



Instructions for Submitting a Resolution to the 2010 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 31 (*to be included in the assembly book*)
- May 21 at 10 a.m. is the final deadline for resolutions to be considered at this assembly

Resolutions received after March 31 need a 2/3 affirmative vote on the floor of the Assembly to be considered.

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: msoyck-doring@nswwi.org, or fax (715-859-6812) or mail it to: *NW Synod of Wisconsin, Attn: Merry Soyck-Doring, PO Box 107, Chetek, WI 54728.*

RESOLUTION WORKSHEET

1. A resolution should be stated clearly and concisely.
2. The WHEREAS section should state the reason for the resolution. Each reason should be given as a separate WHEREAS.
3. 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.
4. 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

1. If a resolution requires one action, use the following format:
RESOLVED, that _____
2. If a resolution requires more than one action, the following format is used:
RESOLVED, that _____; and be it further
RESOLVED, that _____
3. If a resolution is preceded by one reason for submitting the resolution, the following format is used:
WHEREAS, _____; THEREFORE BE IT
RESOLVED that _____
4. If a resolution is preceded by two or more reasons, the following format is used:
WHEREAS, _____; and
WHEREAS, _____; therefore be it
RESOLVED, that _____