

PREPARING AND SUBMITTING RESOLUTIONS AND MEMORIALS

The synod assembly provides an opportunity for voting members and various units of the synod to present Resolutions or Memorials for consideration.

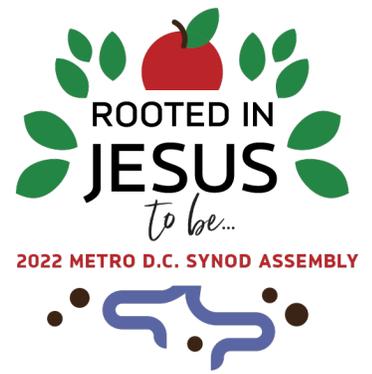
A few points of clarification regarding Memorials and Resolutions:

- **Memorials are requests for action by the ELCA Churchwide Assembly (CWA).** A memorial is adopted by a synod assembly to convey their desire for certain decisions or changes in policy at the Churchwide level.
- **Resolutions are requests for action to be taken by the synod, its congregations, or ELCA offices.** A resolution is adopted by a synod assembly to express its desire for action be taken by the synod bishop, synod council, synod staff or congregations of the synod.
- **A resolution and a memorial cannot be combined into one motion.** A synod cannot simultaneously address both the ELCA Church Council (by a resolution via Synod Council) and the Churchwide Assembly (by a memorial) on the same specific subject.
- **Resolutions/Memorials may not request actions that violate the Constitution and Bylaws of the ELCA, synod, or congregation.** However, the synod assembly may use memorials or resolutions to propose changes to these governing documents.

Formatting Resolutions and Memorials. Keep in mind the following:

- The **title** of the Resolution or Memorial should be concise and brief.
- The **sponsors** of the Resolution/Memorial must be **voting members of the assembly**. Resolutions may be submitted on behalf of a congregation or congregation council of the synod or a synodical unit or office. However, *the primary sponsor(s) will be the point of contact for communication with the Reference and Counsel Committee.*
- **“Whereas” clauses** should succinctly describe the issue, concern, or basis for the resolution. The clauses should be kept to the minimum needed and not “argue the case.” Technically, *the clauses are not part of the resolution - only the Resolved clauses are voted upon and entered into the record.* While “Whereas” clauses must be accurate and factual, they are not required.





- “Resolved” clauses propose actions to address the issue. These clauses should clearly layout: to whom the request is addressed, what specifically is to be done, when should the action be undertaken, whether a report of progress is needed, and any expected financial or staffing implications in adopting this course of action.
- The Synod Secretary will assign a sequential number to each resolution upon receipt.

A proposed memorial must include an analysis of the anticipated financial and staffing impact. Interdependence, as well as good stewardship, requires care to avoid resolutions and memorials that impose unreasonable financial or other demands on synods and the Churchwide organization.

Under Robert’s Rules of Order, the synod’s Reference and Counsel Committee is to review all resolutions and memorials. **Their primary role is to ensure each resolution is written such that it receives a fair hearing at the assembly;** in particular, ensuring accuracy of information and clarity in wording of actions requested. The committee may also make editorial suggestions for the sake of conformity to the above requirements. In all cases, if issues exist with respect to the clarity or accuracy of resolutions and memorials, the Reference and Counsel Committee will attempt to resolve these issues with the sponsors.

All Proposed Resolutions and Memorials MUST be received by April 10, 2022.

- Submissions should be sent to Mr. Kevin Anderson (Secretary of the Synod) kevin.d.anderson@comcast.net and cc”d to Rev. Mark Edwards (Chair of Reference and Counsel Committee) mark.d.edwards79@gmail.com.
- The Reference and Counsel Committee will review the submission and communicate with the primary sponsor(s) any clarifications or other recommended changes.
- It is the responsibility of the sponsor(s) to make/approve changes and verify questions of fact within a timely manner in order that final drafts may be made available to the voting members of the Synod Assembly for their consideration in advance of the date of the assembly.

Please contact me if you have any questions regarding resolutions or memorials.

Rev. Mark Edwards
Chair, Reference and Counsel Committee



Metropolitan Washington, D.C. Synod
Evangelical Lutheran Church in America
God's work. Our hands.

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