

How to Write a Resolution

The 58th Synod of Province VIII of The Episcopal Church, The Province of the Pacific, adopted the standard form for resolutions used by General Convention for all future Synods. The following instructions, under House Rules, follow this standard form and are to be used in the Episcopal Diocese of Northern California.



Given the anticipated time constraints of this Diocesan Convention, it is requested that only resolutions considered essential to the conduct of business for the upcoming year be submitted for vote at this Diocesan Convention. **The Resolutions Committee has been requested by the President of Convention to identify no more than five (5) resolutions to be considered by the Diocesan Convention** other than those on the consent calendar, on the Bishop's address, on matters of courtesy, or on constitutional or canonical matters. Resolutions from the floor may still be submitted at the formation of Diocesan Convention, provided all House Rules are followed.

Please contact Leta Parks, Chair of Resolutions, via email at parksleta@gmail.com with any questions.

THE "WHEREAS CLAUSE"

A "whereas clause" is not used. Reasons and justifications for resolutions should be included in the **Explanation** following the resolution; the vote is taken only on the **substance** of the resolution (not the explanation).

DETAILS OF FORMS

Form 1 requires the following information:

- A. The Title
- B. The Proposer(s) (name, email address, congregation and contact telephone number are **required**) Special Note: Resolutions are authored by a person, or persons, and **not** an organization. The form includes space for up to ten named Proposers.
- C. The Representative Information: this is the contact information for the individual who should be contacted before Convention about the Resolution.
- D. The Representative at Diocesan Convention: Contact information for the individual who will represent the Resolution at Convention, if different from the Representative Information in (C).

Form 2 requires the following information:

- A. The Title
- B. The full name of the first Proposer on Form 1
- C. The name of the Representative on Form 1
- D. The name of the Representative at Convention on Form 1
- E. The date the resolution is submitted
- F. The Resolution
The word "RESOLVED" is capitalized and underlined, and is followed by a comma and the word "That" which is capitalized. Each resolving paragraph may end with a period or with a semicolon and the words "and be it further."

Special Note: "Therefore be it" and "and be it further" **end** a clause. They are **not** used at the beginning of a "RESOLVED" clause.

Single Subject Rule: A resolution must be about a single subject (for example, "Apportionment"). Each "RESOLVED" within a resolution is about a single point within the larger subject. Resolutions about multiple subjects can be ruled out of order.

- G. The Explanation clearly and succinctly set forth the reasons for the proposed action called for in the resolution. Please avoid inflammatory rhetoric or hyperbole.
- H. Fiscal Impact
Under diocesan House Rules, all resolutions are required to have an estimate of the financial impact on diocesan organizations or congregations, as applicable, and identify the source of funding. If there is no fiscal impact, it must be clearly stated.
- I. Relation to Diocesan Strategic Priorities
All resolutions must include an explanation of how they relate to one (or more) of the three diocesan strategic priorities: Evangelism and Congregational Development; Community Connection through Collaboration and Communication; Youth and Young Adult Ministry.

HOW TO WRITE A RESOLUTION OF COURTESY

Resolutions of courtesy, which are written to be read aloud, may have “whereas clauses” and should not include an explanation following the resolution. The form is otherwise the same as that used for resolutions.