



# Resolution Writing Tips

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# Agenda

- 1 A Review of Resources
- 2 Writing Process
- 3 Common Resolution Problems
- 4 Characteristics of a Successful Resolution



# Resources





## LEGISLATIVE RESOURCES

- SUBMISSION GUIDELINES FOR RESOLUTIONS AND MEMORIALS
- RESOURCES FOR WRITING LEGISLATION  
CONSTITUTION & CANONS, ACTS OF CONVENTION, JOURNALS, BLUE BOOK, ARCHIVES
- CURRENT RESOLUTIONS (VBINDER)
- PAST RESOLUTIONS
- LEGISLATIVE COMMITTEES AND ROSTERS  
<https://generalconvention.org/legislative-resources/>

# Resolution Writing Flow

"Do, or Do Not, There is no Try" - Yoda, Jedi

Research Church's  
work on the  
Resoluton Subject

Interim Bodies?  
Bluebook? Legislative  
Committees? Archive  
search?

Draft of the  
Resolution

Review the Writing  
Guidelines. Check  
Formatting. Review  
sample resolutions. Is it  
still a resolution or  
memorial?

Refine  
Resolution

Share drafts with  
relevant parties,  
inlcuding relevant  
Interim Bodies and  
Legislative  
Committees and  
others. **STILL NEED  
HELP** - reach out to the  
HoD Resolution  
Review Committee!

SUBMIT

Online submission.  
Pray. Hit "submit".



# Common Resolution Problems

## Resolutions calling for the formation of Task Forces

Resolutions calling for the appointment of a “task force” need comply with Jt. Rule VII, which requires specifics about size, composition, duties, date of completion, and funding.

## Resolutions Referring to Supporting Documents

Joint Rule II.2.f provides that the supporting documents (other than documents not generally known by the members) must be distributed to the respective Houses. You can submit electronically and it must be translated.

## Resolutions Seeking Changes to the Book of Common Prayer or Church Calendar

There are special processes to consider such legislation. See Art. X of the Constitution and Canon I.1.2(n)(2).



# Common Resolution Problems

## Resolutions seeking action already covered by the Constitution or Canons

The Resolution would need to be reframed as an amendment to the canons. Please review the guidelines for submitting resolutions that amend the canons, constitution or rules of order

## Resolutions Referring to Name Changes or Definitional Changes

Resolutions proposing to change the names of various governing bodies or definitions frequently miss all references in other governing documents

## Multiple Resolutions with a common topic or interdependent provisions

Multiple resolutions on the same topic and refer to other resolutions or make them conditional in some way. This often assumes that all resolutions will be adopted, which is incorrect.



# Success

CHARACTERISTICS OF A SUCCESSFUL RESOLUTION

RESEARCH

EARLY  
SUBMISSION

COLLABORATION

SOUGHT  
ASSISTANCE