



## **The Episcopal Diocese of Western North Carolina Form for Submitting a Resolution to Convention**

*This Form for Submitting a Resolution is intended to help you ensure that your resolution contains the necessary elements to be considered. Please carefully and completely follow this form! It is not within the discretion of the Bishop or Parliamentarian to accept resolutions that do not comport with the Procedural Resolution or the Executive Council resolution setting the October 1 deadline. Resolutions which are not in proper form will not be considered.*

*In this Sample Resolution, directions are in brackets and should not be included in the final version. For clarity, the text of the Sample Resolution is in bold type and the directions are not. It is not necessary for the final version to be in bold.*

### **Reminders:**

- *If implementation of a resolution would require action by the Diocese or any committee, commission, parish, worshipping community, task force, or working group of the Diocese, the movers of the resolution must have discussed it with the affected group(s) prior to submission.*
- *If a resolution requires the expenditure of funds, it must also provide for the funding of the resolution.*

### **FORM FOR SUBMITTING A RESOLUTION TO ANNUAL CONVENTION**

[**VERY IMPORTANT:** If (and only if) for *any* reason you submit your resolution after October 1, (see directions for submission below), you *must* submit the following:]

#### **Motion to Suspend the Rule**

**The party seeking to introduce the resolution set forth below moves to suspend the rule requiring submission of resolutions on or before October 1 for the following reasons:**

[State why you were unable to submit the resolution by the October 1 deadline. Convention must pass the Motion to Suspend the Rule by a two-thirds vote before the resolution may be considered.]

#### **Submitted by:**

[Utilize either Option 1 or 2 under the “Submitted by” section below and delete the other.]

## Sample Resolution

**Resolved, that the Ninety-First** [for 20012] **Convention of the Diocese of Western North Carolina** [state the action you want. Confine your motion to things that can be accomplished by the Church.]

[Only if needed] **Be it further resolved that** [if the resolution requires additional action, state each additional action requested in a separate “Be it further resolved” paragraph].

[To be used only in the event that the resolution will cause the expenditure of funds]

**Implementing this resolution is anticipated to cost** \_\_\_\_\_, **and funding will come from** \_\_\_\_\_ .

**Submitted by:** [use option 1 or 2 and delete the other]

[Option 1: a delegate:]

\_\_\_\_\_, **a delegate to this Convention**  
**Print Name of Delegate**

[Option 2: a commission or committee of the diocese, or a parish vestry, or a deanery. Requires the name of an individual from the sponsoring organization who will represent the organization at the hearing on the resolution and be prepared to speak regarding it.]

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### **Name of Organization**

[the description should identify as a commission or committee of the diocese, parish vestry, or deanery]

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### **Name of individual who will speak to the Resolution on behalf of sponsoring organization (Print)**

[Please provide contact information (email address and phone number) to Canon Pritchett. Contact information will not be published.]

**Rationale:** [This is optional. You *may* include a *brief* statement in support of the resolution.]

[Submit the resolution to to the Rev. Canon James H. Pritchett, Jr., at [jimpritchett@diocesewnc.org](mailto:jimpritchett@diocesewnc.org). If you need postal address, call the Diocese at 828-225-6656.]