

RESOLUTION SUBMISSION FORM

South-Central Synod of Wisconsin
Assembly May 4-5, 2019



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

Please type your resolution in the space below or submit it on a separate page. **Use one form for each resolution.** Please study the worksheet on the back of this form before drafting your resolution.

Resolution Title: _____

**FOR INCLUSION IN THE PRE-ASSEMBLY MATERIALS
RESOLUTIONS MUST BE SUBMITTED BY 4:30 p.m. on February 28, 2019.
Resolutions submitted after February 28 will be addressed according to the
adopted assembly rules and procedures.**

RESOLUTION SUBMISSION FORM continued

Resolutions may be submitted by:

- A congregation;
- A committee; or
- A group of 3 current voting members.

DATE: _____

This resolution is submitted by:

Congregation : _____ City: _____
(ATTACH MINUTES OF ACTION)

Committee: _____
(ATTACH MINUTES OF ACTION)

The following 3 Voting Members:

(Typed Names)

(Signatures)

_____	_____
_____	_____
_____	_____

If you have questions or need help, please contact:
Robyn Zimmerman
(608) 270-0201 or emailto: robynz@scsw-elca.org

Resolution Worksheet

Observations

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.
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?

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 _____