

**Diocese of Olympia**  
***Convention Resolutions***  
*2023 Timeline,*  
*Guidelines for Writing*  
*Resolutions*

Convention resolutions are statements that reflect the vision and values of the diocese on a host of matters from social and justice issues to ministry and business practices. There are no unimportant resolutions. In the Diocese of Olympia, resolutions are adopted through the legislative process. Any member of the Diocese may submit a resolution for consideration by the Convention, and it is recommended that each Convention resolution be submitted with the endorsement of a congregation and/or region/groups of congregations, or the endorsement of a diocesan commission, committee or program.

**The deadline for the submission of resolutions is September 13.**

A few reminders:

- Resolutions seeking to amend the Constitution & Canons of the Diocese require review by the Constitution & Canons committee as well as the Resolutions committee.
- Resolutions seeking to change the 2024 proposed budget require review by the Budget & Finance Committee as well as the Resolution Committee. The proposed budget will be adopted by the Diocesan Council on August 24 and published shortly thereafter.
- Resolutions that are submitted after the 45-day deadline may still be considered provided they are submitted 48 hours before the beginning of Convention, and do not contain changes to the Constitution & Canons or the 2024 budget.
- All resolutions submitted after the 45-day deadline will be subject a vote by the Convention to consider before they can be heard and voted upon.

**How to Submit Resolutions**

Completed resolutions are submitted by email [link below]. Resolutions should be submitted no later than September 13, the canonical deadline for submission of resolutions to be considered at the 2023 convention.

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

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## 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 113<sup>th</sup> Convention of the Diocese of Olympia \_\_\_\_\_ (and be it further) or (and therefore be it)

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

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

### 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.