



The Metropolitan Washington, D.C. Synod will hold its 2018 Synod Assembly June 16th at Lord of Life Lutheran Church in Fairfax, Virginia.

This assembly provides an opportunity for Voting Members and various units of the synod to present Resolutions or Memorials for consideration. **Resolutions** adopted by the synod assembly will be acted upon locally or passed to the appropriate units of the ELCA for action. **Memorials** approved for consideration by the 2019 ELCA Churchwide Assembly will be forwarded to the Churchwide Assembly Memorials Committee for inclusion in the advance materials for that assembly, along with memorials from other synods throughout the ELCA.

A few points of clarification with regard to Memorials and Resolutions:

Memorials are **requests for action by the Churchwide assembly** that have been adopted by a synod assembly. Memorials deal with broad policy issues and make recommendations for action to be brought for consideration, along with related memorials from other synods, to the triennial ELCA Churchwide Assembly, as determined by the Churchwide Assembly Memorials Committee.

Resolutions are **requests for action** from synod assemblies or synod councils **to the ELCA Church Council or units or offices of the ELCA Churchwide organization**. Resolutions adopted by the synod assembly **may also direct action be taken by synodical-level entities**, such as the bishop, synod council, or units and offices of the synod. *A synod assembly cannot direct that action be taken by the ELCA Churchwide organization.*

A resolution and a memorial are *not* to be combined in one motion. Additionally, a synod should not simultaneously address both the Church Council and the Churchwide Assembly on the same subject.

Neither Resolutions nor Memorials may request or direct action be taken that **violates the Constitution and Bylaws of the ELCA or of the synod**. However, synods may use memorials or resolutions to **propose changes** to these governing documents.

Formatting Resolutions and Memorials. For all submissions, keep in mind the following:

- The title of the Resolution or Memorial should be short and to the point but provide enough information to be clear and accurate.
- The sponsors of the Resolution/Memorial must be voting members of the assembly or a unit or office of the synod - include contact information for the primary sponsor.
- The Synod Secretary will assign a sequential number to the resolution upon receipt.
- "Whereas" clauses should concisely describe the issue, concern, problem and basis for or need of the resolution. They state the case and provide justification, but technically are not part of the resolution. They should be accurate and factual and should not misrepresent the issue being addressed or offer a false foundation for the

proposed action. They should not be argumentative. They should be as few in number as possible (a resolution does not require any “Whereas” clauses where the matter is clear or widely known by the assembly)

- “Resolved” clauses point to proposed solutions and define requested action. These clauses should clearly layout:
 - to whom is the request for action addressed,
 - what specifically is to be done,
 - when should the action be undertaken and
 - to whom should a report of its completion or progress be given.
 - If there are any financial or budgetary implications, then direction as to the source of funding or other means of support to be used should be included.

Interdependence, as well as stewardship of resources, requires care to avoid resolutions and memorials that impose unreasonable financial demands on synods and the churchwide organization. **A proposed memorial must include a financial and staff impact consideration form.**

Under Robert’s Rules of Order, the Metropolitan Washington, D.C. Synod’s Reference and Counsel Committee is empowered to screen all resolutions and memorials. Their primary role is to see that each resolution is written so that it receives a fair hearing at the assembly. At a minimum, this means ensuring clarity in wording and accuracy in information. A good test is, “Is this statement clear? Will the resolution make sense to someone who was not present at the assembly?” The committee may also make editorial suggestions for the sake of conformity to the above requirements. In all cases, if issues exist with respect to the clarity or accuracy of resolutions and memorials, the Reference and Counsel Committee will attempt to confer with the sponsors to address these issues.

All Drafts of Resolutions and Memorials MUST be received by May 1, 2018.

- Clean and factual submissions should be emailed to Mr. Kevin Anderson (Secretary of the Synod) kevin.d.anderson@comcast.net and the Rev. Mark Edwards (Chair of Reference and Counsel Committee) mark.d.edwards79@gmail.com.
- The Reference and Counsel Committee will review the submission and suggest revision or editorial changes to the resolution or memorial and forward those to the point of contact.
- It is the responsibility of the sponsor(s) to make/approve changes and verify questions of fact within a timely manner in order that final drafts may be made available to the Synod Assembly in a timely manner.
- It is the responsibility of the sponsor(s) to follow-up as appropriate on action steps if Resolution/Memorial is adopted.

Please contact me if you have any questions regarding resolutions or memorials.

Rev. Mark Edwards
Chair, Reference and Counsel Committee