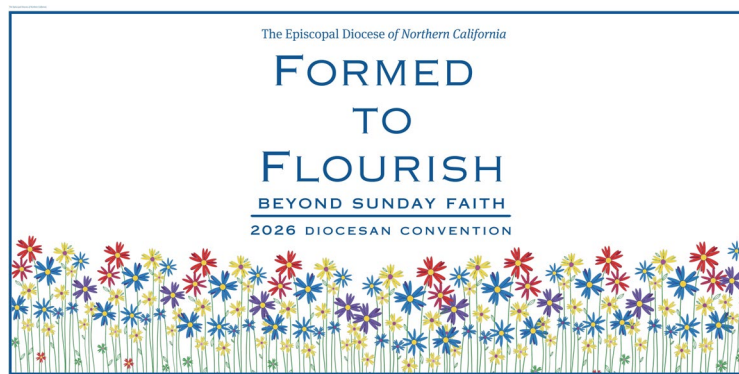




Instructions for Proposing Resolutions to Convention

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. 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 2026 Diocesan Convention, to be held online on October 24, 2026.
- 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:

Use this [online form for your submission](#).

Must be submitted by **Monday, August 24, 2026 at 5 pm.**

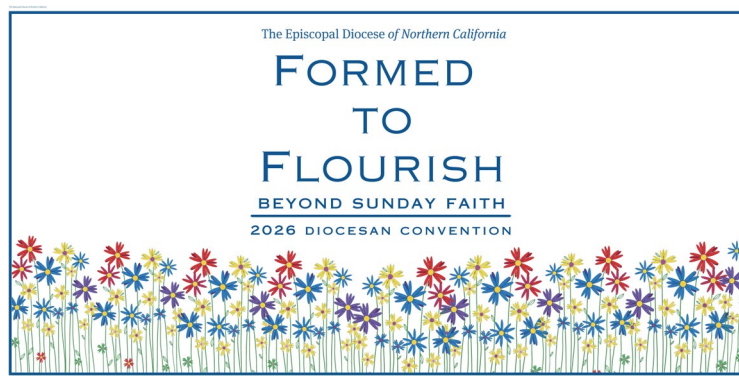
Accepted Resolutions:

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 no later than **Monday, August 24, 2026 at 5 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 & saving your proposed resolution in a Word file before converting to PDF & uploading to Jotform.



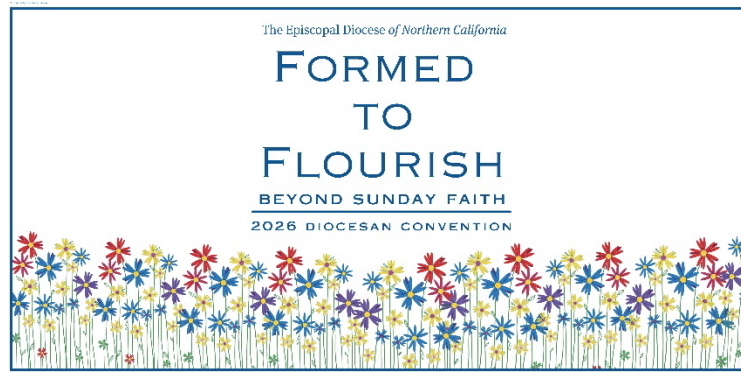
Instructions for Proposing Resolutions to Convention

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
- Upload your PDF Resolution
 - Ensure your Resolution includes:
 - Resolution Text
 - Explanation of Resolution
 - 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.
- See sample Resolution provided



When writing your proposed resolution to an existing Canon or Constitution:

Besides the above, any edits (deletions or proposed changes) must include:

- Deletions of text must be crossed out
- Proposed changes must be underlined
- Edits must be shown in **red** ink
- See sample Canon Resolution provided

Timing of changes to Canons or Constitution:

- Canons may be altered or amended by an affirmative vote of the majority voting at Diocesan Convention.
- For Constitutions, a proposed amendment shall be considered at the Convention and if approved by a majority (50% + 1) vote, shall lie over until the next annual Convention. If again approved by two-thirds of each order voting separately and by the Bishop, the amendment shall be adopted and shall be in force from the date of adoption unless some future date is specified in the amendment.



The Episcopal Diocese of Northern California

Instructions for Proposing Resolutions to Convention

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, 2025

RESOLUTION:

RESOLVED, That this 115th 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.



The Episcopal Diocese of Northern California

Instructions for Proposing Resolutions to Convention

SAMPLE RESOLUTION TO AN EXISTING CANON OR CONSTITUTION.

TITLE: Budget and Mission Apportionment

PROPOSED BY: John Nykamp, Diocesan Treasurer

REPRESENTATIVE AT CONVENTION: John Nykamp, Diocesan Treasurer

DATE SUBMITTED: September 4, 2024

RESOLUTION:

RESOLVED, That Canon 50 of the Canons is hereby amended to read as follows:

CANON 50

Budget and Mission Apportionment

Sec. 50.1. Budget. ~~Effective December 1, 2012,~~ The Board of Trustees shall present to every annual Convention of the Diocese an estimate of probable income and expenses for the current fiscal year and probable assessable income and expenses for the next fiscal year.

~~**Sec. 50.2.** The Board of Trustees shall present to Convention its estimate of expense for the current fiscal year and its estimate of expenses for the next fiscal year.~~

Sec. 50.32. ~~Effective January 1, 2010,~~ Mission Apportionment will be calculated as a percentage of Net Disposable Income (N.D.I.) defined as operating income less outreach and capital expenditures, creative staff expenditures (as defined below), and other deductions as defined in the instructions for the treasurer's monthly report. ~~The Mission Apportionment calculation will be based on a system of at least three tiers created by the Board of Trustees. The Board of Trustees will determine annually the percentage of Mission Apportionment for each tier.~~

~~Commencing January 1, 2020, N.D.I. shall be defined as operating income less outreach and capital expenditures and creative staff expenditures.~~ Creative staff expenditures are those by which personnel expenditures are increased ~~by expenditures~~ for new staff positions ~~newly~~ created ~~to be filled between January 1, 2020 and December 31, 2023,~~ to perform a function not previously performed by a paid staff position; however, creative staff expenditures shall be reduced by salary savings resulting from vacancies in, or the elimination of, other paid staff positions. A deduction for creative staff expenditures shall be available for only the first three years of ~~the function not previously performed by a paid staff~~ expenditures for the new position. The approval of the Board of Trustees shall be required for the classification of an expense as a creative staff expenditure.

The Mission Apportionment calculation will be based on a system of at least three tiers created by the Board of Trustees. The Board of Trustees will determine annually the percentage of Mission Apportionment for each tier. The Trustees may not set the percentage above 10% on the first \$60,000 of N.D.I., nor above 17.5% on N.D.I. over \$60,000 up to \$120,000, nor above 25% above \$120,000, without approval of Convention.

A parish or mission in financial difficulty may apply to the Board for assistance in paying its Mission Apportionment. Such applications must be made on an annual basis and must include a completed audit by a diocesan auditor or audit committee.

Sec. 50.43. Mission Apportionment is to be paid by each parish and mission monthly based upon the preceding month's N.D.I.

EXPLANATION. This resolution updates the Diocesan Canon regarding budget and mission apportionment for clarity on budget and mission apportionment. It also removes past dates for submitting creative staff expenditures thus allowing the submission of a creative staff expenditures as an option under mission apportionment without submission dates.

This Resolution proposes a canon amendment. As such it must be adopted by a majority vote by Convention.

FISCAL IMPACT: There is no anticipated fiscal impact.