



Resolution Guidelines for the 77th General Convention

Here are some guidelines to aid committees, commissions, agencies and boards (CCABs), provinces, dioceses, bishops and deputies in preparing and submitting resolutions to the General Convention. The Rules of Order in the 2009 Constitution and Canons (*pp. 171-215*) provide valuable information regarding this subject and the legislative process. You are strongly encouraged to review them.

Types of Resolutions

- “A”...submitted by CCABs in their Report to the 77th General Convention.
- “B”...submitted by bishops.
- “C”...submitted by dioceses or provinces.
- “D”...submitted by deputies.

Memorials are submitted by provinces, dioceses, bishops and deputies as expressions of interest, concern or opinion on a particular subject. They do not call for specific legislation.

Submitting Resolutions

“A” Resolutions may be submitted as part of each CCAB report to the General Convention. The General Convention Office compiles these reports in a book titled *Report to the 77th General Convention* (otherwise known as *The Blue Book*). It will be translated into Spanish and both versions will be available by April, 2012 online at: <http://generalconvention.org/gc/publications>.

“B”, “C” and “D” Resolutions from provinces, dioceses, bishops and deputies are to be submitted to the General Convention Office via the *77th General Convention Resolution Form*. The Form is also available online at: <http://www.generalconvention.org>.

- Submit the **Resolution Form** along with the **resolution & explanation text electronically** to: gcoffice@episcopalchurch.org.
- Resolutions submitted by **April 5, 2012** will be sent to Legislative Committees by May 5, 2012. Resolutions submitted after April 5 will be processed and sent to Legislative Committees in as timely a manner as possible.

The final deadline for submitting resolutions is **5:00 p.m. on July 6th** (the 2nd legislative day). On site, resolutions may be submitted to the General Convention Secretariat located in Room **109/110**. Please have your resolution/explanation text on disk or send electronically; this will help tremendously with speedy processing. We strongly encourage you to submit resolutions early so legislative committees may give every resolution full consideration.

Individual Deputies and Bishops are limited to proposing not more than three (3) resolutions.

Endorsers

All **bishop** resolutions shall be “**endorsed by no fewer than two additional Bishops, all three being from different dioceses.**” (2009 C&C, HBRO p. 175)

All **deputy** resolutions shall be “**endorsed by no fewer than two additional Deputies.**” (2009 C&C, HDRO p. 194)

Resolution Text (see examples 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 77th 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.¹ *Examples*: “That the 77th General Convention adopt the following statement...” (instead of *adopts*); “That the 77th 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 C&C, 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
 - use bullets, numbering, etc.; display your list in a narrative format.
 - bold text. Bold is used to indicate “final text” when the resolution is passed by Convention.
 - include web references in your resolution. Web sites come and go and may not be relevant in the future to the legislation passed. Also, the voting bodies may not have the ability to review the website before voting on the resolution.
 - 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 I.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 2009 C&C (<http://generalconvention.org/gc/publications>)
- C. Text to be deleted is indicated by a ~~strikethrough~~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.

Topic and Title

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

For resolutions that propose amendments to the C&C, 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 the 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.”

¹ In 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.

² Strikethrough text can be set in Microsoft Word in the “Format » Font” Effects section.

Explanation

The use of preambles and “Whereas” clauses in resolutions is highly discouraged. Experience teaches that this often leads to unnecessary and time-consuming debate on, and even attempts at, amendments to the preamble clauses, which of itself is of no legislative effect, sometimes causing the legislation to be lost and always with delay to the House. Reasons for resolutions and the purposes, intentions and justifications for them are best included in an explanation following the resolution. Please limit to a few paragraphs in length.

Mission Priorities

Please review the **Mission Priorities** that were established at the 76th General Convention:

Networking the members of the Body of Christ

- a. Establishing and supporting collaborative efforts within and among dioceses and congregations to promote vibrant ministry in service to God’s mission
- b. Structuring healthy relationships with overseas dioceses of The Episcopal Church and those Anglican provinces historically related to The Episcopal Church, clarifying commitments with firm timelines and establishing necessary accountability
- c. Promoting partnerships with other dioceses and churches of the Anglican Communion, encouraging multi-diocese mission efforts that reduce redundancy and enhance relationships both domestic and foreign
- d. Advancing ecumenical relationships and collaborations

Alleviating Poverty and Injustice

- a. Inspiring and modeling a genuine commitment to the United Nations’ Millennium Development Goals
- b. Addressing, domestically and abroad, the challenges and consequences of a failing global economy
- c. Advocating for and working to provide education, healthcare, employment, housing, and equal rights for all of God’s beloved
- d. Promoting environmental sustainability and stewardship of creation

