

Diocese of Olympia  
GUIDELINES FOR CONVENTION RESOLUTIONS

Convention resolutions are statements that reflect the mind of the diocese on a host of matters from social issues to 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.

1. **Guidelines for 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:

**Resolved**, that this 107<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.

**Submitted by:**

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

3. Rules for Resolutions

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

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 2017 Convention is September 12.**

Any resolution not submitted to the Committee at least 45 days prior to Convention shall be considered by Convention only if submitted (in writing) 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.

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 2017 Convention is September 12.

Resolutions amending the proposed 2018 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 2017 Convention is September 12.** 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.

4. Requirements for Resolutions:

- a. 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 the funding will be taken. Any other source of funding should also be stated.
- b. 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.
- c. 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.
- d. If a report back to Convention or any other person or body is required, indicate the time and form of such a report.

5. Resolutions may be submitted by sending them to:

[Resolutions Committee](#)

Diocese of Olympia, 1551 10th Ave E, Seattle, WA 98102

**Canonical deadline for submission of resolutions to the  
2017 Convention is September 12, 2017.**