

RESOLUTION WORKSHEET
2008 Oregon Synod, ELCA Synod Assembly
Red Lion on the River, Jantzen Beach, Portland
May 30-June 1, 2008

This completed form must be received by the synod office no later than Friday, March 28, 2008, in order for it to be reviewed and distributed prior to the synod assembly.

To submit your resolution, provide your signature, name and location of your congregation and/or conference, and the signature of your pastor or congregational president (this signature is requested to certify that you are a participating member of an ELCA congregation in the Oregon Synod, ELCA). If you have more than one resolution, please copy the form. Use these worksheet instructions when submitting the resolution.

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 _____

Only resolutions received by the March 28th deadline will be printed and distributed prior to the assembly. Only those resolutions received prior to the March 28th deadline will be reviewed by the Reference and Counsel Committee before the Synod Assembly. Those resolutions not submitted by the deadline will be clearly marked as not reviewed by the Reference and Counsel Committee and will be reviewed at the Synod Assembly.

Return to: Resolutions Committee
Oregon Synod, ELCA
2800 N Vancouver Ave. Ste. 101
Portland, OR 97227-1643