



Guidelines for Writing Resolutions for the 78th General Convention

Resolutions are the legislative vehicle for the acts of General Convention. Only Commissions, Committees, Agencies and Boards (CCABs); Bishops; Provinces and Dioceses; and Deputies may submit Resolutions for consideration. The following guidelines are provided to assist them in preparing Resolutions, and should be read in conjunction with the Rules of Order (2012 Constitution and Canons pp. 177-221).

Classification of Resolutions

Resolutions are classified according to their origin:

“**A**” Resolutions are those submitted by CCABs in the Report to the 78th General Convention.

“**B**” Resolutions are those submitted by Bishops.

“**C**” Resolutions are those submitted by Provinces or Dioceses.

“**D**” Resolutions are those submitted by Deputies.

Memorials are submitted by provinces, dioceses, bishops, deputies and CCAB’s to highlight interest, concern or opinion on a particular subject. Memorials to General Convention have often been the catalyst for major initiatives or changes in the mission and ministry of the Episcopal Church.

Submitting Resolutions

“A” Resolutions are submitted as part of the particular CCAB’s report to the General Convention. *The General Convention Office will edit and translate these reports, and digitally publish them in Reports to the 78th General Convention (The Blue Book). They will be published as soon as possible, and the entire Blue Book will be online by April 2015 on the General Convention website: <http://www.generalconvention.org>.*

“B”, “C” and “D” Resolutions must be submitted electronically to the General Convention Office. *Submission procedures and information will be available on the General Convention website by September 1, 2014: <http://www.generalconvention.org>.*

All Resolutions submitted will be processed and assigned to Legislative Committees as soon as possible, beginning with the meeting of Legislative Committee chairs in the Spring of 2015.

The final deadline for submitting resolutions is **5:00 p.m. on June 26, 2015** (the 2nd legislative day). Once on site, Resolutions may be submitted to the General Convention Secretariat located in Ballrooms G, H, and I of the Salt Palace convention center.

Writing Resolutions (Examples may be found on page 4)

1. A resolution **must require specific action**. The resolution should be phrased so that, if concurrent action is taken, it will result in some action by the General Convention or by an identified person or agency of the Church.
2. A resolution requiring concurrence (adoption by both Houses) begins with the following phrase: “Resolved, the House of _____ concurring, That the 78th General Convention...” After the first House acts the underline is replaced with the concurring House. Single-House Actions, such as amendments to the Rules of Order of a House, do not require concurrence and therefore the House is determined when the resolution is submitted.
3. Use the subjunctive verb tense¹: *Examples*: “That the 78th General Convention adopt the following statement...” (instead of adopts); “That the 78th General Convention confirm” (instead of confirms).
4. If a resolution contains more than one resolve clause, the two or more are joined together with a semicolon followed by the words “and be it further.” (*for resolutions amending the Constitution or Canons, see below*)
5. If you reference a report, study or other document that is not generally known by members of the House or readily available, you must provide copies of it with your resolution for distribution to the Houses (*Joint Rules of Order, III.12*).
6. Please:
 - **do not** indent paragraphs
 - **do not** use bullets, numbering, etc.; **do** display any list in a narrative format.
 - **do not** underline text.
 - **do not** bold text. Bold is used to indicate “final text” when the resolution is passed by convention.
 - **do not** include web references in your resolution. *Web sites come and go and may not be relevant in the future to the legislation passed.*
 - **do not** refer to or attach congressional legislation or bills. They often change and may have “riders” attached that do not refer to the intent of the resolution being proposed.

TEXT AMENDING THE CONSTITUTION AND CANONS

- A. Begin your resolve clause with the article or canon reference. *Example*: “That Canon 1.17.1(c) is hereby amended to read as follows...”
- B. To minimize errors, we suggest you copy and paste the text you are amending from the electronic version of the 2012 C&C (found at <http://www.generalconvention.org/gc/gc2012>)
- C. Text to be deleted is indicated by a ~~strike through~~² mark and text to be inserted is indicated by *italics*.
- D. Include the entire section or paragraph from which you are amending instead of using ellipse marks (...). This provides clarity when the resolution is being discussed.
- E. If you are amending more than one section of the C&C, or if there is an additional resolve clause after a proposed amendment, the first clause closes with a period. “And be it further,” is on the next line followed by the next resolve clause on its own line.
- F. The terms Bishop, Presbyter, Deacon, Priest and Lay Person and their plurals are capitalized.

¹In English grammar the verb tense indicates the style or manner of speech. The subjunctive verb tense expresses necessity or demand and therefore in a resolve clause, it is adopt not *adopts*, confirm not *confirms*, etc.

²The strikethrough mark is found in the format/font/effects section.

Topic and Title

A brief descriptive title is assigned to highlight the area of legislation. *Example: Support for Seminarians.* The Archives will assign a general topic for the grouping of resolutions to facilitate the legislative process.

For resolutions that propose amendments to the Constitution or Canons, the title should consist of the article or canon reference. *Example: Amend Canon 1.17.1(c).*

Titles should be no more than 35 characters in length.

