

## How to Write a Resolution

### I. Validate Your Idea

- A. Do your research - has a similar resolution been passed at a previous assembly?
- B. Will it conflict with the synod or churchwide constitution?
- C. Discuss your proposed resolution(s) with other people. If you have a difficult time convincing other individuals that your resolution is necessary, you may find it even harder to convince the assembly.
- D. Does this resolution address a major issue in the life and ministry of the synod?
- E. Is the issue addressed in this resolution worthy of the Assembly's consideration?

### II. Write the Resolution

**A. There are two parts to a resolution:** "The Whereas" clause(s) and "The Resolved" statement(s).

- The "Whereas" clause(s) state the reasons for the proposed action(s).
  1. "Whereas" clauses are not voted on by the assembly. They are simply reasons or arguments toward adopting the "resolution."
  2. Each reason is given as a separate "Whereas."
  3. "Whereas" clauses should be accurate, factual, and well-documented. If a "Whereas" is based on information gathered from an outside resource, that should be footnoted and provided as addendums.
- The "Resolved" statements declare the action(s) that will be taken if the resolution is approved.
  1. Each action is described as a separate "Resolved."
  2. State the resolution clearly and concisely. Does this resolution make sense?
  3. Can someone understand this resolution apart from its discussion at the assembly?

### B. Details on the Who and What

- If the only action that is required is that the assembly do something, the customary language is: *"...that the Alaska Synod, in Assembly, .....(insert desired action)"*
- Resolutions may request action by a leadership group of the synod, e.g. the synod council, a synod mission table, a synod team or task force, a synod committee.
- If the resolution calls for someone or a group (other than a synod leadership group) to act, it is normally more appropriate for the Assembly to "encourage" or "request" an action than to "direct" an action.
- There are two kinds of motions that are used to request action by the ELCA Churchwide Organization.
- A resolution may be transmitted to the ELCA Church Council or a ministry area of the church.
- A resolution may be transmitted to the Churchwide Assembly for consideration. Such a resolution is called a memorial. Memorials address broad policy issues.
- Synod Assemblies address the Churchwide Assembly. Synod Councils address the ELCA Church Council and Churchwide ministry areas through the ELCA Church Council's Executive Committee. If the Synod Assembly wishes to transmit a resolution to the ELCA Church Council or a Churchwide ministry area it does so by directing its Synod Council to transmit the resolution to the ELCA Church Council or to the Church Council's Executive Committee for referral to a Churchwide ministry area.

### C. Details on the How

- How is the action to be funded?
- Specific timeline?
- Who is responsible for execution and reporting back?

### III. Anticipate Committee Review

The Reference and Counsel Committee will review the resolutions before they are posted to the synod website for the voting members. The Reference and Counsel Committee shall receive and review all resolutions received prior to the deadline date of **April 10, 2017**. As part of this process, the Reference and Counsel Committee may edit or rewrite proposed resolutions, main motions, or other matters, or submit substitute resolutions or main motions. Resolutions submitted after the deadline and up to the cutoff time – 9:30am to the synod office on April 27 - the day before the assembly begins - will also be reviewed by the Reference and Counsel Committee. They will be considered only by the assembly if time allows and the assembly votes to address the resolution. If unable to address them at assembly, they will be forwarded to the synod council. Those resolutions or main motions originating in the Synod Council or the Executive Committee shall be presented to the Synod Assembly for consideration as drafted.

### Format for a Resolution

#### A resolution with one supporting argument and one action:

Whereas, \_\_\_\_\_;  
therefore be it Resolved, that \_\_\_\_\_

#### A resolution with more than one argument and one action:

Whereas, \_\_\_\_\_; and  
Whereas, \_\_\_\_\_;  
therefore be it Resolved, that \_\_\_\_\_

#### A resolution requesting one action:

Resolved, that \_\_\_\_\_

#### A resolution requesting more than one action:

Resolved, that \_\_\_\_\_;  
and be it further Resolved, that \_\_\_\_\_

#### ● Resolution Maker Information must be included:

Contact person for the resolution, a phone number and email address.

#### ● Respond to the following questions:

1. What is the financial impact of this resolution on the synod budget? If expenditures are required, what are the sources of income anticipated to accomplish the purpose of the resolution?
2. What are the personnel implications within our synod (or churchwide)?
3. Who will be responsible for implementation of the resolution?
4. How does this resolution enhance and forward the mission of the church and our synod?

Submit your resolution electronically to the Synod Office: [elcaalaska@gmail.com](mailto:elcaalaska@gmail.com)