



## The Episcopal Diocese of Northern California

## Instructions for Proposing Resolutions to Convention

### INTRODUCTION

The Episcopal Diocese of Northern California employs the formal use of resolutions to identify, record, and respond to issues of importance, to conduct its work, and to take action according to the will of the Diocesan Convention. The Resolutions and Memorials Committee, in consultation with the Secretary and President of Convention, will prioritize resolutions received by the submission deadline to be presented and acted upon at Convention based on the time available to debate, discuss, and vote on them.

Questions about the resolution submission process may be directed to the Convention Manager at [convention@norcalepiscopal.org](mailto:convention@norcalepiscopal.org). Questions will be forwarded to the Chair of the Memorials and Resolutions Committee.

### DRAFTING RESOLUTIONS

#### Proposed Resolutions:

- May be submitted by any clergy or lay delegate to the 114th Diocesan Convention, to be held online on Saturday, November 9, 2024
- Must be authored by a person, not an organization.
- Will be reviewed by the Resolutions and Memorials Committee for clarity and compliance with the canons.
- May be returned if duplicating an existing resolution, non-compliant with the canons, or not in conformance with the Resolution Instructions in form and/or subject matter (see below).

### SUBMITTING RESOLUTIONS

#### Proposed Resolutions:

- Must be submitted using the online form: <https://form.jotform.com/241566256204151>
- Must be submitted by **Tuesday, September 10, at 5:00 pm.**

#### Accepted Resolutions:

- Proposers of resolutions accepted for presentation at Convention will be notified by email within a week after the submission deadline
- Proposers of resolutions are strongly encouraged to submit a 2-3 minute long explanatory video by email to [convention@norcalepiscopal.org](mailto:convention@norcalepiscopal.org) no later than **Friday, October 4, 2024 at 5:00 pm.** Acceptable formats include MP4, MOV, and AVI.
- Resolution videos will be available on the Convention website, at the Deanery Convocations, and at Convention.

*We recommend writing and saving your proposed resolution in a Word file and pasting the text into the Jotform.*



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### **In the online form, you will provide the following:**

- Proposed Title for the Resolution
- Proposer Name(s)
- Presenter Name(s)
- Clergy or Lay
- Contact Information
- Congregation/Location
- Date
- Resolution Text (500 words maximum)
- Explanation of Resolution (500 words maximum)
- Fiscal Impact

### **When writing your proposed resolution:**

- A “whereas clause” is not used. Reasons and justifications for resolutions are included in the Explanation following the resolution; the vote is taken only on the substance of the resolution (not the explanation).
- 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.” Note: “Therefore be it” and “and be it further” end a clause. They are not used at the beginning of a “RESOLVED” clause.
- A resolution shall be about a single subject (for example, “Apportionment”), but may have multiple RESOLVED clauses. Each “RESOLVED” clause describes a single point within the larger subject.
- Explanation of Resolution: The Explanation shall clearly and succinctly set forth the reasons for the proposed action called for in the resolution.
- Fiscal Impact: All resolutions shall 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 shall be clearly stated.
- Resolutions of courtesy, which are written to be read aloud, may have “whereas clauses” and shall not include an explanation following the resolution.



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**SAMPLE RESOLUTION**

TITLE: PETITION TO THE 80TH GENERAL CONVENTION ADDING HOWARD THURMAN TO THE EPISCOPAL CHURCH COMMEMORATIONS CALENDAR

PROPOSED BY: The Rev. Jim Richardson, Trinity Episcopal Cathedral, Sacramento

DATE SUBMITTED: July 20, 2021

RESOLUTION:

RESOLVED, That this 111th Convention of the Diocese of Northern California adopts the following resolution and hereby directs the Secretary of this Convention to forward this resolution to the Secretary of General Convention of The Episcopal Church as a duly authorized resolution from this Diocese; and be it further

RESOLVED, That the Diocese of Northern California requests that 80th General Convention designate April 10 in *A Great Cloud of Witnesses: A Calendar of Commemorations* as the annual celebration of the life and work of Howard W. Thurman, pastor, educator, theologian, and civil rights leader.

EXPLANATION:

This resolution petitions the next General Convention, scheduled for July 2022 in Baltimore, to add Howard Thurman to the calendar of commemorations on the date of his death (April 10) in the supplemental resource to Lesser Feasts and Fasts entitled *A Great Cloud of Witnesses: A Calendar of Commemorations*, with appropriate readings and collects. Approval of this resolution would require our diocese file a "C" resolution (designating a diocesan sponsored proposal) for consideration by General Convention, which meets only every three years.

Background:

Howard Washington Thurman (Nov. 18, 1899 – April 10, 1981), had an enormous influence on the civil rights movement and its leaders. Born in Florida, Thurman was educated at Morehouse College and ordained a Baptist pastor. He was appointed as the first Black chaplain of Marsh Chapel at Boston University which today has a center bearing his name.

*Ebony* magazine once called Thurman one of the fifty most important figures in African American history. In the 1950s, *Life* magazine ranked Thurman among the twelve most important religious leaders in the United States. In recent years there has been a resurgence of interest in Thurman's life and work. Thurman's books have been used in the Sacred Ground program in the Episcopal Church and as supplemental reading in the Education for Ministry program. His speeches, articles and books have been the topic of recent seminars, webinars and retreats.

FISCAL IMPACT: None.