



2024 Guidelines for Memorials and Resolutions.

DEADLINE for submitting memorials/resolutions is Wednesday, April 10, 2024.

A resolution or memorial can help address a policy change if you know exactly what needs to be done; how to do it; who should do it; and the financial implications.

1. Determine Appropriate Direction:

Make an attempt to determine the most appropriate body to act on your proposal.

- a. Synod Committee/task force.
- b. Synod Council.
- c. Synod Staff.
- d. Executive Committee.
- e. Synod Assembly.

2. Know the Difference - Resolution and Memorial:

Although both memorials and resolutions are requests by a synod for action, they are intended to address different issues, different bodies, and are processed differently.

- a. Resolutions are a clear and concise request for action from the Church Council or other churchwide unit.
- b. Memorials are a request for churchwide action directed to the ELCA Churchwide Assembly (July 28 – August 2, 2025).

3. Who Can Submit a Memorial or Resolution?

- a. Individuals (with 25 signatures).
- b. Congregations (with a congregation meeting).
- c. Conferences.
- d. Synod Council.

4. Writing a Resolution or Memorial:

- a. The resolution or memorial itself should be clear, concise and to the point. It should be ***one side of one page maximum*** in length.
- b. If “whereas” clauses are used, there should be as few as necessary. They should be succinct and factual. They should not be argumentative. They should comply with *Robert’s Rules of Order*.
- c. “Resolved” clauses represent the actual motion being voted upon. They should be concise, accurate, and complete. They should clearly state the proposed action.
- d. Some resolutions and memorials may not be considered. Any resolution or memorial that conflicts with the governing documents of this church is an “improper motion.”

5. Drafting Resolution or Memorial:

- a. Is the proposed memorial or resolution timely? (i.e., was it submitted before the deadline?)
- b. Is the proposed memorial or resolution consistent with the governing documents of this church?
- c. Is the proposed memorial or resolution germane to issues on the agenda?
- d. Does the proposed memorial or resolution address a priority, ministry, or concern of this synod and this church?
- e. Is this proposed memorial or resolution clearly drafted?

- f. Do the “resolved” clauses clearly define the proposed course of action?
- g. Do the “whereas” clauses explain the proposed action and are they accurate and non-argumentative?
- h. Does the proposed memorial or resolution have budgetary or human resource implications, and, if so, how will they be addressed?
- i. Are the proposed actions feasible and appropriate for the Synod Assembly, Church Council, Churchwide Assembly, or the churchwide unit or office that will be addressed?
- j. Are there other memorials or resolutions that address the same or similar issues?

6. When to Submit a Memorial or Resolution: Deadline April 10, 2024.

Only resolutions received by the Synod Assembly Resolution Committee and at the Synod Office at least 60 days prior to the 2024 Synod Assembly will be considered at the Assembly.

Resolutions coming from Conference Assemblies must be to the Synod Office ***no later than four (4) days following the Conference Assembly*** and at least 60 days prior to the Synod Assembly.

7. Authorship of Memorial or Resolution:

Any member of, or group within, a congregation of the Southwestern Minnesota Synod may author a resolution to the Synod Assembly Resolutions Committee. Resolutions submitted to the Synod Assembly Resolutions Committee should include the name and address of the author and an indication of the congregation(s), conference(s), and/or other groups that have endorsed the resolution. The name and address of the author is needed so that the Synod Assembly Resolutions Committee has a contact person in the event editing of the resolution is necessary.

8. Background Statement:

A background statement, not to exceed one page, and outlining both pro and con arguments relative to the resolution should be provided by every individual or group that presents a resolution for Assembly action. This background statement should be separate from the resolution itself.

9. Synod Assembly Resolution Committee:

The Synod Assembly Resolutions Committee will receive all submitted resolutions and prepare them for consideration by the Assembly. In this preparation, the committee’s goal shall be to assist the Assembly in focusing on significant matters, having helpful and efficient discussion, and taking appropriate action. In pursuit of these goals, the committee will strive to respect the intent of those who submitted the resolution to the Assembly.

Committee work on resolutions may include but is not limited to the following: editing for accuracy, clarity, brevity, and internal consistency and for appropriate form and process; editing for fidelity to the synod’s governing documents, including its Statement of Faith; abbreviation; editing and supplementing of background information including reference to prior Assembly actions. The committee may choose to consult the author and/or submitters of a resolution concerning an edit, but the committee itself has final authority to alter a resolution.

In addition, the Resolutions Committee may also ask authors and/or submitters to combine two or more resolutions with similar foci in order to enhance clarity of the authors’ voice and/or the submitters’ intent and preserve helpful and efficient discussion on the Assembly floor while reducing redundancy.

Submit resolutions by April 10, 2024, in order to be considered by the 2024 Synod Assembly:

By email: tammy.schacher@swmnelca.org or mail: Southwestern Minnesota Synod

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