



## **Guidelines for Submitting Memorials for the 79th General Convention**

### **About Memorials**

**Memorials** may be 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.

In a 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.

### **Writing Memorials**

Memorials should take the following form:

To the Deputies and Bishops of the Episcopal Church assembled at the 79<sup>th</sup> General Convention:

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

Respectfully submitted,

(Here follows the names of all submitting the Memorial)

### **Submitting Memorials**

The final deadline for submitting memorials is the same as the resolutions deadline - **5:00 p.m. on July 6th** (the 2<sup>nd</sup> legislative day). Once on site, resolutions may be submitted to the General Convention Secretariat in the Convention Center. Prior to General Convention, memorials may be submitted by email to [gcsecretary@episcopalchurch.org](mailto:gcsecretary@episcopalchurch.org) or by mail to The Rev. Canon Michael Barlowe, Secretary of General Convention, 815 Second Avenue, New York, NY 10017.

## Distribution

Memorials will be posted on the General Convention website and referred to the appropriate Legislative Committee(s) by the Secretary of General Convention.

Additionally, Memorials received prior to June 1, 2017 will be translated into Spanish and posted on the GC website.

## Resources for Preparing Memorials

**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 prior General Convention actions on your subject. 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).

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

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