Claiming our Identity

- a. Exploring and discovering who we are as The Episcopal Church, within the comprehensive reality of our complex culture and in relationship to others
- b. Educating about Episcopal Church governance and polity, forming at all ages our Christian, Episcopal, and Anglican identity
- c. Telling Christ’s story and our story, utilizing current technology and a vibrant contemporary communications network

Growing Congregations and the Next Generations of Faith

- a. Establishing lifelong Christian formation throughout the Church, with specific support of youth and young adults
- b. Making evangelists of all communicants
- c. Teaching and developing the spiritual discipline of giving
- d. Providing discernment and formation of lay and ordained ministries
- e. Supporting congregational vitality and development, with particular attention to immigrant, indigenous, and underserved populations

Strengthening Governance and Foundations for Ministry

- a. Inspiring and developing sound leadership at all levels of the Church
- b. Moving from programmatic structures to ministry networks
- c. Collaborating with seminaries and dioceses to restructure and retool theological education for a changing church
- d. Reviewing provincial and diocesan configurations and composition
- e. Assuring standards of accountability and measurement of outcome
- f. Providing legal and operational support for dioceses in transition or litigation

Resolution Examples

Title: Continued Development of Province IX Curriculum Project

Resolved, the House of _____ concurring, That the 77th General Convention commend Province IX for their creative and collaborative work in creating curricula for use in their province that is created from the grassroots and speaks in the language and idioms of the people that will use those curricula; and be it further

Resolved, That the Evangelism and Congregational Life Center of The Episcopal Church Center be directed to complete the Province IX curriculum project, continuing the face-to-face process of development that has begun creating these resources, and that this process be further developed as a model for the creation of formation and educational materials that are to be used in non-Anglo contexts; and be it further

Resolved, That the 76th General Convention request that the Joint Standing Committee on Program, Budget and Finance consider a budget allocation of \$120,000 for the implementation of this Resolution during the 2009-2012 triennium.

Title: Amend Canon I.4.1(c)

Resolved, the House of _____ concurring, That Canon I.4.1(c) is hereby amended to read as follows:
Sec. 1 (c) ~~Except as its membership may include additional persons elected prior to the adjournment of the meeting of the General Convention in 1976 for terms which have not expired,~~ [T]he Executive Council shall be composed (a) of twenty members elected by the General Convention, of whom four shall be Bishops, four shall be Presbyters or Deacons, and twelve shall be Lay Persons *who are confirmed adult communicants in good standing* (two Bishops, two Presbyters or Deacons, and six Lay Persons to be elected by each subsequent regular meeting of the General Convention); (b) of eighteen members elected by the Provincial Synods; (c) of the following ex officii members: the Presiding Bishop and the President of the House of Deputies; and (d) the Vice-President, the Secretary, and the Treasurer of the Executive Council, who shall have seat and voice but no vote. Each province shall be entitled to be represented by one Bishop or Presbyter or Deacon canonically resident in a diocese which is a constituent member of the province and by one Lay Person who is a confirmed adult communicant in good standing of a diocese which is a constituent member of the province, and the terms of the representatives of each province shall be so rotated that two persons shall not be simultaneously elected for equal terms.

Available Resources (as you write your proposed resolution)

Digital Archives

You can search the Acts of Convention (1976-2006), the resolves of Executive Council, and Episcopal News Service (ENS) articles at http://www.episcopalarchives.org/digital_archives.html. The digital archives is an excellent tool for researching your resolution's topic. If further assistance is needed, please contact the Archives directly: by phone at 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 Diane Sammons, Chair, at DSammons@nagelrice.com or Joan Geiszler-Ludlum, Vice Chair, at jcgl@ec.rr.com.

The General Convention Office

The Office of the General Convention can be reached by phone at (800) 334-7626, or via email at gcoffice@episcopalchurch.org. Please contact the following individuals:

- Marian Conboy, *Staff Assistant for Legislation* (x6205), mconboy@episcopalchurch.org
- Christopher Barajas, *Staff Assistant for Publications* (x6141), cbarajas@episcopalchurch.org

CCABs

If the content of your resolution touches on a subject a particular CCAB may be addressing, you are encouraged to contact the Chair of that CCAB. Descriptions of CCAB mandates are available online at <http://generalconvention.org/ccab>.

