



How to Write a Resolution for Diocesan Convention

What is a resolution?

A Resolution is a proposed action or decision that is to be considered at diocesan convention. The legislative vote is taken only on the substance of the resolution, which follows the word "Resolved" in the working of the resolution. Reasons, intentions, and justifications for resolutions may be included in a statement of explanation that follows the resolution. This information provides legislative history for future interpretation, but it is not included in the formal resolution. Resolutions call for specific action to be taken by the Convention or groups within the diocese. They may also commend actions of other entities but cannot provide direct instructions to any group other than those within the diocese.

Who can write a resolution for Diocesan Convention?

Any church member can write a resolution concerning the mission and ministry of our church. To become a part of Convention business, however, **it requires sponsorship or endorsement** of one or more of the following:

- A delegate to Convention, either lay or clergy
- An authorized group such as a convocation or a diocesan committee

How do I write a resolution?

Resolutions should be submitted in proper format as outlined below, containing only those specific statements upon which the Convention will vote. Resolutions should be written clearly, concisely and in gender-neutral, inclusive style.

Descriptive title...

(A brief descriptive title to highlight the area of legislation called upon in the resolution.)

Submitted by or signed...

(List all signatories who are sponsoring the resolution as recommended previously. Those signing on a resolution should be prepared to discuss the motion if called on.)

Resolved, that the 1st Convention of the Diocese of the Susquehanna...

(State what action you wish to occur. Please confine your motions to things that can be accomplished by the Church, or do not conflict with national or diocesan canons.)

Be it resolved that...

(Your resolution may require more than one distinct action. Please state each step in a new "resolve" paragraph.)

Where do I submit a resolution?

Resolutions should be submitted directly to the Resolutions Committee by emailing resolutions@diosusquehanna.org.

What happens once a resolution is submitted?

Once a resolution is submitted to the Resolutions Committee, the committee may make amendments, changes, clarifications, and grammatical corrections to the proposed resolutions for purposes of clarity and format. Members of the Resolutions Committee may be in contact with the submitters of resolutions to obtain further information. The final version of the resolutions will then be made available to delegates prior to Convention on the diocesan website.

Sample Resolution

Title: Commending "The Corporation"

Submitted by: The Clergy elected from the Diocese of Maryland to serve as members of the Board of Managers for the Corporation for the Relief of the Widows and Children of the Clergy of the Protestant Episcopal Church in Maryland, namely: The Rt. Rev. Charles L. Longest, Chaplain, The Rev. James R. Crowder, Executive Secretary, The Rev. C. Allen Spicer, President, The Rev. Sarah E. Lewis, Board Member

RESOLVED, that this 219th Convention of the Diocese of Maryland commends The Corporation for the Relief of the Widows and Children of the Clergy of the Protestant Episcopal Church in Maryland for 218 years of faithful service to clergy families; and be it further

RESOLVED, that the Corporation also be commended for recent changes to its By-Laws which have enabled it to include as potential beneficiaries the families and partners of all ordained persons canonically resident in the Dioceses of Maryland, Washington, and Easton; and be it further

RESOLVED, that all ordained persons canonically resident in the Diocese of Maryland be encouraged to become dues paying members of The Corporation as one way of supporting this continuing ministry of pastoral care and financial support for clergy families.

EXPLANATION

The Corporation has recently overhauled itself in several respects, positioning it to better meet present and future needs of clergy families. For further information, please refer to the pamphlet on the Ministry of The Corporation, which has been included in each delegate's Convention packet.