

Instructions for Preparing a Resolution 2012 Metropolitan Chicago Synod Assembly

All resolutions must be submitted by postal mail to the synod office, attention: Mr. Vance Blackfox, 1420 W. Dickens Avenue, Chicago, IL 60614-3004, **postmarked no later than April 1, 2012¹**, for review and distribution in the Assembly Book of Reports. If possible, please also send an electronic copy by e-mail to vblackfox@mcselca.org. Hand-delivered resolutions must be in the synod office no later than April 2.

Please type or print each resolution using the format on the Resolution Submittal Form and following the instructions below. The Resolution Submittal Form is available online at www.mcselca.org/assembly.

Two registered² voting members of the 2012 assembly must sign the resolution. A space is also provided for a phone number so that we can easily contact one or both signers during the assembly if necessary. In addition, please print both names with the church of membership (including city) at the bottom of each resolution.

A summary of guidelines is given below. For fuller guidelines, consult Reference and Counsel Procedures at www.mcselca.org/assembly, or call the synod office (773-248-0021) and ask that a copy be mailed to you.

General Instructions

1. A resolution should be stated clearly and concisely.
2. The WHEREAS section should state the reason(s) for the resolution clearly and concisely. Each reason should be given as a separate WHEREAS clause. (Note: WHEREAS clauses are not required.)
3. The RESOLVED section should clearly state the action desired, who is to implement the action, and who is to bear any cost. Each action should be described with a separate RESOLVED statement.
4. Resolutions should be tested against questions such as:
 - Is the information complete and accurate?
 - Is this a matter that pertains to the life and ministry of the synod?
 - Is this a matter of significance requiring consideration by the synod assembly?
 - Is the action requested one that the synod can appropriately and effectively implement?
5. Implications of Resolution (if adopted):
 - What is the financial impact of this resolution on the synod budget? (If expenditures are required, you must identify sources of income to accomplish the purpose of the resolution.)
 - Who will be responsible for implementation of the resolution? It is the practice of the synod council to assign formation, facilitation, and staffing of all groups, committees, teams, or meetings to the movers of resolutions. You should be prepared to help implement the resolution.
 - How does this resolution enhance and forward the mission of our synod and the larger church?

Format

1. If a resolution requires one action, use the following format:

RESOLVED, that _____
2. If a resolution requires more than one action, the following format is used:

RESOLVED, that _____; and be it further
RESOLVED, that _____
3. If a resolution is preceded by one reason for submitting the resolution, the following format is used:

WHEREAS, _____; therefore be it
RESOLVED, that _____
4. If a resolution is preceded by two or more reasons, the following format is used:

WHEREAS, _____; and
WHEREAS, _____; therefore be it
RESOLVED, that _____.

¹ Guidelines set in our synod's constitution and by-laws state that for resolutions to come before the Assembly they must be submitted by **April 1**. An exception may be made for a resolution dealing with events or issues that originate within the 50 days prior to and including the assembly dates. The Assembly's Committee on Reference and Counsel rules on whether to permit such exceptions.

²To be a qualified signer, the voting member must have registered for the assembly online no later than April 1.