

I. Resolution Timeline and Submission Deadlines

1. **As early in the Calendar Year as Possible:** Notify Resolution Committee Chair intent to submit a resolution.
2. **April 6:** The Resolution Committee Chair will inform MI Conference UCC of the current calendar year MI Conference UCC Resolution Policy and submission process.
3. **May 1:** The Submitter will submit an initial Draft Resolution (DR) to the Resolution Committee Chair, Rev. Sue Greenwood (tawnyginger@gmail.com) and Lisa Soulliere (lisa@michucc.org).
4. **June 1:** The Submitter will submit the **Final Resolution** (FR) to the Resolution Committee Chair, Rev. Sue Greenwood (tawnyginger@gmail.com) and Lisa Soulliere (lisa@michucc.org).
5. **After June 1:** Final Resolutions submitted after the June 1 deadline are out of compliance and will not be considered unless it is an emergency resolution that could not have been anticipated or submitted in conformance with these deadlines. The burden of proof is on the Submitter to explain why the Resolution could not have been anticipated by the prior deadlines.
6. **August 1:** The submitter will be notified of the Board of Directors decision about bringing the Resolution to the Annual Meeting and may prepare for educational events and the hearing process.
7. **October 3-4, 2025:** Michigan Conference Annual Meeting at the Westin Southfield Detroit, 1500 Town Center, Southfield, MI 48075
 - Resolution Hearings will be held at this meeting for the purpose of hearing about the proposed action, asking questions, and making a recommendation to the Plenary.
 - The Plenary is part of the business meeting. This is where a motion, discussion, and vote on the resolution will take place.

II. Resolution Preparation Information

Types of Resolutions:

- *A Resolution of Witness* is an expression of Christian conviction concerning moral, ethical, or religious matters confronting the Church, state, nation, or world. A 2/3 vote is required for adoption.
- *A Prudential Resolution* establishes policy, structure, procedure, programs, or direction within the Michigan Conference UCC. A majority vote is required for adoption.

Resolution Submission (minutes of the meeting where the Resolution was adopted must be included in the submission):

1. Who may submit a resolution to the Michigan Conference UCC Annual Meeting?
 - A Local Church of the MI Conference UCC
 - An Association of the MI Conference UCC
 - A Mission Area Team (MAT) of the MI Conference UCC
 - The MI Conference UCC BOD Executive Committee
 - The MI Conference UCC BOD
 - A group of seven (7) individual MI Conference UCC Annual Meeting Delegates from at least three (3) different local churches located in at least two (2) different Associations.

2. Resolution Format (See Resolution Template)

All sections will avoid conflicting, ambiguous, and inflammatory language.

- **A Cover Page**, including contact information for the submitters of the Resolution
- **Title**, which must briefly and accurately reflect the intent of the Resolution
- **Name(s)** of the Resolution Submitter(s)
- **A Supportive Summary** for the purpose of providing background information of a non-Biblical/Theological nature. This may be up to two (2) single-sided, single-spaced pages.
- **A Compelling Biblical/Theological Rationale and Historical Grounding** giving the context for your Resolution with citable facts, Biblical stories, and history. This may be up to 1 single-sided, single-spaced page.
- The **Resolution Text of the Motion** includes the following in up to two (2) single-sided, double-spaced pages:

WHEREAS STATEMENTS, which must be factual in nature and cited with endnotes (to go in Appendix).

BE IT RESOLVED STATEMENTS, with the following:

What position or action is contemplated? Use clear language and be specific and direct about what you would like to see or have happen if Resolution is adopted.

- **Funding** will be in accordance with the overall mandates of the Michigan Conference UCC.
- **Implementation** will be determined by the Michigan Conference UCC Board of Directors
- **Appendix** listing endnotes/referenced sources. No longer than 1 single-sided page.