Funding Implications

If your resolution contains budgetary implications, a cost estimate **must be** included within a last resolve clause of your resolution. Please use this format:

“Resolved, That the General Convention request the Joint Standing Committee on Program, Budget and Finance to consider a budget allocation of \$ _____ for the implementation of this resolution.”

Explanation

Do not use preambles and “Whereas” clauses in resolutions. The purposes, intentions and justifications for a Resolution should be included in an explanation following the Resolution. *Please limit explanations to a few paragraphs.*

Endorsers

All resolutions of Bishops shall be proposed by one Bishop and endorsed by no fewer than two additional Bishops, with all three being from different dioceses. **Each Bishop may propose no more than three resolutions.** (*HOB Rules of Order IV*)

All resolutions of Deputies shall be proposed by one Deputy endorsed by no fewer than two additional Deputies. **Each Deputy may propose no more than three resolutions.** (*HOD Rules of Order VI.22 (c)*)

About Memorials

In the legislative context, a memorial is comparable to a petition: a statement about a matter of great importance that urges the General Convention to take action. A memorial should present arguments for the proposed action, and may provide evidence of widespread concern for the matter being memorialized. Memorials are referred to a legislative committee to inform their deliberations. Although not a resolution itself, a memorial informs committees as they perfect legislation.

Memorials should be submitted in the following form:

To the Deputies and Bishops of The Episcopal Church assembled at the 78th General Convention:

(Here follows a description of the action being urged and arguments for the action.)

Respectively submitted,

(Here follows the name or names of the dioceses, provinces, bishops or deputies submitting the Memorial)

Resolution Examples

For Resolutions other than those amending the Constitution or Canons

Title: Establishing a Churchwide Office of Philanthropy

Resolved, the House of _____ concurring, That the 78th General Convention authorize establishment of a Churchwide Office of Philanthropy for the purpose of promoting philanthropy and developing resources to support the ongoing mission and ministries of The Episcopal Church; and be it further

Resolved, That the services of this office will be dedicated to support philanthropic efforts in dioceses, parishes and the Church at large, as directed by the Church's Executive Council; and be it further

Resolved, That the General Convention request that the Joint Standing Committee on Program, Budget and Finance consider a budget allocation of \$300,000 for the implementation of this resolution.

For Resolutions amending the Constitution or Canons

Title: Amend Canon IV.4.14(a) and Canon IV.4.31

Resolved, the House of _____ concurring, That Canon IV.4.14 is hereby amended to read as follows:

Sec. 14. (a) The Ecclesiastical Trial Court shall keep a *complete and accurate record of the its proceedings. in each case brought before it and the record shall be certified by the Presiding Judge of the Court. If the record cannot be authenticated by the Presiding Judge by reason of the Presiding Judge's death, disability or absence, it shall be authenticated by a member of the Court designated for that purpose by majority vote of the Court. When all proceedings on a Presentment have been concluded, including any and all appeals, the Presiding Judge shall certify the record. If the Presiding Judge did not participate in the proceeding for any reason, by majority vote the Court shall designate another member to certify the record.*

(b) The Court shall promptly deliver the original certified record of the proceedings to The Archives of the Episcopal Church.

And be it further

Resolved, That Canon IV.4.31 is hereby amended to read as follows:

Sec. 31. During the period between General Conventions, each Provincial Synod shall elect the Judges of the Court of Review in the Province. The Synod shall prescribe the time and the manner in which such Judges shall be elected. The persons so elected, except in case of death, resignation, or declination to serve, shall continue to be members of the Court for such terms as the Synod may set and until their successors shall be elected. The Bishop elected by the Synod shall be the Presiding ~~Officer~~ Judge of the Court.

Resources for Preparing Resolutions

Digital Archives: http://www.episcopalarchives.org/digital_archives.html.

You can search the Acts of Convention (1976-2009), the resolves of Executive Council, and Episcopal News Service (ENS) articles. The digital archives is an excellent tool for researching your resolution's topic. If further assistance is needed, the Archives may be contacted by phone at 1.800.525.9329 or by email at research@episcopalarchives.org.

Standing Commission on Constitution and Canons:

If the proposed resolution amends the Constitution or Canons, please contact the Standing Commission for their review. Send the draft(s) to William Cathcart, Chair at bcathcart@cathcartdooley.com

The Office of the General Convention: phone 1.800.334.7626 email: gcoffice@episcopalchurch.org

Ms. Marian Conboy, (212) 716-6205 mconboy@episcopalchurch.org

Ms. Twila Rios, (212) 716-6141, trios@episcopalchurch.org

Commissions, Committees, Agencies and Boards

If the content of your resolution concerns a subject that a particular CCAB may be addressing, you are encouraged to contact the Chair of that CCAB (list below). The CCAB descriptions (mandates) are available online at:

