



## 2025 Guidelines for Memorials and Resolutions.

**DEADLINE** for submitting memorials/resolutions is **Wednesday, April 7, 2025.**

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 7, 2025.**

Only resolutions received by the Synod Assembly Resolution Committee and at the Synod Office at least 60 days prior to the 2025 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. Authors of resolutions or memorials approved by conference assemblies and the Resolutions Committee must attend the Synod Assembly in person.

**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.

For resolutions submitted with background information, such history must be concise and support a clear solution to a concern or problem. Background information should not be only a repetition of a given problem. Authors and submitters of resolutions should ensure that roughly 40 percent of their resolution (including background information) should deal with the details of the particular problem, while about 60 percent should address a solution.

The Resolutions Committee shall report its recommendations on memorials, resolutions, and main motions to the Synod Assembly. Such recommendations do not require a second. When the Resolutions Committee recommends approval, the committee's recommendation shall be the main motion before the assembly. When the Resolutions Committee recommends the adoption of a substitute or alternative motion, the committee's recommendation shall be the main motion before the assembly. When the Resolutions Committee recommends referral, the committee's recommendation shall become the main motion before the assembly. When the Resolutions Committee recommends that the assembly decline a proposed memorial, resolution, or main motion, the recommendation shall be reported to the assembly. If the author or another voting member wishes to bring the declined proposed memorial, resolution, or main motion to the floor, he or she may move the matter, and it shall become the main motion before the assembly, and the committee's recommendation shall be received for information.

No resolutions will be accepted at the assembly except those growing out of assembly business or of such an urgent nature that they obviously cannot be postponed until the next Assembly. Such resolutions will be allowed until 12:00 noon on the next-to-the-last day of the assembly.

The order that resolutions will be brought to the floor will be determined by the presiding officer based on the urgency of the resolution and the time available for debate.

### **Rules Governing Debate of Resolutions:**

The principal author of the resolution shall have the privilege to speak first during the debate. The speech shall be limited to four (4) minutes.

All subsequent speeches on each resolution shall be limited to three (3) minutes each.

Those who have spoken once to a resolution shall not speak again to the same resolution until all others have had the opportunity to speak once, except when invited by the chair to respond to questions of clarification. Second speeches shall be limited to one (1) minute each.

\*Calling the question – Those persons wishing to call the question must come to the microphone and join the speakers waiting to be recognized by the chair. They will be called on in order, and calling of the question may not interrupt a speaker. For further clarification, see Robert's Rules of Order.

As Assembly resolutions are introduced for consideration and debate, the Synod Secretary will eliminate the reading of the "whereas" clauses and read only the "be it resolved" clause of the resolution.

**Submit resolutions by April 7, 2025, in order to be considered by the 2025 Synod Assembly:**

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