



# Northeastern Minnesota Synod

Evangelical Lutheran Church in America

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## Preparing Resolutions for the 2012 Synod Assembly

Note Deadlines for Submitting Resolutions on back

Memorials and Resolutions are a major agenda item for any Synod Assembly. The following items are pointers for writing resolutions that will help your issues be aired and facilitate the smooth flow of business. The pointers were gleaned from Roberts Rules of Order and a variety of other sources.

### **Determine Appropriate Direction**

Make an attempt to determine if the issue or idea you are concerned about is most appropriately handled by:

- a Synod Committee or Task Force
- the Synod Council
- the Synod Staff
- the Synod Executive Committee
- the Synod Assembly

Direct your concern to the appropriate unit. If the Synod Assembly is the most appropriate, follow the steps below.

### **Validate Your Idea with Other People**

It is advisable to channel your idea through other individuals or groups to get their responses on how convincing your idea actually is. If you have a difficult time convincing others that your idea is valid you may find it even harder to convince the Synod Assembly.

**Please Note:** The synod council has voted that resolutions coming before the Synod Assembly must be presented by:

- a congregation,
- a conference,
- any committee or task force of the synod, or
- ten (10) voting members of the Synod Assembly with signatures and respective congregations noted.

### **Writing a Resolution**

The resolution itself should be concise and to the point and therefore easily understood. An effective resolution is designed to state a concern or problem and to propose a method of resolving that concern or problem. The concern or problem is stated in the “WHEREAS” clause(s). Sometimes the concern can be adequately stated in one such clause; other times it takes several clauses to clearly state the concern or problem. The proposed solution to the concern should be stated in the “BE IT RESOLVED” clause(s). The solution should clearly define:

- who should act
- what should be done
- when it should be accomplished
- to whom the results should be reported
- what the action will cost and how it should be funded

Basically, the best resolutions and memorials are simple and direct. They contain a minimum of adjectives and adverbs. They avoid inflammatory words and generalized statements. They clearly and accurately state facts. They are built on straightforward nouns and verbs. Good resolutions and memorials say, in essence, "Please, this is why we think this is important and this is the action that we believe should be taken."

At times, an action by a churchwide unit is desired in a resolution or memorial. Rather than addressing all such resolutions to the Churchwide Assembly, it may be more appropriate (and expedient) to work through the Church Council. In that case the final "Resolved" should be in this form:

RESOLVED, that the Northeastern Minnesota Synod Assembly direct the Northeastern Minnesota Synod Council to forward this resolution to the Church Council's Executive Committee for proper referral and disposition under the bylaws and continuing resolutions of this church.

or

RESOLVED, that the Northeastern Minnesota Synod Assembly direct the Northeastern Minnesota Synod Council to forward this resolution to the Church Council for consideration and possible action.

### ***Sample Resolution***

WHEREAS, there is a lot of business which needs to be handled at the Synod Assembly; and,  
WHEREAS, much time can be spent clarifying issues that are poorly stated or use excessive words; and  
WHEREAS, the author of each resolution wants his or her resolutions to be carefully considered;  
therefore, be it

RESOLVED, that the persons submitting resolutions to the 2012 Synod Assembly be encouraged to use clear, concise language.

### **To Submit Resolutions**

- Resolutions submitted to the Committee for Reference, Counsel and Memorial must include the name and address of the submitters and, if individuals, their congregational membership. If citing a document, attach it to the resolution.
- Resolutions can be submitted to the synod office, 1105 East Superior St., Upper Suite, Duluth, MN 55802-2216.

### **Resolution Deadlines**

1. Resolutions received **on or before March 16** will be included in the pre-assembly mailing to each congregation and posted on the synod website.
2. Resolutions received **between March 16 and April 13** will be posted on the synod website and included in the packets distributed during on-site registration.
3. Resolutions received **after April 13** must include 25 voting member's signatures and will be dealt with only by specific approval of the Assembly. This action would require a  $\frac{2}{3}$  vote.

The final date and time for submitting resolutions is Friday, April 27, 2012 at 8 p.m.