



**35<sup>th</sup> Annual Synod Assembly**  
**Northeastern Pennsylvania Synod, ELCA**  
**June 10-11, 2022**

**Resolution Submittal Form**

Please use this form to submit resolutions to be considered by the 2022 Northeastern Pennsylvania Synod Assembly. **The Committee of Reference and Counsel will review resolutions submitted to it before the assembly and requests that resolutions be submitted as soon as possible, so that voting members can consider them before the assembly.** Please note: a resolution adopted by

the 2005 Synod Assembly requires that resolutions submitted less than 2 weeks before the assembly (by Thursday, May 26, 2022) will be considered only if the assembly votes to receive them.

**Please read the guidelines on the reverse side of this page.** Return the form to the synod office (address information below)

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*Please type or write legibly. You may submit only one resolution on each form. Copy form for additional resolutions.*

*Sign the form where indicated; include the name and location of your congregation. If you are a lay member of a congregation, include the signature of the pastor or president of the congregation (this signature is requested to certify that you are a participating member of an ELCA congregation in the Northeastern Pennsylvania Synod).*

A resolution concerning \_\_\_\_\_

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Congregation and location \_\_\_\_\_

Signature of pastor or congregation council president \_\_\_\_\_

Date of submission \_\_\_\_\_

**Return to:** Committee of Reference and Counsel, 2022 Synod Assembly, Northeastern Pennsylvania Synod, 2354 Grove Rd., Allentown PA 18109-3044, email [info@nepssynod.org](mailto:info@nepssynod.org).

# Resolution Worksheet

## 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. **You do not need a *WHEREAS* section. In fact, *Roberts Rules* recommends that they not be used. In no case should a *WHEREAS* section be argumentative.**
4. The *RESOLVED* section should state clearly the action desired, who is to implement the action, and who is to bear the cost. Each action should be described with a separate *RESOLVED*.
5. Resolutions should be tested against questions such as:
  - Is the information complete and accurate?
  - Is this a matter that 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 implement appropriately and effectively?

## 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 \_\_\_\_\_

*To submit a resolution, use the form on the reverse side of this page. Only one resolution may be submitted on a form. Attach extra pages as necessary. You may copy this form.*

*Note: forms should be submitted as soon as possible. All resolutions need to be received (not postmarked) on or before Thursday, May 26, 2022.*