



Instructions for Submitting a Resolution to the **2018** Synod Assembly

Who is eligible to submit a resolution?

- A congregation (*minutes showing the resolution are required*), **OR**
- A committee (*committee minutes showing the resolution are required*), **OR**
- A group of 10 Synod Assembly voting members (*names and signatures are required*).

Resolutions will be vetted by the Resolutions Committee to ensure relevance, proper format, etc. They may be returned to the author(s) for revision, if necessary.

IMPORTANT Deadlines:

- **March 5** is the final deadline for resolutions. Please note that the synod council recommends that all Resolutions and Memorials be deferred to the 2019 Synod Assembly due to the bishop election. Any resolutions/memorials that need to be addressed at the 2018 synod assembly must be submitted to the synod office by the close of business on March 5, 2018.

INSTRUCTIONS:

1. Review the worksheet below.
2. Download the **Proposed Resolution form** and save it to your computer.
3. Complete the form and save the document.
4. **Email** the form as an attachment to: *lbartsch@nswi.org*, **or fax** (715-859-6812) **or mail** it to: *NW Synod of Wisconsin, Attn: Liz Bartsch, 944 24 1/4 Street, Suite #2, Chetek, WI 54728.*

RESOLUTION WORKSHEET

A resolution should be stated clearly and concisely.

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

The RESOLVED section should clearly state the action desired; who is to implement the action; and who is to bear any cost. Each action should be described with a separate RESOLVED.

Resolutions should be tested against questions such as:

- 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?

FORMAT

If a resolution requires one action, use the following format:

RESOLVED, that _____

If a resolution requires more than one action, the following format is used:

RESOLVED, that _____; and be it further

RESOLVED, that _____

If a resolution is preceded by one reason for submitting the resolution, the following format is used:

WHEREAS, _____; THEREFORE BE IT

RESOLVED that _____

If a resolution is preceded by two or more reasons, the following format is used:

WHEREAS, _____; and

WHEREAS, _____; therefore be it

RESOLVED, that _____