



Convocation of American Churches in Europe

Resolution Guidelines

All major decisions of the Convention of the Convocation are made in the form of resolutions at Convention. They should be well-thought out and clearly address the issue and what is to be done.

All resolutions (no matter where they originate) to be brought before the Convention must be submitted in writing to the Resolutions Committee, in advance of its presentation, preferably electronically.

Ideally, resolutions of substance are submitted in advance to the Annual Convention so that delegates may consider them in a timely manner. Resolutions received by the Resolutions Committee at least two weeks before the start of Convention will be sent electronically to the delegates. However, resolutions can still be submitted up to and during the Convention.

Resolutions are numbered in the order in which they are adopted at Convention.

Below are some guidelines to help in writing resolutions. These are not meant to be absolute rules, for the most part, but hopefully will ease your task in preparing a coherent resolution.

Resolution text:

Substantive resolutions

1. A substantive resolution must require specific action. The resolution should be phrased so that it will result in some action by an entity of the Convocation or by an identified person of the Convocation. (e.g: "investigate", "urge", "ask", "affirm")
2. Use the subjunctive verb mood: *Example:* That the Convention urge ...; That the Convention adopt ...
3. If a resolution contains more than one resolve clause, the two or more are joined together with a semicolon followed by the words "and be it further."
4. If you reference a report, study or other document that is not generally known by delegates of the Convention or readily available, you must provide copies of the document with your resolution.

Resolutions amending the Constitution or Canons:

1. Begin the resolve clause with the article or canon reference. *Example:* "That Canon III.5.1(b) be amended to read as follows ..."
2. Text to be deleted is indicated by a ~~strike through~~ mark and text to be inserted is indicated by *italics*.

3. Include the entire section or paragraph from which you are amending instead of using ellipse marks (...). This provides clarity when the resolution is being discussed.
4. If you are amending more than one section of the Constitution & Canons (C&C), or if there is an additional resolve clause after a proposed amendment, the first clause closes with a period. "And be it further," is on the next line followed by the next resolve clause on its own line.
5. The terms Bishop, Presbyterian, Deacon, Priest and Lay Person and their plurals are capitalized.

Courtesy Resolutions

1. Courtesy resolutions may be written to express thanks, gratitude, appreciation, etc., for persons who have made a particular contribution, or on other appropriate occasions.
2. Courtesy resolutions for persons involved in the Convention are usually finalized by the Resolutions Committee and they are all recognized in one resolution.

Topic and Title

1. A brief descriptive title clearly identifying the area of legislation should be proposed.
2. For resolutions that propose amendments to the C&C, the title should consist of the article or canon reference. *Example:* Amend Canon 2.4 (2): Of the Convocation.

Funding implications

1. If your resolution contains budgetary implications, a cost estimate must be included within a last resolve clause of your resolution. Please use the format:

"Resolved, That the Convention request the Finance Committee to consider a budget allocation of € ___ for implementation of this resolution."
2. Resolutions with budget implications should be in line with the mission goals of the Convocation.

Explanation:

1. The use of preambles and "Whereas" clauses in resolutions is highly discouraged.
2. Reasons for resolutions and the purposes, intentions and justifications for them are best included in an explanation following the resolution. Please limit to a few paragraphs in length.

Endorsers

1. Resolutions proposed by the Council of Advice, Committee on Canons, COMB, EICS, parishes (Vestry) or other entity of the Convocation need no further endorsement.

2. Resolutions proposed by delegates should be endorsed by at least two other delegates, from at least two parishes or missions.

Examples

Substance resolution

Title: Support to Convocation missions

Resolved, That the Convention urge that the outreach committees of the parishes of this Convocation be encouraged to consider as a high priority the support of our own Convocation missions.

Courtesy resolution

Title: Recognition of persons at Convention

Resolved, That the Convocation express its:

- greetings to the Presiding Bishop and members of the Boards of Foreign Parishes
- greetings to the Reverend Bud Holland, the Right Reverend Richard Chang and his wife Dee Chang
- thanks to the Reverend Jayne Oasin and her colleagues for leading us in the discussions of anti-racism training
- welcome to the Reverend Mary Ellen Dolan, the Interim Rector of St. Augustine's, Wiesbaden
- etc.

Resolutions amending the Constitution and Canons

Title: Amend Article V: of the President of the Convention (Second reading)

Resolved, That Article V of the Constitution be amended to read as follows:
The bishop in charge shall preside in the Convention; or in the Bishop's absence the president of the Council of Advice; or in the President's absence the members of the Convention shall elect a President from among the ~~presbyters~~ members of the Council of Advice."

N.B. These guidelines have been adapted from the 76th General Convention Resolution Guidelines which can be found at: <http://www.episcopalchurch.org/gc2009.htm>