



Guidelines for Submitting Resolutions

Guidance & Resources for the Episcopal Church in Connecticut

A central part of our work at Annual Convention is to consider resolutions from our ECCT community. Resolutions must be submitted by five members of Convention, in writing, along with explanatory comments of no more than 100 words, no later than four weeks before Convention. Any resolutions submitted after this deadline will be considered only at the discretion of the Convention.

The "Guidelines for Submitting Resolutions" handbook is designed to help you ensure your resolution follows ECCT content and formatting standards.

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Resources for Preparing Resolutions

Where to start

Some helpful questions to ask while researching to prepare your resolution include:

- Has this been proposed before? If so, how did Convention act on the matter? If the Convention has already acted, what are you asking that is different?
- What other groups are working on this issue or topic? Are they planning to submit resolutions?
- What other resolutions have been passed by previous Conventions that relate to this topic?
- Who within ECCT would be responsible for acting on a resolution of this kind? Parishes, ECCT Staff, Bishops, Clergy, Lay Persons, Leadership, etc.?
- What kind of language does this resolution require? Would the work called for be best explained by a broad statement or a more detailed outline? (Specificity is helpful but can unnecessarily limit the scope of a resolution.)

Journals of Convention are available on ECCT's Digital Archives Portal

The Journals of Convention maintained by ECCT are an excellent tool for researching your resolution's topic. If you need additional assistance in your search, please contact ECCT's Archivist and Records Manager, Greg Farr, at gfarr@episcopalct.org.

About Resolutions

When preparing a resolution, please use these guidelines, the resources that are noted within this document. It is the responsibility of the resolution proposer to write their resolutions in the proper form.

A common point of confusion when writing a resolution is that two additional sections can be included with the text of the resolution itself – the explanation and supporting documents. These later two items are not part of the resolution but may be made available if desired to assist in the deliberation and decision-making process. For the purpose of this guide, resolution refers only to the text that is calling on Annual Convention to take specific action on something.

Proposer

The Interim Body, Committee, Ministry Network, or Group of clergy and lay persons that writes a resolution is the proposer of the resolution. In order to be considered, a resolution must be proposed by five (5) or more members of Convention. Members of Convention are defined by our ECCT's Constitution Article II, Section 4 C.

Submitter

The submitter is the person entering the resolution into the resolution submission form available online at episcopalct.org/annual-convention/resolutions. The submitter may be one of the proposers, or someone else entering the resolution on behalf of the proposers.

Editing and Review

It is the responsibility of the proposers to write their resolutions in the proper form, and to arrange for proofreading and editing of their resolutions, explanations, and supporting materials. ECCT may edit resolutions for formatting and to correct some elements to fit standards used by Annual Convention such as punctuation of titles, names of people or institutions, exact quoting of the C&C, or conformation to resolution structure, but will never edit or otherwise modify the content of a resolution. The submitter may be contacted if it is believed corrections are needed to content before the resolution is referred to Annual Convention.

Writing Resolutions

Title

Include a brief descriptive title to highlight the area of legislation. Titles should address the subject of the resolution, not its proposed outcome.

Example: Support for Seminarians.

For resolutions that propose amendments to the Constitution or Canons, the title should consist of the article or canon and a brief description. See additional information regarding C&C resolutions on page X

Example: Amend Canon 1.17.1.c To Clarify Full Communion.

NOTE: ECCT reserves the right to edit or change a title for clarity and consistency.

Explanation

The purpose, intentions, and justifications for a resolution should be included in the explanation which immediately follows the text of the resolution. Since the explanation is not part of the official text of the resolution, it can include links, references to other documents, and historical context for the resolution. Please limit explanations to 100 words or less.

Supporting Documents

The submission form has a “supporting documents” option where one may upload PDF or Word documents, or images. This supporting documents option may be used for documents that may aid in consideration of the resolution. All documents must be either available in Spanish or translated into Spanish (additional languages can also be accepted).

