



## Guidelines for Writing Resolutions for the 79th General Convention

*Resolutions are the legislative vehicle for the acts of General Convention. Only certain<sup>1</sup> Interim Bodies, Legislative Committees, Bishops, Provinces and Dioceses, and Deputies may submit resolutions for consideration. The following guidelines are provided to assist in preparing resolutions, and should be read in conjunction with the Rules of Order (2015 Constitution and Canons pp. 183-231).*

### Classification of Resolutions

Resolutions are classified according to their origin:

“**A**” Resolutions are those submitted by Interim Bodies in the Report to the 79th General Convention, or by Legislative Committees during the 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 other groups as expressions of interest, concern or opinion on a particular subject. They do not call for specific legislation. See **Guidelines for Submitting Memorials** for more information.

### Submitting Resolutions

“**A**” Resolutions are submitted by Interim Bodies as part of their Blue Book report to the General Convention. *The General Convention Office will edit and translate these reports, and post them online in Reports to the 79th General Convention (The Blue Book). They will be posted as soon as possible, and the entire Blue Book will be online by May, 2018 on the General Convention website: <http://www.generalconvention.org>.*

“**B**”, “**C**” and “**D**” Resolutions must be submitted to the General Convention Office. Resolutions should be prepared in standard word processing software such as Microsoft Word, and submitted via email to [gcoffice@episcopalchurch.org](mailto:gcoffice@episcopalchurch.org) or by mail to the Office of the General Convention, 815 Second Avenue, New York, NY 10017. Electronic submission is preferred. All such resolutions will be acknowledged, and if no acknowledgement is received, please call Marian Conboy in the Office of the General Convention at 212 716-6205.

All resolutions that have been properly 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 2018.

<sup>1</sup>Standing Commissions, Task Forces of General Convention, Executive Council and others as approved by the Secretary in virtue of their mandate or other constituting measure.

The final deadline for submitting resolutions is **5:00 p.m. on July 6th** (the 2<sup>nd</sup> legislative day). On site, resolutions may be submitted to the General Convention Secretariat in the 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 79th 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 tense<sup>1</sup>: *Examples*: “That the 79th General Convention adopt the following statement...” (instead of adopts); That the 79th 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*)<sup>2</sup>
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. If the resolution calls for the creation of an Interim Body, it should state the composition of the proposed body, and, unless otherwise provided for in the Canons or Rules of Order, how it is to be constituted.
7. Please:
  - **do not** indent paragraphs
  - **do not** use bullets, numbering, etc.; **do** display your list in a narrative format.
  - **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.

<sup>2</sup>For reasons of clarity and execution, it is recommended that no resolution contain more than three resolve clauses. For advice on this, please feel free to call the Office of the General Convention at 212 716-6205.

### 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 2015 C&C, which can be found at: <https://www.generalconvention.org>
- C. Text to be deleted is indicated by a ~~strike-through~~ 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 words Bishop, Priest, Deacon, Priest and Lay Person and their plurals are capitalized.

#### Title

A brief descriptive title is assigned to highlight the area of legislation. *Example: Support for Seminarians.* 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. The Office of the General Convention reserves the right to edit or change a title.*

#### 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. The explanation is not part of the official text of the resolution.*

#### 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)*)

### Resolution Examples

[For Resolutions other than those amending the Constitution or Canons](#)

Title: Establishing an Advisory Council on Theological Studies

*Resolved*, the House of \_\_\_\_\_ concurring, That the 79th General Convention authorize the establishment of an Advisory Council on Theological Studies for the purpose of developing resources to support the ongoing mission and ministries of The Episcopal Church; and be it further

*Resolved*, That this Advisory Council be appointed jointly by the President of the House of Deputies and the Presiding Bishop, with 6 members – 3 bishops, 1 priest, 1 deacon and 1 lay person – and that this council report back to the 80<sup>th</sup> General Convention; 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 \$50,000 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/e-archives/>.

You can search the Acts of Convention (1976-2015), the resolves of Executive Council, and Episcopal News Service (ENS) articles. The digital archives are 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](mailto:research@episcopalarchives.org).

**Standing Commission on Structure, Governance, Constitution and Canons:**

If the proposed resolution amends the Constitution or Canons, please contact the Standing Commission on Structure, Governance, and Constitution and Canons. Send the draft(s) to Pauline Getz, Chair, at [paulinegetz@gmail.com](mailto:paulinegetz@gmail.com).

**The Office of the General Convention:** General email: [gcoffice@episcopalchurch.org](mailto:gcoffice@episcopalchurch.org)

Ms. Marian Conboy, (212) 716-6205 [mconboy@episcopalchurch.org](mailto:mconboy@episcopalchurch.org)

Ms. Twila Rios, (212) 716-6141, [trios@episcopalchurch.org](mailto:trios@episcopalchurch.org)

## Interim Bodies

If the content of your resolution concerns a subject that a particular Interim Body may be addressing, you are encouraged to contact the Chair of that group. Please send your message to [gcoffice@episcopalchurch.org](mailto:gcoffice@episcopalchurch.org) and your message will be forwarded. Put the name of the committee and chair in the subject line. The descriptions (mandates) are available online at: [https://extranet.generalconvention.org/governing\\_and\\_interim\\_bodies/interim\\_bodies](https://extranet.generalconvention.org/governing_and_interim_bodies/interim_bodies).

<b>Liturgy &amp; Music</b>	The Rev. Devon Anderson
<b>Structure, Governance, Constitution and Canons</b>	Ms. Pauline Getz
<b>Nominations</b>	Mr. Christopher Hart
<b>Planning &amp; Arrangements</b>	The Rev. Cn. Michael Barlowe
<b>Program, Budget &amp; Finance</b>	Ms. Barbara Miles
<b>Executive Council</b>	The Most Rev. Michael B. Curry
<b>Advocacy and Networking</b>	Dr. Anita George
<b>Finances for Mission</b>	Ms. Tess Judge
<b>Governance and Administration for Mission</b>	Dr. Fredrica Harris Thompsett
<b>Local Ministry and Mission</b>	The Rev. Cn. Susan Brown Snook
<b>World Mission</b>	Ms. Karen Longenecker
<b>Anti-Racism</b>	Mr. James McKim
<b>Audit</b>	Mr. Bryan Krislock
<b>Corporate Social Responsibility</b>	The Rev. Canon Brian Grieves
<b>Economic Justice Loan</b>	The Hon. Warren Wong
<b>Investment</b>	Mr. Michael Kerr
<b>Archives of the Episcopal Church</b>	Ms. Pan Adams-McCaslin
<b>Episcopal Church Building Fund</b>	Ms. Ruth Woodliff-Stanley
<b>Board for Transition Ministries</b>	Ms. Judy Stark
<b>Church Pension Fund</b>	Ms. Barbara B. Creed
<b>Disciplinary Board for Bishops</b>	The Rt. Rev. Catherine Waynick
<b>Episcopal Relief &amp; Development Board</b>	Mr. Daniel McNeel Lane
<b>Forward Movement</b>	The Rev. Gary Jones
<b>General Board of Examining Chaplains</b>	The Rt. Rev. Larry Benfield
<b>General Theological Seminary</b>	The Rt. Rev. Clifton Daniel
<b>Pastoral Development, House of Bishops</b>	The Rt. Rev. Gayle Harris
<b>State of the Church, House of Deputies</b>	The Rev. Winnie S. Varghese
<b>Theology, House of Bishops</b>	The Rt. Rev. Thomas E. Breidenthal