



## Resolutions and Memorials Guidelines and Information *2019 Metropolitan Washington, D.C. Synod Assembly*

June 14<sup>th</sup> & 15<sup>th</sup>

Marriott Hotel and Conference Center in College Park, MD

This assembly provides a limited 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** adopted for consideration by the 2019 ELCA Churchwide Assembly in Milwaukee, WI 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 regarding Memorials and Resolutions:

- **Memorials are requests for action by the Churchwide assembly.**  
When a synod assembly desires the larger church (beyond the synod) to take action or adopt policies, a memorial is 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 by the Synod, its congregations or offices of the ELCA.**  
Resolutions are adopted by the synod assembly when it desires action be taken by the synodical bishop, synod council, synod staff or congregations of the synod. Specific action of a particular ELCA office may also be requested by a resolution (submitted to the ELCA Church Council). *A synod assembly cannot direct that action be taken by the ELCA Churchwide organization.*
- **A resolution and a memorial cannot be combined in one motion.**  
Additionally, a synod should not simultaneously address both the Church Council (resolution) and the Churchwide Assembly (memorial) on the same subject.
- **Resolutions/Memorials may not direct/request actions that violate 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 *they are not part of the resolution*. These clauses must be accurate and factual and not misrepresent the issue being addressed or offer a false foundation for the proposed action. They should be as few in number as possible (“Whereas” clauses are not required where the matter is clear or widely known by the assembly)
- **“Resolved” clauses** propose 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
  - whether a report of its completion or progress be given.
  - any financial or staffing implications and solutions.

**A proposed memorial must include a financial and staff impact consideration form.**

Interdependence, as well as stewardship of resources, requires care to avoid resolutions and memorials that impose unreasonable financial or other demands on synods and the churchwide organization.

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, 2019.**

- Submissions should be emailed to Mr. Kevin Anderson (Secretary of the Synod) [kevin.d.anderson@comcast.net](mailto:kevin.d.anderson@comcast.net) and the Rev. Mark Edwards (Chair of Reference and Counsel Committee) [mark.d.edwards79@gmail.com](mailto: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 with sufficient time to consider in advance of the Assembly.

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

Rev. Mark Edwards  
Chair, Reference and Counsel Committee