

# Resolution Writing 101

## Resolutions Must Be Received by April 13, 2009 Deadline

1. Resolutions may be submitted by:
  - A congregation, or
  - A committee/conference (committee minutes indicating the resolution may be required with the resolution), or
  - Ten (10) voting members (their signatures, typed names, and phone numbers must be submitted with the resolution)
2. A resolution should be stated clearly and concisely.
3. Resolutions should be tested before they are submitted. Ask yourself . . .
  - Is the information in the resolution complete and accurate?
  - Is this a matter that 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?
  - Is this concern directed to the appropriate unit? Would it be best directed toward the synod council, the executive committee, a synod committee, the synod staff, etc.?
  - Do other people validate this idea?
  - Does my resolution answer the following questions: WHAT should be done? WHO should act? WHAT ENTITY should bear the cost, if any, and what cost is anticipated? WHEN should the action be done? TO WHOM should the results be reported?
  - If the resolution requires changes to the constitution or bylaws, are the proposed changes included in the resolution?
  - Does the resolution use specific, non-inflammatory language, including straightforward nouns and verbs?
4. The Resolutions Committee may:
  - Recommend the resolution (this means the assembly is encouraged to adopt the resolution);
  - Forward the resolution without recommendation (this means the assembly is encouraged not to adopt the resolution);
  - Forward the resolution without comment (the Resolution Committee has an unclear view and ask the assembly to judge without prejudice and decide on the resolution);
  - Return the resolution to the author for clarification or editing.

A resolution should be written in the following format:

**WHEREAS:** The WHEREAS sections clearly state the REASONS for the resolution. Each reason should be separate WHEREAS.

**RESOLVED:** The RESOLVED sections clearly state the action(s) desired--what should be done, who should do it, how it should be done, and when it should be done. Each action should be a separate RESOLVED so the assembly may deal with them individually.

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

RESOLVED, \_\_\_\_\_.

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

RESOLVED, \_\_\_\_\_; and  
BE IT FURTHER RESOLVED, \_\_\_\_\_.

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

WHEREAS, \_\_\_\_\_;  
THEREFORE BE IT RESOLVED, \_\_\_\_\_.

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

WHEREAS, \_\_\_\_\_; and  
WHEREAS, \_\_\_\_\_;  
THEREFORE BE IT RESOLVED, \_\_\_\_\_.

### **Please include with your resolution:**

- A title for your resolution.
- Name of the congregation, committee, conference, or ten voting members names and phone numbers submitting resolution.
- Date the resolution was submitted.
- If possible, the author's authorization to edit the resolution through a voting member of the assembly, if the author is not present.

### **Resolutions must be Received by April 13, 2009!**

Receipt of resolution will be acknowledged by Pastor Clements when it is received in his office.

### **Send completed resolutions to:**

Northern Illinois Synod—ELCA  
Att: Pr. Jeff Clements & Resolutions Committee  
103 West State Street \* Rockford IL 61101-1105  
(815) 964-9934 \* [jclements@nisynod.org](mailto:jclements@nisynod.org)