

PREPARING A RESOLUTION FOR DIOCESAN CONVENTION

If you are thinking about writing a resolution for Diocesan Convention, here are some points to consider before submitting it.

1. Make sure that the subject of your resolution is relevant. Questions to consider when writing a resolution include:

- Does this resolution amend an existing position or policy of the Diocese of Vermont?
- Does this resolution offer a new position or policy?
- Are there any budget implications if this resolution is adopted?
- Does this resolution require a canonical or constitutional change?

2. Be sure Convention hasn't considered the topic of your resolution in recent years. Resolutions from previous Diocesan Conventions may be found in the Diocesan Convention Journals located on the website at <http://www.diovermont.org/diocesan-convention.php>. Click the link to Convention Journals.

3. Be very familiar with the topic of your resolution and present your own convictions in your own words. Don't present an outside organization's platform as part of the resolution; develop your own ideas and be prepared to work with the Resolutions Committee and with fellow Convention delegates on any proposed amendments.

4. Keep your resolution simple. Each resolution should have a brief descriptive title that highlights the area of concern. Ex. "A Resolution on Fossil Fuel Awareness and Conservation."

5. The title is followed by "Resolved" clauses. The word "Resolved" is in all capital letters or printed in italics and is followed by a comma and the word "That" which begins with a capital "T." Each resolved paragraph should close with a semicolon, followed by "and therefore be it" if there are additional resolves, or by a period. A resolving paragraph should not contain a period within its structure.

6. Resolved clauses should be in the subjunctive voice. Ex. "Resolved, That the Episcopal Diocese of Vermont urge [not urges] its congregations to..." Or, "Resolved, That the 185th Convention of the Diocese of Vermont endorse [not endorses] ..."

7. In lieu of a preamble and in order to avoid lengthy "Whereas" clauses, a separate section entitled "Explanation" follows the resolution. This is where you can provide the rationale and background clarification for the resolution.

6. Once you have prepared your resolution, submit it to the Resolutions Committee, which will review it and make editorial and grammatical changes before sending it to the diocesan office for inclusion in the pre-convention materials. At the time the resolution is reviewed, a member of the Resolutions Committee will contact the proposer to let him or her know of any changes the Committee proposes. **The 2017 deadline for submission of finalized resolutions is *September 22!***

7. Sponsors will be notified regarding any pre-convention events at which they, or a knowledgeable representative, should be available to answer questions. Hearings may also be held at Convention.

8. It is possible to amend a resolution after the deadline, or to submit a new resolution directly to Convention, but the following stipulation of the Rules of Order applies to such resolutions as well as to amendments to regularly-submitted resolutions: *“Any resolution submitted after the deadline published by the Committee on the Dispatch of Business shall require a two-thirds vote of Convention in order to be added to the agenda. The proposer(s) of such a resolution shall furnish all delegates with a copy of the full text of the resolution, and will be allowed to address the Convention for not more than two minutes to make the case for inclusion of the resolution on the agenda. There shall be no debate as to the merit of the resolution unless and until the Convention votes to add the resolution to the agenda by a two-thirds vote to suspend the Rules of Order.”* The Resolutions Committee will be available on the Saturday morning of Convention to help with any new resolutions or changes. Our hope is to cut down on prolonged efforts to rewrite resolutions on the floor of Convention