<http://www.generalconvention.org/ccab>

| STANDING COMMISSIONS | | |
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| Anglican & International Peace w/ Justice Concerns | Ms. Brenda Hamilton | dirtgirl63@gmail.com |
| Communication & Information Technology | Ms. Melodie Woerman | mwoerman@episcopal-ks.org |
| Constitution & Canons | Mr. William Cathcart | bcathcart@cathcartdooley.com |
| Ecumenical & Interreligious Relations | The Rt. Rev. Philip Duncan | bishopduncan@diocgc.org |
| Health | The Rt. Rev. Marc Andrus | bishopmarc@diocal.org |
| Lifelong Christian Education & Formation | Ms. Janie Stevens | jajstevens@me.com |
| Liturgy & Music | The Rev. Dr. Ruth Meyers | rmeyers@cdsp.edu |
| Ministry Development | Mr. Keane Akao | keaneakao.hi@gmail.com |
| Mission and Evangelism | The Rev. Deborah Royals | debroyals@yahoo.com |
| Small Congregations | Mr. George Wing | gwing@winglaw.com |
| Social Justice and Public Policy | Ms. Sarah Lawton | sarahlawton@gmail.com |
| Stewardship & Development | Mr. Jamie McMahan | jamie.mcmahan@gmail.com |
| Structure of the Church | Mr. Thomas Little | tlittle@vsac.org |
| World Mission | Ms. Sandra McPhee | sfmesq@yahoo.com |
| JOINT STANDING COMMITTEES | | |
| Nominating Committee for the Election of a Presiding Bishop | Ms. Sally Johnson The Rt. Rev. Edward Konieczny | sallyjohnson53@gmail.com bishoped@epiok.org |
| Nominations | The Rev. Dr. Lee Alison Crawford | lacinv94@aol.com |
| Planning & Arrangements | The Rev. Cn. Michael Barlowe | mbarlowe@episcopalchurch.org |
| Program, Budget & Finance | The Rev. Cn. Mally Lloyd | malloyd2@aol.com |
| EXECUTIVE COUNCIL & JOINT STANDING COMMITTEES | | |
| Executive Council | The Most Rev. Katharine Jefferts Schori | pboffice@episcopalchurch.org |
| Advocacy and Networking | Ms. Lelanda Lee | lelandalee@gmail.com |
| Finances for Mission | The Rt. Rev. Mark Hollingsworth | mh@dohio.org |
| Governance and Administration for Mission | Mr. Stephen Hutchinson | shutchinson@episcopal-ut.org |
| Local Ministry and Mission | Ms. Anne Watkins | annemw630@gmail.com |
| World Mission | Ms. Martha Gardner | mgardner@cpg.org |
| EXECUTIVE COUNCIL COMMITTEES | | |
| Anti-Racism | Dr. Navita James | ncjswfla@yahoo.com |
| Audit | The Rev. Robert Brooks | revbobbrooks@aol.com |
| Corporate Social Responsibility | Mr. E. Kim Byham | ekim.byham@gmail.com |
| Economic Justice Loan | Ms. Lindsey Parker | lindseywparker@comcast.net |
| ENS Resource Council | The Rev. James Richardson | Jim.richardson@stpaulsmemorialchurch.org |
| Indigenous Ministries | Ms. Jasmine Bostock | Jb3909a@student.american.edu |
| Investment | Mr. T. Dennis Sullivan | t.dennis.sullivan@gmail.com |
| Science, Technology & Faith | The Rev. Alistair So | alistairso@me.com |
| Status of Women | The Rev. Dr. Paula Nesbitt | nesbitt.p@sbcglobal.net |
| AGENCIES & BOARDS | | |
| Archives of the Episcopal Church | The Rt. Rev. J. Neil Alexander | deansot@sewanee.edu |
| Episcopal Church Building Fund | The Rt. Rev. Sean Rowe | seanrowe@dionwpa.org |
| Board for Transition Ministries | The Rt. Rev. Barry Beisner | bishopblb@norcalepiscopal.org |
| Church Pension Fund | The Rt. Rev. Wayne Wright | Bishopofdioceseofdelaware.net |
| Disciplinary Board for Bishops | The Rt. Rev. Dorsey Henderson Jr. | dusc@aol.com |
| Episcopal Relief & Development Board | The Rt. Rev. Robert O'Neill | bishoponeill@coloradodiocese.org |
| Forward Movement | The Rev. Scott A. Gunn | sgunn@forwardmovement.org |
| General Board of Examining Chaplains | The Rt. Rev. Barry Howe | barryhowe@gmail.com |
| General Theological Seminary | The Rt. Rev. Mark Sisk | marksisk@att.net |
| United Thank Offering | Ms. Barbara Schafer | Bschafer12@cox.net |
| OTHER | | |
| Pastoral Development, House of Bishops | The Rt. Rev. James Waggoner Jr. | jimw@spokanediocese.org |
| Religious Communities, House of Bishops | The Rt. Rev. Russell E. Jacobus | rjacobus@att.net |
| State of the Church, House of Deputies | The Rev. Andrew Green | wrector@gmail.com |
| Theology, House of Bishops | The Rt. Rev. Joe Burnett | jburnett@episcopalmaryland.org |
| A050 Task Force on the Study of Marriage | The Rev. Brian Taylor | bctaylor@me.com |
| Task Force of the Reimagining of The Episcopal Church (TREC) | Ms. Katy George The Rev. Craig Loya | kgeorgecain@me.com craigloya@gmail.com |