

Resolutions Guidelines 2024 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; avoid the use of the “whereas” structure.
- Propose a method for resolving the problem or acting on the concern that addresses 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, 2024**)
- No less than seven days prior to the opening of the assembly (**May 30, 2024**) 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; 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 14th Street, Suite 101 Kansas City, MO 64105 or by email to dwhetter@css-elca.org