

Instructions for Preparing a Resolution
2008 Metropolitan Chicago Synod Assembly

All resolutions must be submitted by mail to the synod office, attention: The Rev. Carol Breimeier, 1420 W. Dickens Avenue, Chicago, IL 60614-3004, **no later than April 1, 2008**¹, for review and distribution in the Assembly Book of Reports.

Please type or handwrite clearly each resolution following the instructions below – using the Resolution Submittal Form format. The Resolution Submittal Form will be available online at www.mtselca.org. It is helpful to include an electronic copy of the resolution along with the original, signed paper form.

Two registered² voting members of the 2008 assembly must sign the resolution; in addition, please print both names with the church of membership (including city) at the bottom of each resolution.

Please follow the guidelines below when preparing a resolution.

Observations

1. A resolution should be stated clearly and concisely.
2. The WHEREAS section should state the reason for the resolution. Each reason should be given as a separate WHEREAS.
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.
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 which the synod can appropriately and effectively implement?

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.

²Online registration must be dated no later than April 1 to be considered a qualified signer of a resolution.