



Instructions for Submitting a Resolution to the **2011** 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*)
- **June 3 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: 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 _____