

## **WRITING RESOLUTIONS**

1. A resolution must require specific action. The resolution should be phrased so that, if concurrent action is taken, it will result in some action by the Convention or by an identified person or agency of the Church.
3. Use the subjunctive verb tense: Examples: “That the 145th Convention of the Diocese of Central Pennsylvania adopt the following statement...” (instead of adopts); That the 145th Convention of the Diocese of Central Pennsylvania confirm” (instead of confirms).
4. If a resolution contains more than one resolve clause, the two or more are joined together with a semicolon followed by the words “and be it further.” (for resolutions amending the Constitution or Canons, see below)
5. If you reference a report, study or other document that is not generally known by members of the Convention or readily available, you must provide copies of it with your resolution for distribution.
6. Please:
  - ✓ do not indent paragraphs
  - ✓ do not use bullets, numbering, etc.; do display any list in a narrative format.
  - ✓ do not underline text.
  - ✓ do not bold text.
  - ✓ do not include web references in your resolution. Web sites come and go and may not be relevant in the future to the legislation passed.
  - ✓ do not refer to or attach congressional legislation or bills. They often change and may have “riders” attached that do not refer to the intent of the resolution being proposed.

## **TOPIC AND TITLE**

1. A brief descriptive title is assigned to highlight the area of legislation. Example: Support for Seminarians.
2. For resolutions that propose amendments to the Constitution or Canons, the title should consist of the article or canon reference. Example: Amend Canon 1.17.1(c).
3. Titles should be no more than 35 characters in length.

## **FUNDING IMPLICATIONS**

If your resolution contains budgetary implications, a cost estimate must be included within a last resolve clause of your resolution. Please use this format:

“Resolved, That the 145th Convention of the Diocese of Central Pennsylvania request the Standing Committee on Program, Budget and Finance to consider a budget allocation of \$ for the implementation of this resolution.”

## **EXPLANATION**

Do not use preambles and “Whereas” clauses in resolutions. The purposes, intentions and justifications for a Resolution should be included in an explanation following the Resolution. Please limit explanations to a few paragraphs.

## **ABOUT MEMORIALS**

1. In the legislative context, a memorial is comparable to a petition: a statement about a matter of great importance that urges the Convention to take action. A memorial should present arguments for the proposed action, and may provide evidence of widespread concern for the matter being memorialized.
2. Memorials are referred to a diocesan committee to inform their deliberations, and should mention which committee is to be so charged. Although not a resolution itself, a memorial informs committees as they perfect legislation.
3. Memorials should be submitted in the following form:  
To the Clergy and Lay Delegates of The Episcopal Church assembled at the 145th Convention of the Diocese of Central Pennsylvania:  
(Here follows a description of the action being urged and arguments for the action.)  
Respectively submitted,  
(Here follows the name or names of the deputies submitting the Memorial)

## **TEXT AMENDING THE CONSTITUTION AND CANONS**

### **CANON II: Amendments**

**SECTION 1.** All proposed amendments or additions to the Constitution, Canons of the Diocese, and Rules of Order, shall be sent to the Chairperson of the Committee on Constitution and Canons no later than six (6) months prior to the next meeting of Convention; said proposals to be studied by the Committee and its recommendations submitted to the Clergy and Secretaries of Vestries no later than four (4) months prior to the meeting of the Convention; and revisions, if any, to such recommendations as are received from Clergy and Secretaries of Vestries no later than three (3) months prior to being submitted to the Clergy and Secretaries of Vestries no later than two (2) months prior to the meeting of Convention.

**SECTION 2.** All proposals to amend the Canons of the Diocese, presented to the Convention other than as provided for in Section 1, shall be referred, without debate, to the Committee on Constitution and Canons, for its consideration and report. No existing Canon shall be changed, and no new Canon shall be enacted at the Convention at which the change or the enactment may be proposed, except by the affirmative vote of three-fourths of the delegates then present.

## **HOW TO WRITE A PROPOSAL TO AMEND THE CANONS OF THE DIOCESE**

A. Begin your resolve clause with the article or canon reference. Example: “That Canon 1.17.1(c) is hereby amended to read as follows...”

B. To minimize errors, we suggest you copy and paste the text you are amending from the electronic version of the 2012 C&C (found at <http://www.generalconvention.org/gc/gc2012>)

C. Text to be deleted is indicated by a strike through mark and text to be inserted is indicated by italics.

D. Include the entire section or paragraph from which you are amending instead of using ellipse marks ( ... ). This provides clarity when the resolution is being discussed.

E. If you are amending more than one section of the C&C, or if there is an additional resolve clause after a proposed amendment, the first clause closes with a period. “And be it further,” is on the next line followed by the next resolve clause on its own line.

F. The terms Bishop, Presbyter, Deacon, Priest and Lay Person and their plurals are capitalized.