

RESOLUTION WORKSHEET

Observations

1. A resolution should be stated clearly and concisely.
2. The WHEREAS section should state the reason for the resolution. Each reason should be given as a separate WHEREAS.
3. The RESOLVED section should clearly state the action desired; who is to implement the action; and who is to bear any cost. Each action should be described with a separate RESOLVED.
4. Resolutions should be tested against questions such as:
 - ✓ Is the information complete and accurate?
 - ✓ Is this a matter which pertains to the life and ministry of the synod?
 - ✓ Is this a matter of significance requiring consideration by the synod assembly?
 - ✓ Is the action requested one which the synod can appropriately and effectively implement?

Format

1. If a resolution requires one action, use the following format:
RESOLVED, that _____
2. If a resolution requires more than one action, the following format is used:
RESOLVED, that _____; and be it further
RESOLVED, that _____
3. If a resolution is preceded by one reason for submitting the resolution, the following format is used:
WHEREAS, _____; therefore be it
RESOLVED, that _____
4. If a resolution is preceded by two or more reasons, the following format is used:
WHEREAS, _____; and
WHEREAS, _____; therefore be it
RESOLVED, that _____

RESOLUTION SUBMITTAL FORM
2005 West Virginia-Western Maryland Synod Assembly

To assure that a resolution is in print in time for review by voting members prior to the assembly, this completed form should be returned to the synod office no later than **Wednesday, April 27, 2005**.

At the assembly, cut-off time for receiving new resolutions will be 5:00 p.m. on Friday afternoon. That will allow time for copying that evening, distribution Saturday morning, and debate and voting Saturday afternoon.

Please type or legibly write your resolution in the space below. If you have more than one resolution to submit, please copy this form. Only one resolution should be included per form.

Sign the form at the bottom of the page, indicate the name and location of your congregation, and include the signature of your pastor or the president of your congregation. (This signature is requested to certify that you are a participating member of an ELCA congregation in the West Virginia-Western Maryland Synod.)

Before writing the resolution, please study the worksheet on the reverse side of this page.

A resolution concerning _____

Signature of individual submitting the resolution _____

West Virginia-Western Maryland Synod, ELCA
Congregation and location _____

Signature of pastor or congregational president _____

Date _____

Return to: Attn: Resolutions Committee, West Virginia-Western Maryland Synod, 503 Morgantown Avenue, Suite 100, Fairmont, WV 26554 or fax to 304-366-9846.