

173rd CONVENTION OF THE DIOCESE OF CHICAGO

GUIDELINES FOR SUBMITTING RESOLUTIONS

To assure clarity and consistency, all resolutions to be presented at the 2010 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, c/o Barbara Rasero at brasero@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 24, 2010**. Those which are received by the due date will be reviewed and included with Convention materials distributed to delegates. Resolutions received after September 24 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 24, 2010!

Todd Young, chair, Resolutions Committee

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