

How to Write a RESOLUTION for Convention

Proposed resolutions for the 237th annual convention on November 12-13,
2021 will be accepted until September 13, 2021

PLEASE **SUBMIT** RESOLUTIONS AS **EARLY AS POSSIBLE**, RATHER THAN ON THE DEADLINE

The Resolutions Committee has determined that it will number the resolutions in the order that they are received, and that the numerical order of resolutions will be the order in which they are considered by convention.

Much of the regular business of Diocesan Convention focuses on resolutions, but many churches never see the resolutions, and many delegates do not fully understand the resolution process. This document addresses some of the general questions about resolutions.

What is a resolution?

Some people labor under the misapprehension that the published resolutions are sacred. They are not. They are proposals, put in form for debate, amendment, clarification and eventual vote. After they have been assigned to the Resolutions Committee for review and consideration, they will be formally discussed at Convention.

Who can write a resolution for Diocesan Convention?

Any church member can write a resolution concerning the mission and ministry of our church. To become a part of Convention business, however, **it requires sponsorship or endorsement** of one or more of the following:

- A delegate to Convention, either lay or clergy
- An authorized group such as a Regional Council or a diocesan committee

Are there other ways that a resolution can be passed?

Yes. The triennial General Convention of The Episcopal Church passes many pieces of legislation that have a direct bearing upon our diocesan and local church life. The diocesan deputies to the General Convention bring back this information and pass it along in the form of a resolution for our consideration.

How do I write a resolution?

Resolutions should be submitted in proper format as outlined below, containing only those specific statements upon which the convention will vote. Resolutions should be written clearly, concisely and in gender-neutral, inclusive style.

Submitted by or signed...

(List all signatories who are sponsoring the resolution as recommended previously. Those signing on a resolution should be prepared to discuss the motion if called on.)

Resolved, that the 233rd Convention of the Diocese of Maryland...

(State what action you wish to occur. Please confine your motions to things that can be accomplished by the Church, or do not conflict with national or diocesan canons.)

Be it resolved that...

(Your resolution may require more than one distinct action. Please state each step in a new "resolve" paragraph.)

If applicable, resolutions should meet the following requirement of Canon 1-250: "Resolutions calling for the expenditure of funds shall be accompanied by a proposed budget or similar document indicating the source of funds, fundraising responsibilities and related matters."

Include the email or phone number of each individual submitter, or the name and contact information for a contact person if the resolution is submitted by a committee or other group.

What happens once the Secretary of Convention receives the proposed resolutions?

Proposed resolutions are reviewed by the Secretary of Convention and assigned to the appropriate committee within the diocese. All resolutions not particular to a specific committee are assigned to the Resolutions Committee. The Resolutions Committee can make amendments, changes, clarifications and grammatical corrections to the text of proposed resolutions for purposes of clarity and format. Members of the Resolutions Committee may be in contact with the submitters of resolutions to obtain further information. The final version of the resolutions will then be made available to the delegates prior to convention.

Where do I submit a resolution?

The preferred method to submit a resolution is by email. Please email your resolution to the Rev. Canon Scott Slater, assistant secretary of Convention at sslater@episcopalmaryland.org. If you don't have email you can mail your resolution to the address below.

The Rev. Canon Scott Slater
The Diocese of Maryland
4 East University Parkway
Baltimore, Maryland 21218

When will the resolutions be made available to the delegates?

If deemed appropriate by the Planning Committee of the Convention, submitters should be prepared to participate in pre-convention meetings made available to all delegates held prior to convention. All resolutions submitted by the March 5th deadline will be published in the *Pre-Convention Journal* and on the diocesan website, www.EpiscopalMaryland.org.

Resolutions Committee Contacts:

The Rev. Eddie Blue: eddie_blue@verizon.net (Chair)

The Rev. Canon Joanna White: jwhite@episcopalmaryland.org (Secretary of Convention)

SAMPLE RESOLUTION

Title: Commending "The Corporation"

Submitted by: The Clergy elected from the Diocese of Maryland to serve as members of the Board of Managers for the Corporation for the Relief of the Widows and Children of the Clergy of the Protestant Episcopal Church in Maryland, namely: The Rt. Rev. Charles L. Longest, chaplain, the Rev. James R. Crowder, executive secretary, the Rev. C. Allen Spicer, president, the Rev. Sarah E. Lewis, board member, the Rev. William H.C. Ticknor, board member

RESOLVED, that this 219th Convention of the Diocese of Maryland commends The Corporation for the Relief of the Widows and Children of the Clergy of the Protestant Episcopal Church in Maryland for 218 years of faithful service to clergy families; and be it further

RESOLVED, that the Corporation also be commended for recent changes to its By-Laws which have enabled it to include as potential beneficiaries the families and partners of all ordained persons canonically resident in the Dioceses of Maryland, Washington, and Easton; and be it further

RESOLVED, that all ordained persons canonically resident in the Diocese of Maryland be encouraged to become dues paying members of The Corporation as one way of supporting this continuing ministry of pastoral care and financial support for clergy families.

EXPLANATION

The Corporation has recently overhauled itself in several respects, positioning it to better meet present and future needs of clergy families. For further information, please refer to the pamphlet on the Ministry of The Corporation, which has been included in each delegate's Convention packet.