

# Guidelines for Submitting Resolutions

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## THE 183rd ANNUAL CONVENTION OF THE DIOCESE OF CHICAGO

To assure clarity and consistency, all resolutions to be presented at the 2020 Diocesan Convention are to be submitted to the Resolutions Committee using the following guidelines and sample form.

1. Each resolution should be identified by a brief description of its Subject.
2. The Originator(s) of each resolution should be identified, and at least one of them must be a voting member of convention. Where possible, the endorsement of the appropriate committee or entity, such as a parish vestry, deanery chapter, or diocesan committee, should be indicated.
3. To assure consistency and enhance readability, each resolution should follow the standard format outlined on the sample form. The text of the resolution is to be set forth under the heading "Resolution" and should begin with the word "RESOLVED," followed by a clear statement of the content of the resolution (specifically, the action to be taken). No "whereas" statements are necessary. Material supporting passage of the resolution or explaining its purpose may be provided in a separate section, as indicated below.
4. Assignment of responsibility for implementing recommendations and directives should be clearly indicated. Originators must include one of the three funding statements included in the sample.
5. Short explanatory paragraphs may be placed under the heading "Explanation" following the text of the resolution. Explanatory material, while not part of the resolution itself, is often helpful in framing discussion and debate.
6. Originators are encouraged to submit resolutions in both English and Spanish.

**All resolutions should be submitted by e-mail** to the Secretary of the Convention, [secretary@episcopalchicago.org](mailto:secretary@episcopalchicago.org). Every resolution, regardless of content or origin (including resolutions resubmitted annually), should be submitted for review in order to assure clarity of content and consistency in form. The Resolutions Committee does not weigh the substance of resolutions, but attends only to their phrasing and form. No modifications are made without prior consent of the originator(s).

Timely submission of all resolutions is necessary to assure that delegates are provided complete resolution packets before the Convention. Resolutions are due **no later than September 30, 2020**. Those which are received by the due date will be reviewed and included with Convention materials distributed to delegates. Resolutions received after September 30 will receive attention as time allows and will not automatically be heard at Convention (see Rules of Order #2). Resolutions submitted during Convention

must be submitted to the Chair of the Resolutions Committee with a copy provided for every Convention delegate. Late submissions are discouraged and should be avoided.

*Now, therefore,* the Resolutions Committee and the Secretary of the Convention ask that you submit your resolution(s) as soon as possible—and in no event later than September 30, 2020!

Todd Young, Michael Peregrine, Robert Wyatt, Courtney Reid  
**Resolutions Committee**

**THE 183<sup>rd</sup> ANNUAL CONVENTION OF  
THE DIOCESE OF CHICAGO  
November 21, 2020**

Subject: Sample Resolution

Originator(s): Convention Resolutions Committee

**RESOLUTION**

**RESOLVED**, that the Convention Resolutions Committee prepare and distribute complete resolutions packets in digital form for all delegates following receipt of resolutions submitted for consideration on or before **September 30, 2020**.

**EXPLANATION**

1. Digital files containing all resolutions should be distributed before Convention so that delegates have the full opportunity to evaluate the merit of each proposal.

2. The Convention Resolutions Committee is charged with reviewing the resolutions to assure clarity and can do so only if the resolutions are submitted by the scheduled **September 30, 2020**.

3. Each resolution should include an "Explanation" section to include the below information as applicable:

- Funding Statements (select one of the following and include it at the end of your "Explanation" section). Attach a draft budget if one is required.

A. Adoption of this resolution is not expected to require expenditures that would have an impact on the diocesan budget.

B. Implementation of this resolution is expected to cost approximately \$ \_\_\_\_\_, and the originators have confirmed with \_\_\_\_\_ that this funding would be available from the \_\_\_\_\_ line item of the diocesan budget.

C. Implementation of this resolution will have a cost impact. The originators are not aware of funding sources at this time. Thus, if this resolution is adopted by Convention, its implementation will be subject to allocation of funding by Diocesan Council.

- Projected timeline for implementation of the resolutions.
- Projected outcomes and goals.

Once a resolution is approved by Diocesan Convention, Diocesan Council will refer the resolution back to the sponsoring groups and individuals, diocesan staff, and other relevant stakeholders for implementation, with the expectation that the sponsoring entity or individual(s) will report back on implementation prior to the next Diocesan Convention.

**Resolutions are due September 30, 2020**