

# ***A Brief Guide to Resolutions*** **SOUTHEASTERN MINNESOTA SYNOD**

## **A RESOLUTION MAY BE SUBMITTED IN THE FOLLOWING WAYS:**

- by majority vote of a congregation of the synod at a regular or special meeting of the congregation;
- by approval by a two-thirds vote of a congregation council;
- by majority vote of a committee of the Southeastern Minnesota Synod;
- by majority vote of a conference assembly;
- by a group of at least ten members of congregations of the Southeastern Minnesota Synod elected to serve as voting members of the forthcoming synod assembly; or
- by a group of at least ten clergy voting members under call, sitting lay Synod Council members or other non-elected voting members at the time of the forthcoming synod assembly.

*Minutes showing adoption of such proposed resolutions from a meeting of a congregation, congregation council, synod committee, or conference assembly must accompany the submitted resolution. The signatures, typed names, and telephone numbers must be provided by voting members (of the forthcoming synod assembly) submitting a resolution.*

## **FORMAT GUIDE**

**WHEREAS:** The WHEREAS sections clearly state the REASONS for the resolution. Each reason should be a separate WHEREAS.

**RESOLVED:** The RESOLVED sections clearly state the action(s) desired-what should be done, who should do it, how it should be done, and when it should be done. Each action should be a separate RESOLVED so the assembly may deal with them individually.

You must always include with your resolution: a title for your resolution, the name of congregation and city (or committee, or conference) from which the resolution was originated, and the date the resolution originated.

If your resolution is being submitted by a conference or committee, you must also include: Name and signature of conference dean or committee chair and minutes from meeting at which the resolution was drafted/approved

If your resolution is being submitted by a group of 10 voting members, you must also include: signature(s) of all those submitting the resolution (and their names and phone numbers, typed), name of the congregation and city from which the resolution was originated, and signature of the pastor or congregational president of that congregation

## **SUGGESTIONS**

A resolution should be stated clearly and concisely.

Resolutions should be tested before they are submitted. Ask yourself:

- *Do other people validate this idea? Have I tested it with other voting members, pastors, etc.?*
- *Is the information in the resolution complete and accurate?*
- *Is this a matter which 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 which the synod can appropriately implement?*
- *Is this concern directed to the appropriate unit? Would it be best directed toward the synod council, the executive committee, a synod committee, the synod staff, etc.?*
- *Does my resolution answer the following questions:*
  - *WHAT should be done? WHO should act? WHAT ENTITY should bear the cost, if any, and what cost is anticipated? WHEN should the action be done? TO WHOM should the results be reported?*
- *If the resolution demands changes to the constitution or bylaws, are the proposed changes included in the resolution?*
- *Does the resolution use specific, non-inflammatory language, including straightforward nouns and verbs?*

## **DEADLINES**

Resolutions must be received by March 15 each year. Please email completed resolutions to [resolutions@semnsynod.org](mailto:resolutions@semnsynod.org) to be reviewed by the Committee on Reference and Counsel.