



## Worksheet for Resolutions/Memorials

Voting members are invited to prepare resolutions and memorials for consideration by the assembly. Adherence to timelines and guidelines is important so that resolutions/memorials may be reviewed by the Committee on Reference and Counsel and shared with voting members as quickly as possible. Please review the information below.

### RESOLUTION VS. MEMORIAL

**Resolutions** are requests from synods which may be directed to the ELCA Church Council or units or offices of the churchwide organization. As a practical matter, resolutions have a more narrow focus than memorials because they are a request for consideration by individual units, offices or the church council rather than the churchwide assembly. Resolutions may also be addressed to the NC Synod Council, congregations, bishop, etc., as they relate to the life and ministry of this synod.

**Memorials** address broad policy issues and are passed by synod assemblies for consideration by the ELCA Churchwide Assembly. Once a memorial is passed by a synod assembly it is sent to the ELCA Memorials Committee, which meets after all synod assemblies are over, to make recommendations for consideration by the churchwide assembly.

A resolution and a memorial may not be combined in one action. In addition, the synod should not address both the Church Council and the Churchwide Assembly on the same subject. Resolutions and memorials **may not direct** the churchwide organization to take action. They are proposals **requesting** a particular action.

### GENERAL GUIDELINES

Resolutions and Memorials need to

- Pertain to the life and ministry of the synod **or**
- Be directed to a churchwide office, unit, or the Church Council, rather than the Churchwide Assembly (Resolutions)
- Address broad policy decisions to be considered by the Churchwide Assembly (Memorials)
- Deal with matters of significance requiring consideration by the assembly
- Be stated clearly, concisely and objectively
- Contain complete, accurate and documented information

A resolution and a memorial *may not* be combined on one action, and a synod should not address both the Church Council and the Churchwide Assembly on the same subject.

### WHO MAY SUBMIT?

Resolutions/memorials may be submitted by an active member of a congregation of the synod, a congregation council or congregation of the synod, a committee, team or conference of the synod, or an agency or institution recognized by the synod. Resolutions submitted by individuals must include the signature of the pastor or congregation president for the sole purpose of certifying that the individual is a participating member of a congregation of the North Carolina Synod. Resolutions submitted on behalf of any other body must include a copy of the minutes in which that body voted to support the submittal of the resolution (i.e., congregation council minutes, congregation meeting minutes, committee minutes, etc.). All resolutions must designate the voting member of the synod assembly who is authorized to speak on behalf of the submitter(s) prior to and during the assembly.

### HOW SHOULD I SUBMIT?

All resolutions/memorials must be submitted on the official form and be **received in the synod office by Monday, April 8, 2019 (postmarked 4/8/19; or fax or e-mail submission by 5 p.m. on 4/9/18).**

1. Submit by email the resolution/memorial in Microsoft WORD format to [tammy@lutheranyouth.org](mailto:tammy@lutheranyouth.org).

2. Submit a hard copy with personal signature(s), including supporter list (if applicable) to:  
**Reference and Counsel**, NC Synod/ELCA, 1988 Lutheran Synod Drive, Salisbury, NC 28144.
3. Alternately, signed copies may be faxed to: Reference and Counsel at 704-638-0508.
4. Save a copy for your file.

Only resolutions of an urgent nature will be accepted after **April 8**. [Urgent nature is defined as a resolution that could not have been submitted prior to April 8, and which must be addressed before the 2018 assembly. Such resolutions must have a contact person who agrees to meet with the committee at 9 a.m. on June 1, and must be received in the office no later than **May 10**.]

### WHAT HAPPENS ONCE IT IS SUBMITTED?

Resolutions will be acknowledged within 10 days after the signed copy is received in the synod office. If you do not receive an acknowledgement, call the synod office (704-633-4861) to confirm receipt. Proposed resolutions will be reviewed by the Reference and Counsel Committee and prepared for presentation to the assembly.

### HOW DO I WRITE A RESOLUTION/MEMORIAL?

1. A resolution should be stated clearly and concisely.
2. The **WHEREAS** of the resolution should state the reason for the resolution. Each reason should be given as a separate WHEREAS. (WHEREAS clauses are not required.)
3. The **RESOLVED** section of the resolution should clearly state the action desired, who is to implement the action, and who is to bear any associated costs. Each action should be given as a separate **RESOLVED**.
4. If the resolution requires a change to the bylaws of the synod, the proposed wording should be included in the resolution.
5. Resolutions should be tested against questions such as:
  - a. Is the information complete and accurate?
  - b. Is this a matter that pertains to the purpose of the synod assembly?
  - c. Is this a matter of significance requiring consideration by the synod assembly?
  - d. Can the action be appropriately and effectively implemented by the synod assembly?
6. Consider reviewing the [NC Synod constitution](#) and/or the [ELCA constitution](#) as you write.

### FORM OF RESOLUTION/MEMORIAL

The basic structure is as follows:

1. **WHEREAS**, \_\_\_\_\_; and
2. **WHEREAS**, \_\_\_\_\_;
3. Therefore be it **RESOLVED** that \_\_\_\_\_ and
4. Be it further **RESOLVED** that \_\_\_\_\_.
5. Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

(1) Limit, if possible, your resolution to one page, (2) add numbered lines, and (3) use Arial 12 font.

### A WORD ABOUT SUPPORTERS

Submitters of resolutions are invited to include a complete list of supporters (personal signatures required) with the original resolution and must take full responsibility for the accuracy of the list. Neither staff nor committee members will follow-up with supporters to ensure their willingness to be listed as a supporter.

**If you have questions**, please contact Deacon Tammy Jones West at 704.633.4861, or the Reference and Counsel Committee chairperson whose name can be found by contacting the synod office at 704.633.4861.