

## **Indiana-Kentucky Women of the ELCA**

### **2017 RESOLUTIONS / MEMORIALS**

A resolution/memorial is a “main motion” in writing—a formal, written proposal expressing an opinion or position of a congregational unit or its board/elected leaders.

A resolution may:

1. Propose a change
2. Suggest a refinement
3. Ask for the formulation of a policy position

A resolution/memorial is composed of several important parts. The format that we wish to use for the 2017 I-K Women of the ELCA Convention includes the following:

- **Topic:** A 1-5 word title that reflects the topic and will be recognized by the convention body when referring to the motion.
- **Introductory Statement:** The underlying rationale that seeks to set the stage or portray the condition (the “whereas” part).
- **Recommendation:** The “main motion” that comes from the rationale and is the proposal which the convention body will consider and take action on (the “Be it Resolved” part).
- **Signatures:** Signed by the author of the resolution or the voting delegate who will present the resolution to the convention body, and be able to speak to matters of the resolution for clarification and explanation.

If more than one resolution/memorial is presented, please make additional copies of the attached form or use the form outlined on another 8½“X11” sheet of paper.

All resolutions must be submitted to Kathy Coleman, I-K Women of the ELCA Board Secretary by: **July 31, 2017**, in order to be included in the convention booklet and reviewed by the voting members prior to the convention.

**Mail to Kathy Coleman, 68755 US Highway 31, Lakeville IN 46536**

Additional resolutions may be accepted at the convention provided they are submitted prior to 4:00 p.m. or the close of the first business session.

## HELP FOR PREPARING A RESOLUTION

A resolution/memorial addresses a concern or issue which does not appear on the agenda of the convention. Thus, a voting member may use a resolution/memorial to introduce new concerns and proposals for action.

The information in the Parliamentary Help section of the Convention Program and Reports gives the requirements for how and when such resolutions may be presented as new business. Note that signatures of five voting members are required, prior to presentation to the convention body, when the resolutions/memorials are presented at the convention.

Voting members wishing to introduce new business resolutions/memorials should first explore questions such as these:

- Is it necessary? Your concerns may be issues that Women of the ELCA or the Church already addresses. Check with the President of Women of the ELCA to determine if a need exists for further resolution/memorial.
- Is it appropriate? The action asked for in the resolution/memorial should be suitable for Women of the ELCA to undertake. Check with staff assigned to the Committee on Reference.
- Is it Premature? There may be more effective ways to get action started on your concern. Direct contact with the Board may be more effective than a resolution/memorial.
- Is it redundant? Check the convention program and Reports to be sure the issue or concern has not already been addressed in a Recommendation or in a Memorial from a synod organization.

If you determine that a real need exists, the next step is to draft the resolution/memorial in the proper form. The usual shape of a resolution/memorial includes “Whereas” sections (the preamble) and the “Resolved” section. Be sure the rationale in the “whereas” part supports the action you request. It is best to avoid lengthy “whereas” sections.

Be sure that your resolution/memorial does each of the following:

- Has a clear rationale which is accurate and verifiable. Avoid hearsay and mere opinion that you cannot attribute to a credible source.
- Addresses a specific audience, i.e., all participants, congregational units, synodical organizations, the synodical board, or this convention.
- Proposes specific action. If the action requested involves expenditure of funds (such as studies and events), it will be referred to the synodical board before it comes to the convention for discussion.

**Indiana-Kentucky Women of the ELCA**  
**2017 RESOLUTION / MEMORIAL FORM**

TOPIC: \_\_\_\_\_

WHEREAS, \_\_\_\_\_

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WHEREAS, \_\_\_\_\_

\_\_\_\_\_

WHEREAS, \_\_\_\_\_

\_\_\_\_\_

BE IT RESOLVED \_\_\_\_\_

\_\_\_\_\_

BE IT RESOLVED \_\_\_\_\_

\_\_\_\_\_

Signature of Voting Member \_\_\_\_\_

Date: \_\_\_\_\_