## Guidelines for Creating Resolutions

**What is a resolution?** *A resolution is a written proposal, put in form for debate, amendment, clarification and eventual vote.*

Resolution drafts will be submitted to the Resolutions Committee for review annually by June 15. At that time the Resolutions Committee will review the draft(s) for content in terms of format, language and appropriateness for Convention vote.

Following review the committee will acknowledge receipt of the draft as complete, send it back to the submitter for revision, or return it with suggestions to deal with the issue through another, more appropriate means within the Diocese.

Resolutions reflecting constitutional and/or canonical changes must be reviewed by the Committee on Constitution and Canons; therefore, it is vital to have preliminary drafts submitted by this June 15 deadline.

The final resolution must be submitted to the Resolutions Committee by July 29, at which time the Resolutions Committee will make a final review. If there remain concerns about the resolution, a conference call or meeting will be set up before the final draft is submitted to the Convention Business Committee through the Resolutions Committee, as needed.

Resolutions may be submitted by any duly elected clergy or lay delegate to Convention, diocesan committee or diocesan commission.

Resolutions submitted on time and processed through the Resolutions Committee will be discussed for clarity and understanding (not debate) during the morning session of the annual Diocesan Convention.

Resolutions not submitted on time must, by Canon, be introduced from the floor of Convention, with consent of Convention, and with a copy from the submitting Delegate in accordance with the “Rules of Late Resolutions” found in the Rules of Order available on the diocesan website.

**Are there any other sources of resolutions?** Yes. The General Convention of The Episcopal Church passes many pieces of legislation which have a direct bearing upon our diocese and local churches. The deputies bring back this information and pass it along in the form of a resolution for our consideration.

## Resolution Format

Please prepare your Resolution in the following format:

**I. TYPE OF RESOLUTION**: Budget, Constitution and/or Canons, Policy Statement, or Position Statement

**II. TITLE and AUTHOR**: One line describing the resolution. Next line name(s) of author(s)

**III. INTENT:** Preamble [One sentence: This resolution intends to …], Resolution Statement ["Be it resolved … and be it further resolved ..."]. Do not use “whereas.” (*See sample below.)*

**IV. RATIONALE**: How does this Resolution further the life and ministry of the church in New Hampshire? Include historical context, further explanation or argument.

**V. PLAN OF ACTION**

**VI. PROJECTED COST**: Where applicable, state the projected cost to a congregation or to the Diocese of the position or policy you are proposing.

**VII. ACCOUNTABILITY**: How is action on this Resolution be reported?

**VIII. SUPPORTERS**: List any other supporters of the Resolution.

Sample Intent

**Resolved, that the Two Hundred Fourteenth Convention of the Diocese of New Hampshire** [state the action you want. Confine your motion to things that can be accomplished by the Church. Do not include argument or rationale. (There is a place for that below.)]

[Only if needed] **Be it further resolved that** [if the resolution requires additional action, state each additional action requested in a separate “Be it further resolved” paragraph].

[To be used only in the event that the resolution will cause the expenditure of funds] **Implementing this resolution is anticipated to cost , and funding will come from .**

### Suggested questions to ask in order to keep Resolutions focused:

1. Does your proposed resolution ask Convention to create, endorse or support a diocesan program or a program endorsed by General Convention, a diocesan committee, ministry or organization?

2. Does the Convention have authority over the subject matter of the resolution, or might the subject be handled in a way other than by resolution?

3. Does it help the Diocese to move forward to accomplish its goals and vision?

4. Does it direct action to be taken, specifying what and by whom?

5. Does it state a new position, policy, budget or Canonical change?

6. Does it amend an existing position?

7. What do you want the resolution to accomplish or prevent? Some things cannot be legislated no matter how desirable they may be. You can ask Diocesan Council to promulgate a program; you cannot ask "all Episcopalians" to buy into it. Be sure that your proposal is not inconsistent with the theology and practice of the Episcopal Church.

8. Who can most effectively accomplish your goal? Is it an individual, a Diocesan body, local parish vestries, a subsequent Convention of the diocese, or the General Convention?

9. Since votes are based on the resolution ‘resolved’ clause(s), will you be sure to state your resolve clearly and succinctly?

10. Why should this be a resolution and not a discernment paper? (*See below)*

Requirements:

(a) Be faithful to the timeline for submitting a resolution draft.

(b) If the resolution requires funding from the budget, make the source of the funding explicit by giving the category and item from which the funding will be taken. Any other source of funding should also be stated.

(c) If diocesan staff time is required by the expansion or implementation of programs according to your resolution, or if an increase in budget is required, accompany your resolution with an estimate of the cost of such changes.

(d) Indicate in your resolution who will be responsible to carry out the activity or communicate the information involved in the resolution.

(e) If a report back to Convention or any other person or body is required, indicate the time and form of such a report.