

RESOLUTION SUBMISSION FORM - fillable pdf



South-Central Synod of Wisconsin
Evangelical Lutheran Church in America
God's work. Our hands.

Synod Assembly April 30-May 1, 2016

Download & save this form to your computer. Open the form in Adobe Reader & complete the fields. Save the form with a new name. When you are finished, click submit form. If you prefer, you may print & mail to synod office address below.

This resolution is submitted by:		DATE: _____
Congregation : _____ (ATTACH MINUTES OF ACTION)		City: _____
Synod Committee: _____ (ATTACH MINUTES OF ACTION)		
Name: _____	Phone: _____	Email or address: _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If you have questions about the resolution submission process, please contact:
Rev. Kathy Gerking, Reference and Counsel Committee (608) 742-8502 or email to: kathygerking@q.com

Resolution Guidance

1. A resolution should be stated clearly and concisely .
2. The WHEREAS section should state the reason for the resolution. Each reason should be given as a separate WHEREAS. If whereas clauses are used, there should be as few as necessary. They should be succinct & factual .
3. The RESOLVED section should clearly state the action desired; who is to implement the action; and who is to bear any cost. Each action should be described with a separate RESOLVED.
4. Resolutions should be tested against questions such as:
 - Is the information complete and accurate?
 - Is this a matter which pertains to the life and ministry of the synod?
 - Is this a matter of significance requiring consideration by the synod assembly?
 - Is the action requested one which the synod can appropriately and effectively implement?
5. The Reference & Counsel Committee will review submitted resolutions, put them in proper form, eliminate duplication where similar resolutions are offered, and insure that all resolutions relating to a specific subject will be offered in logical sequence. Please contact the committee if you have any questions about preparing your resolution.

Sample Format

1. If a resolution requires one action, use the following format:
RESOLVED, that _____
2. If a resolution requires more than one action, the following format is used:
RESOLVED, that _____; AND BE IT FURTHER
RESOLVED, that _____
3. If a resolution is preceded by one reason for submitting the resolution, the following format is used:
WHEREAS, _____; THEREFORE BE IT
RESOLVED, that _____
4. If a resolution is preceded by two or more reasons, the following format is used:
WHEREAS, _____; and
WHEREAS, _____; and
RESOLVED, that _____

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Please type your resolution in the space below or submit it on a separate page. **Use one form for each resolution.** Guidance is available on the front of this form for drafting your resolution.

Resolution Title: _____

When completed, click submit button at right. This will save your form as a .pdf & open up an email. If you need to attach other documents, you may do so then.

Submit Form

THE PRE-ASSEMBLY DEADLINE for submitting resolutions to the Reference & Counsel Committee is NOON ON MONDAY, ! 5th 2016.
You should receive an email acknowledging receipt of resolution submission.
Please contact synod office if you do not receive this email.
 Resolutions submitted after ! 5th will be SYR --; Y soe 47 E ° ~ 2; SY<-°; Y S--; © > µ ±; - S² Y-± 0p Y ± 9 -

You should receive an email acknowledging receipt of resolution submission.

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Resolutions submitted after 12:00 PM will be assigned to the next meeting.