

Instructions for Writing Resolutions (Oregon Synod 2019)

Any active member in good standing of an ELCA Oregon Synod congregation may submit a resolution. Generally, resolutions are crafted in concert with one's congregation or cluster. To submit a resolution, provide your signature, the name and location of your congregation and/or cluster, and the signature of your pastor or congregational president (this signature is requested to certify that you are a participating member of an ELCA congregation in the Oregon Synod, ELCA). If you have more than one resolution, please sign and submit them separately.

Resolutions will be accepted for consideration by the Reference and Counsel Committee (be "accepted resolutions") if received before 30 days prior to the opening of the assembly, making the 2019 deadline April 12. Resolutions received after the foregoing date will not be accepted for consideration unless 2/3 of the Reference and Counsel Committee or the Synod Council shall determine that the resolution is 1) of overriding importance, or 2) addresses a previously accepted resolution.

Guidelines

When submitting your resolution:

1. It should be stated clearly and concisely.
2. The WHEREAS section states the reason for the resolution. Each reason should be given as a separate WHEREAS, and WHEREAS statements should be factual, with the source of a quotation properly noted.
3. The RESOLVED section states the action desired, who will implement the action, and who will bear any cost. Each action should be described with a separate RESOLVED.
4. Resolutions should be tested against questions such as:
 - Is the information 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 being requested one which the synod can implement appropriately and effectively?

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 _____

Memorials

The ELCA Churchwide Assembly meets this coming August 2019. This means that members of the Oregon Synod may also wish to submit Memorials for consideration. A **Memorial** is a request of the Oregon Synod, if adopted, for an action on the part of the Churchwide Assembly that we ourselves cannot do. A **Resolution** is a request for action on the part of the Oregon Synod.

The guidelines and requirements for Memorials are the same as for Resolutions, including the April 12, 2019 due date. See the following or call the synod office at 503-413-4191 if you have questions about the difference between **Memorials** and **Resolutions**.

Resolutions and Memorials may be submitted by mail or email. They must be *received* by the stated deadline of April 12, 2019.

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