

Submitting a Resolution

to the *Southwest California Synod 2010 Synod Assembly*

Resolutions *must be received at the synod office by April 6, 2010* for consideration by the Committee for Reference and Counsel. Resolutions received after that date may be added to the Assembly Agenda only upon a two-thirds vote of the Assembly to consider them as New Business.

Mail or deliver with signatures to: Southwest California Synod Attn: Assembly 2010 Resolutions 1300 E. Colorado Street Glendale, CA 91205	and e-mail to <u>both</u>: office@socalsynod.org ; and jackson@callutheran.edu
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INSTRUCTIONS:

1. Please use the appropriate format: the assembly's Committee for Reference and Counsel utilizes guidance on proper language from Robert's Rules of Order.
 - a) "Whereas" clauses concisely describe the issue, or concern, and a basis for resolution. They state the case but technically are not part of the resolution. They should be accurate and factual, and should not be argumentative.
 - b) "Resolved" clauses point to proposed solutions and define requested action. "Resolved" clauses should define clearly the following: to whom the request for action is addressed; what should be done; what the action will cost and how it will be funded; when the action should be taken; and to whom the results should be reported.
 - c) Clarity in the text of any resolution or memorial is important. A good test is, "Is this a clear statement? Will the resolution make sense to someone who was not present at your assembly?"
2. Answer, briefly, the following three questions regarding the implementation and effect of the resolution if adopted:
 - a) What is the financial impact of this resolution on the synod budget? If expenditures are required, which sources of income will offset these expenditures? (please S10.04 on reverse)
 - b) What are the personnel implications within the synod—or churchwide? Who will be responsible for implementation of the resolution?
 - c) How does this resolution enhance and advance the mission of the church and the synod?
3. Please submit the names of at least five members of congregations of this synod who wish to sponsor the resolution, including original signatures, and the name and city of their home congregation.

These procedures allow groups within the congregations and institutions of the synod to propose that the Synod Assembly consider endorsing specific actions or statements. Resolutions address the Synod Council, and may request that they express the intentions of the Assembly to other offices, bodies or agencies of the ELCA.

Resolutions are reviewed by the Committee for Reference and Counsel to assure that they are clear, complete and correct in form and can be implemented as presented. When defects or ambiguity are identified, the Committee will work with the makers of the resolution to develop the clearest possible text for the Assembly to consider.

The resolution process is governed by the Synod Constitution and bylaws and by policies developed from time to time by the Synod Council. The following sections address questions most commonly posed.

<p>S7.33. Procedures for conducting the business of the Synod Assembly, including the method for processing resolutions, shall be established by the Synod Council</p>
<p>Policies #202 - PROCEDURE FOR RESOLUTIONS TO THE SYNOD ASSEMBLY (Amended by the Synod Council - 2007)</p> <p>The Synod Assembly Committee on Reference and Counsel shall be appointed by the Bishop prior to October 1 of each year. The appointment shall be for one year (October to October). It is recognized that members appointed to the Committee on Reference and Counsel might not be voting members to the next year's Synod Assembly.</p> <p>Resolutions may come from any institution, agency, synod ministry board, coalition, congregation, or individual and must bear the signatures of at least five people who are members of the Southwest California Synod. The resolutions shall be given in writing to the Committee on Reference and Counsel by 60 days prior to the start of the Synod Assembly each year.</p> <p>All other resolutions not received by the Committee on Reference and Counsel by 60 days prior to the start of the Synod Assembly shall be placed on the assembly agenda as new business only and would require a two-thirds vote of voting members requesting the resolution be put before the assembly before it may be considered.</p> <p>Resolutions not considered by the Synod Assembly will be referred to the Synod Council for consideration.</p>
<p>S10.04. Any proposal to appropriate funds, whether by amendment to the budget or otherwise, which is presented to a meeting of the Synod Assembly without the approval of the Synod Council shall be referred to the Executive Committee for a report and recommendation prior to action by the Synod Assembly and shall require a two-thirds majority vote by the Assembly for adoption.</p>

Guidance from the Office of the Secretary

The ELCA Church Council voted in November 1988 “that future communications from synods will be dealt with according to ELCA constitutional and bylaw provisions 12.21.c., 12.51.21., 14.21.11., and 14.41.11.” The following principles are based on those constitutional provisions:

Synod Assemblies address the Churchwide Assembly through memorials. A memorial adopted by a Synod Assembly is submitted to the Churchwide Assembly with a recommendation for action from the Memorials Committee of the Churchwide Assembly. Memorials should be reserved for broad policy issues that belong in the Churchwide Assembly.

Synod Councils may address the Church Council through resolutions, including forwarding actions of the Synod Assembly. The final “resolved” clause of such an assembly action should include this provision:

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

Synod Councils also may address churchwide units through resolutions directed to the Church Council’s Executive Committee, including forwarding actions of the Synod Assembly. The final “resolved” clause of such an assembly action should include this provision:

RESOLVED, that the _____ Synod Assembly direct the _____ 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.

Please encourage your assembly’s Committee of Reference and Counsel or Resolutions Committee to use resolutions in preference to memorials. Resolutions follow a more direct route than memorials, which must go to the Churchwide Assembly and await the assembly’s response.

Please also remind them that a resolution and a memorial may not be combined in one action. That is, the Church Council and the Churchwide Assembly may not be addressed in the same resolution. A synod should not address both the Church Council and the Churchwide Assembly on the same subject.

1. Writing Resolutions and Memorials: To prepare or edit the texts of resolutions and memorials, your assembly’s Committee of Reference and Counsel or Resolutions Committee will find information on proper language in Robert’s Rules of Order. Here are a few basics.

Normally, the “whereas” clauses concisely describe the issue, concern, problem, and basis for or need of the resolution. They state the case but technically are not part of the resolution. They should be accurate and factual and should not misrepresent the issue being addressed or offer a false foundation for the proposed action. They should not be argumentative.

“Resolved” clauses point to proposed solutions and define requested action. “Resolved” clauses should define clearly the following: To whom is the request for action addressed? What should be done? What may the action cost and how is it to be funded? When should the action be done? To whom should the results be reported?

Clarity in the text of any resolution or memorial is important. A good test is, “Is this statement clear? Will the resolution make sense to someone who was not present at your assembly?”

Obviously, a resolution of a Synod Council cannot direct the Church Council to take a specific action. Likewise, a memorial from a Synod Assembly cannot order that the Churchwide Assembly vote in a particular way. A memorial, by definition, is a proposal appealing for action.

Under Robert’s Rules of Order, the Committee of Reference and Counsel or Resolutions Committee is empowered to screen all resolutions and memorials. At a minimum, this means ensuring clarity and accurate information. If authorized by the assembly’s Rules of Organization and Procedure or Standing Rules, the committee also may edit substantively such resolutions and memorials. For all cases, if issues exist with respect to the clarity or accuracy of resolutions and memorials, the committee should attempt to confer with the authors to address the issues.