Standing Commissions

Anglican & International Peace w/ Justice Concerns

Mr. Matthew Gobush, mattgobush@hotmail.com

Communication and Information Technology

Mr. Sean McConnell, seanm@diocal.org

Constitution and Canons

Ms. Diane Sammons, DSammons@nagelrice.com

Ecumenical & Interreligious Relations

Rt. Rev. Philip Duncan, bishopduncan@diocgc.org

Health

Canon Richard Brewer, rfbrewer3@aol.com

Lifelong Christian Formation and Education

Mr. Keane Akao, keaneakao.hi@gmail.com

Liturgy & Music

Rev. Dr. Ruth Meyers, rmeyers@cdsp.edu

Ministry Development

Ms. Nancy Key, nkey@diosanjoaquin.org

Mission and Evangelism of The Episcopal Church

Ms. Ora Houston, *co-chair*, Oraann1@yahoo.com

Rev. Stephanie Spellers, *co-chair*, sspellers@diomass.org

Small Congregations

Ms. DonnaLee Pettit, dlpettit@gra.midco.net

Social Justice and Public Policy

Ms. Valarie Crosdale, valariehcrosdale@gmail.com

Stewardship & Development

Rev. Grant Wiseman, atwinfather@gmail.com

Structure of the Church

Ms. D. Rebecca Snow, snowak71@gmail.com

World Mission

Rev. Heather Melton, revhmelton@gmail.com

Joint Standing Commissions

Nominations

Mr. Warren Wong, wjstjames@aol.com

Planning & Arrangements

Rev. Canon Gregory Straub, gstraub@episcopalchurch.org

Program, Budget & Finance

Ms. Diane Pollard, dbpsd4u@aol.com

Executive Council

Most Rev. Katharine Jefferts Schori, pboffice@episcopalchurch.org

Executive Council Standing Committees

Advocacy and Networking for Mission

Rev. Winnie Varghese, wsvarghese@gmail.com

Finances for Mission

Dr. Delbert Glover, delglover@aol.com

Governance and Administration for Mission

Rev. Gay Jennings, gjennings@episcopalcredo.org

Local Ministry and Mission

Rev. Deacon Terry Star, terrystar@yahoo.com

World Mission

Canon Rosalie Ballentine, roselaw@viaccess.net

Executive Council Committees

Anti-Racism

Rev. John Kitagawa, john.kitagawa@stphilipstucson.org

Audit

Rev. Robert Brooks, revbobbrooks@aol.com

Corporate Social Responsibility

Mr. E. Kim Byham, ekimandrscott@aol.com

Economic Justice Loan

Mr. W. B. McKeown, wbmckeown@wcs.org

Episcopal News Service Advisory

Vacant

HIV/AIDS

Dr. Christiana Russ, MD, cmruss@gmail.com

Indigenous Ministries

Rt. Rev. Michael Smith, bpnodak@aol.com

Investment

Mr. Joel Motley, motley@publiccapitaladvisors.com

Jubilee Advisory

Rt. Rev. Alan Scarfe, ascarfe@iowaepiscopal.org

Science, Technology & Faith

Rev. Alistair So, alistairso@gmail.com

Status of Women

Rev. Cynthia Black, revclb@gmail.com

Strategic Planning

Rt. Rev. David Alvarez, *co-chair*,

obispoalvarez@episcopalpr.org

Mr. Richard Briscoe, *co-chair*, jarmem@bellsouth.net

Agencies & Boards

Archives of the Episcopal Church

Rt. Rev. Larry E. Maze, lemaze@sbcglobal.net

Episcopal Church Building Fund

Rt. Rev. Dabney Smith, dsmith@episcopalswfl.org

Church Pension Fund

Rt. Rev. Peter J. Lee, lee@gts.edu

Episcopal Relief & Development Board

Rt. Rev. Robert O'Neill, bishoponeill@coloradodiocese.org

Forward Movement

Rev. James L. Burns, jlburns@heavenlyrest.org

General Board of Examining Chaplains

Rt. Rev. Barry Howe, bphowe@earthlink.net

General Theological Seminary

Rev. Denis O'Pray, kpetersen@churchofoursaviour.org

Transition Ministry

Rt. Rev. Barry Beisner, bishopblb@norcalepiscopal.org

Other Bodies Reporting to General Convention

Budgetary Funding Task Force

Rt. Rev. James E. Waggoner Jr., jimw@spokanediocese.org

State of the Church, House of Deputies

Ms. Matilda Kistler, grumpstilda@bellsouth.net

Title IV Task Force II – Education

Rt. Rev. Dorsey F. Henderson Jr., dusc@aol.com

Other Bodies Reporting to a House of Convention

Pastoral Development, House of Bishops

Rt. Rev. James E. Waggoner Jr., jimw@spokanediocese.org

Religious Communities, House of Bishops

Rt. Rev. Russell E. Jacobus, rjacobus@diofdl.org

Study Committee on Church Governance and Polity, HOD

Rev. Tobias Haller, bsg@earthlink.net

Theology, House of Bishops

Rt. Rev. Henry N. Parsley Jr., hparsley@dioala.org