



**37<sup>th</sup> Annual Synod Assembly**  
**Northeastern Pennsylvania Synod, ELCA**  
**June 8, 2024**

## Resolution Submittal Form

Use this form to submit resolutions to be considered by the 2024 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 try to submit your resolution(s) by Friday, May 17, 2024, so that they might be presented at the first Pre-Zoom Session on May 28.** Please note: a resolution adopted by the 2023 Synod Council requires that resolutions submitted less than 2 weeks before the assembly (by Friday, May 24, 2024) will be considered only if the assembly votes to suspend the rules.

**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 and include the name and location of your congregation where indicated. Mission Districts, Congregations, and 2024 Assembly voting members may submit resolutions/memorials for Assembly consideration. 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, 2024 Synod Assembly, Northeastern Pennsylvania Synod, 2354 Grove Rd., Allentown PA 18109-3044, email [info@nepssynod.org](mailto:info@nepssynod.org).

## Resolution Worksheet

### **Preparations**

In preparation for crafting this resolution, I/we have:

\_\_\_\_\_prayed about this resolution and its impact on the life of the larger church and the world.

\_\_\_\_\_ previewed the ELCA's provided tutorials about crafting resolutions and memorials

(Each of these resources can be found at <https://www.elca.org/About/Churchwide/Office-of-the-Secretary/Memorials-and-Resolutions>)

\_\_\_\_\_ [ELCA 2021 Memorials and Resolutions Webinar](#)

\_\_\_\_\_ [Webinar slides \(PDF\)](#).

\_\_\_\_\_ [Memorials and Resolutions Flow Chart](#)

\_\_\_\_\_ [Guidelines for Writing an Effective Memorial or Resolution](#)

\_\_\_\_\_communicated with Reference and Counsel in the crafting stages of this resolution. (Contact [info@nepsynod.org](mailto:info@nepsynod.org) with questions concerning the crafting of your proposed resolution).

### **Observations**

1. A resolution should be stated clearly and concisely.
2. The WHEREAS section should state the reason for the resolution. Each reason needs 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 per 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 Friday, May 24, 2024.

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