

**Diocese of Olympia**  
**Convention Resolutions**  
*2021 Timeline & Hearings,*  
*Guidelines for Writing Resolutions*

Convention resolutions are statements that reflect the mind of the diocese on a host of matters from social and justice issues to ministry and business practices. Resolutions are adopted through the legislative process. Any Convention member may submit a resolution for consideration by the Convention. It is recommended that each Convention resolution be submitted with the endorsement of a congregation and/or regional ministry, or the endorsement of a diocesan commission, committee or program.

2021 Timeline & Hearings

We are rolling out a hearings process for 2021 to provide an opportunity for convention members to ask questions, express concerns, suggest changes, or make comments on resolutions well in advance of the convention.

1. Hearings will be hosted by the Resolutions Committee.
2. Hearings will be attended by the sponsors of the resolutions to answer questions and hear comments, concerns and suggestions.
3. Resolution sponsors will submit a final resolution by the canonical deadline for submission; whether or not changes have been made based on the hearing process.

Early Bird Deadline:	August 11, 2021
Hearings:	To be scheduled between August 16 & September 8
Canonical Deadline:	September 14, 2021

Guidelines for Writing Resolutions

These guidelines are provided for writing, formatting, and framing resolutions.

1. **Framing Resolutions:** All resolutions should consist of the following:
  - a. **The Title:** a brief description of what the resolution is about.
  - b. **The Resolution** (the "Resolved" clause(s)):
    - i. All clauses in the Resolution should begin with the word "Resolved."
    - ii. For multiple resolves, "and be it further" or "and therefore be it" should end the previous clause, not begin a new clause
  - c. **The Explanation**  
 Many good resolutions have failed because of the overuse of the "Whereas" clause, which can detract from the intent of the resolution. The "Explanation" portion provides a space for the rationale, background, clarification, or reasons for the resolution instead of using multiple "Whereas" clauses. It is then clear that a vote is being taken only on the substance of the resolution (the "resolved" clauses).
2. **Format for Resolutions:** Resolutions should be typed using the following format:
 

**Title:**

**Submitted by:** State your name and the name of your parish/mission congregation, committee, commission or region sponsoring the resolution.

**Resolved**, that this 111<sup>th</sup> Convention of the Diocese of Olympia \_\_\_\_\_ (and be it further) or (and therefore be it)

**Resolved**, that \_\_\_\_\_

**Explanation:** Provide a brief background/rationale for the proposed resolution.

### Rules for Resolutions

*Canon 4 of the Canons of the Diocese of Olympia states the following rules for Resolutions:*

1. All resolutions shall be submitted to the Resolutions Committee at least 45 days prior to Convention and shall be made available to delegates and alternates by the Secretary of Convention. **The Canonical Deadline for the 2021 Convention is September 14.**
2. Any resolution not submitted to the Committee at least 45 days prior to Convention shall be considered by Convention only if submitted (in writing by digital copy) to the Resolutions Committee no later than six (6) hours after the convening of Convention, and consideration of such resolution is approved by a majority vote of the Convention.
3. Resolutions that require any change in the Constitution or Canons of the Diocese of Olympia should be referred to the chair of the Committee on Constitution and Canons, [Mr. Douglas Oles](#); proposed changes must be submitted 45 days prior to the convention. The canonical deadline for submissions of changes to the Constitution and Canons for the 2021 Convention is **September 14.**
4. Resolutions amending the proposed 2022 operating budget must be submitted in writing to the [Budget & Finance Committee](#) of Diocesan Council and to the [Resolutions Committee](#) at least 45 days in advance of the Convention. **Deadline for the 2021 Convention is September 14.** Any proposed amendment that calls for new or increased spending must include an estimate of the additional costs and must specify budget line item reductions or other revenue sources that would maintain a balanced budget. Any proposed amendment that calls for reduction in spending must specify the budget line items to be affected.

### Requirements for Resolutions:

1. If the resolution requires funding from the diocesan operating budget, make the source of the funding explicit by giving the category and item from which you propose taking the funding. Any other source of funding should also be stated.
2. If diocesan staff time is required by the expansion or implementation of programs according to your resolution, or if an increase in budget is required, accompany your resolution with an estimate of the cost of such changes.
3. Indicate in your resolution the person and/or group that will be responsible to carry out the activity or communicate the information involved in the resolution.
4. If a report back to Convention or any other person or body is required, indicate the time and form of such a report.

### How to Submit Resolutions

Completed resolutions are submitted by email [link below]. Resolutions should be submitted by August 11 to be part of the hearings process, or no later than September 14, the canonical deadline for submission of resolutions to be considered at the 2021 convention.

[Resolutions Committee](#)  
[resolutions@ecww.org](mailto:resolutions@ecww.org)

**Ealy Bird deadline for resolutions to be part of the hearings process: August 11**  
**Canonical deadline for submission of resolutions: September 14, 2021.**