

## **Resolutions Guidelines** **2023 Central States Synod Assembly**

The synod assembly is the highest legislative authority of the synod. A resolution is the means through which the assembly deliberates upon matters and determines the course of action the synod will take.

### **When writing a resolution:**

- Be succinct but complete
- State the problem or concern in clear, concise language avoiding using the “whereas” structure
- Propose a method for resolving the problem or acting on the concerning which addressing the following questions:
  - What are you asking to be done?
  - Whom are you asking to take action?
  - When should the action be accomplished?
  - To whom should the results be reported?
  - How will this action be funded? If financial resources are required, how and from where will the funds be obtained?
- Fill out the **Resolution Submission Form** (found on the following page) and attach it as the first page of the resolution

### **Who can submit a resolution?**

- A synodical committee, team, or conference of the Central States Synod
- An individual who is a voting member of a congregation of this synod
- An agency or institution recognized by the synod

### **Deadlines for the submission of resolutions:**

- No less than 45 days prior to the opening of the assembly (**April 15, 2023**)
- No less than seven days prior to the opening of the assembly (**May 27, 2023**) if it directly relates to an item of business on the published proposed assembly agenda or if “it is of such an urgent nature that it clearly cannot be postponed until the next assembly.” (S7.11.H04.c Constitution and By-laws of the Central States Synod)

### **For any questions regarding resolutions, please contact:**

Rev. Dave Whetter; [dwhetter@css-elca.org](mailto:dwhetter@css-elca.org); 913-220-8705

The functions of the Resolution Committee are to:

- Ensure that resolutions submitted for consideration are in proper form
- Eliminate duplication when similar resolutions are offered
- Contact the author or designated person who can speak on behalf of the resolution if additional information to assist the assembly in considering the resolution
- Present resolutions in a logical sequence to allow adequate consideration of each

Resolutions can be submitted by mailing them to: Central States Synod 420 West 14<sup>th</sup> Street, Suite 101 Kansas City, MO 64105 or by email to [dwhetter@css-elca.org](mailto:dwhetter@css-elca.org)

# Resolution Submission Form for Central States Synod

## 2023 Synod Assembly

Due April 15, 2023

Please mark the appropriate blank(s) in the box, fill out the bottom section of this form, and attach it to your resolution as the first page. All bold face questions are required

### This Resolution:

- requires funding**  **Yes**  **No**  
**You must include a cost estimate and recommended source of funding**
- requests further study and reflection by the team, committee, or task force recommended here:  
\_\_\_\_\_
- directs the Synod Council to act
- asks the ELCA to act or state an opinion.
- asks the synod bishop to state an opinion of the Synod Assembly, and to communicate it to specified persons or organizations.
- other: \_\_\_\_\_

**Resolution Submitted By:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
*(Street address, Include city, state & zip)*

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Congregation:** \_\_\_\_\_ **City & State:** \_\_\_\_\_

Additional Endorsements (for individuals, include name and congregation). Use an additional sheet if necessary.

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Person (assembly voting member) or synodical team or committee authorized to represent you regarding this resolution. For a person, include name, complete contact information, and congregational membership.

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