notification of the dates, times, and locations of the Resolution Committee meetings in order that they can request time before the committee or may provide additional information to the committee by telephone.

RESOLUTIONS GUIDELINES AND CHECKLIST 2012 CENTRAL STATES SYNOD ASSEMBLY

The Synod Assembly is the highest legislative authority of the Synod.¹ A resolution is the means through which the Assembly deliberates upon matters and determines the course of action the synod will take.

Resolutions are submitted to the Resolutions Committee.

“The functions of the Resolution Committee are to:

- 1) Ensure that resolutions submitted for consideration to the Synod Assembly are in the proper form;
- 2) Eliminate duplication when similar resolutions are offered;
- 3) Present resolutions in a logical sequence to allow adequate consideration of each; and
- 4) Except as the rules may provide otherwise, report all resolutions referred to the committee with a recommendation.”³

Deadlines have been established to allow the Resolutions Committee to provide information to the assembly voting members in a more timely fashion for the voting members’ deliberation.

“Resolutions for consideration by the Synod Assembly will be regarded as properly received when:

- 1) The resolution is submitted by a synodical committee, team or area ministry of the Central States Synod; by an individual who is a voting member of a congregation of this Synod; by an agency or institution recognized by the Synod; and
- 2) The resolution is received in the synod office:
 - a) no less than 45 days prior to the opening of the Assembly (**April 23, 2012**); or,
 - b) no less than seven days prior to the opening of the Assembly (**May 30, 2012**) if it directly relates to an item of business on the published proposed Assembly agenda; or,
 - c) no less than seven days prior to the opening of the Assembly (**May 30, 2012**) if “it is of such an urgent nature that it clearly cannot be postponed until the next Assembly.”²

“Each resolution shall include designation of an Assembly voting member or a synodical committee or team that can speak and act on behalf of the party submitting a resolution regarding the content of the resolution, if that party is not a voting member. The Committee will attempt to contact the party submitting the resolution or the designee regarding any questions they may have or requests for additional information. If the Committee anticipates any substantial changes to a properly received resolution, the Committee will attempt to contact the party submitting the resolution or the designee before making changes. Contact may be in person, by telephone, or in writing. The Committee may then act in a manner consistent with the provisions of this section, and any direction provided by the Assembly or officers of the Synod.”⁵

¹ Each Synod shall have a Synod Assembly, which shall be its highest legislative authority, and which shall meet at least biennially. Special meetings may be called as needed. With the exception of ordained ministers on the roster of synods, other than their synod of residence, each member of the Synod Assembly, the Synod council, a board, committee, or other organizational unit of the synod shall be a voting member of a congregation of the synod...”

10.41. *Constitution, Bylaws and Continuing Resolutions of the Evangelical Lutheran Church in America*

² **S7.11.H04.c.** Constitution and Bylaws of the Central States Synod

³ **S7.11.H04.b.** Constitution and Bylaws of the Central States Synod

Resolutions Guidelines and Checklist 2012 Central States Synod Assembly

“All those submitting resolutions will be provided notification of the dates, times and locations of the Committee meetings in order that they can request time before the Committee; or they may provide additional information to the committee by telephone. Notification of committee meeting dates, times and locations will also be provided through appropriate Synod publications and the web site.”⁴

When considering submission of a resolution to the Synod Assembly, please take the following steps:

Determine the need for a resolution.

- Is the Synod Assembly the most appropriate way to address your matter?

An existing synod committee or team may already have responsibility and authority to resolve your matter, or may be able to help you write and submit your resolution.

The Synod council may be able to act on your matter.

Synod staff may be able to discuss with you already-existing programs, synod assembly actions, or other means of addressing your matter.

- Have you confirmed your information, concerns, or issue underlying the resolution?
- In your resolution, have you:
 - Clearly stated the problem, concern, or issue underlying the resolution?
 - Demonstrated broad and significant impact on the church or on a specific segment of the church or society?
 - Avoided “Where as” statements and instead provided a concise introduction with appropriate background information.
 - Justified recommended action(s)?
 - Identified outcomes of the recommended actions?
 - **Estimated the financial costs involved and the sources of funding? (REQUIRED)**⁶
- Have you completed and attached the Resolution Cover Sheet?

⁴ S7.11.H04.d.4) Constitution and Bylaws of the Central States Synod

⁵ S7.11.H04.d.5) Constitution and Bylaws of the Central States Synod

⁶ “That the Synod Assembly revise Resolutions: Guidelines and Checklists for future assemblies to require all future resolutions submitted for adoption to include a statement of fiscal impact (estimated implementation costs, estimated annual operating costs, and source of revenue to cover these costs); that the Rules for Procedure include that requirement.” Synod Assembly action (1992)