General Guidelines for Writing Resolutions

- **One Topic:** A resolution should have one topic.
- **Specific Action:** A resolution must require specific action. Resolutions are phrased so that it will result in some action to be taken by Annual Convention or an identified person, committee, or task force of ECCT. Resolutions don't have to say how to achieve that action. To put it another way, resolutions must be descriptive of the action(s) to be taken by ECCT, but it does not have to be prescriptive of every step of the process.
- **Use Subjunctive:** Use the subjunctive verb tense. Examples: "That the 242nd Annual Convention adopt the following statement..." (instead of adopts); That the Episcopal Church in Connecticut confirm..." (instead of confirms).
- **Refer to "the 242nd Annual Convention of the Episcopal Diocese of Connecticut" instead of "the Episcopal Church in Connecticut" or "ECCT."** Always use full phrase "the 242nd Annual Convention of the Episcopal Diocese of Connecticut" and the formal name of ECCT (Episcopal Diocese of Connecticut) in resolutions.
- **Refer to "the 242nd Annual Convention of the Episcopal Diocese of Connecticut" instead of "this 242nd Annual Convention..."**. Always use "the" instead of "this" in the phrase "the 242nd Annual Convention."
- **Begin each resolve with "Resolved, That...":** Please begin each resolve clause with the word "Resolved," in italics, and "That" in regular text with a capital "T." *For example: "Resolved, That the 242nd Annual Convention ..."*
- **End each interim resolve with "; and be it further":** If a resolution contains more than one resolve clause, the clauses should be joined with a semicolon followed by the words "and be it further" and then a line break.

For example:

Resolved, That the 242nd Annual Convention of the Episcopal Diocese of Connecticut {text of first resolve} ; and be it further

Resolved, That {text of the second resolve}; and be it further

Resolved, That {text of the third resolve}.

Ideally, resolutions should not contain more than three resolve clauses.

General Guidelines for Resolution Content

- **Follow resolves that end in a list with “And be it further”:** If an interim resolve ends in a list, start a new paragraph and enter “And be it further” on its own line. Then to start the new resolve with “*Resolved, That*”

For example:

Resolved, That {text of resolve}

1. List item
2. List item
3. List item

And be it further

Resolved, That {text of next resolve}

- **No Conditional language or required order of consideration:** Resolutions cannot be submitted if the passage of one is dependent on the passage of another, separate resolution. No conditional language about the passage will be accepted. The two must be submitted together as different resolve clauses of the same resolution so Annual Convention can discuss them as one unit. For example, a resolution that calls for changing the Canons in one section but can only occur if another section of the Canons is changed must be submitted as one resolution. Resolutions cannot be filed and considered in a particular order, i.e. to wait to see if that other change is made.
- **End each interim resolve with “; and be it further”:** If a resolution contains more than one resolve clause, the clauses should be joined with a semicolon followed by the words “and be it further” and then a line break.

For example:

Resolved, That the 241st Annual Convention of the Episcopal Diocese of Connecticut {text of first resolve} ; and be it further

Resolved, That {text of the second resolve}; and be it further

Resolved, That {text of the third resolve}.

Ideally, resolutions should not contain more than three resolve clauses.

- **Follow resolves that end in a list with “And be it further”:** If an interim resolve ends in a list, start a new paragraph and enter “And be it further” on its own line. Then to start the new resolve with “*Resolved, That*”

For example:

Resolved, That {text of resolve}

1. List item
2. List item
3. List item

And be it further

Resolved, That {text of next resolve}

General Guidelines for Resolution Content (cont'd)

- **No Conditional language or required order of consideration:** Resolutions cannot be submitted if the passage of one is dependent on the passage of another, separate resolution. No conditional language about the passage will be accepted. The two must be submitted together as different resolve clauses of the same resolution so Annual Convention can discuss them as one unit. For example, a resolution that calls for changing the Canons in one section but can only occur if another section of the Canons is changed must be submitted as one resolution. Resolutions cannot be filed and considered in a particular order, i.e. to wait to see if that other change is made.
- **Creation of a new Interim Body:** If the resolution calls for the creation of an Interim Body (such as a Task Force), it should state the composition of the proposed body, and, unless otherwise provided for in the Canons or Rules of Order, how it is to be constituted. In other words, the resolution must clearly state who appoints members of the body; how many people it is composed of; whether the members must be lay, clergy, or a mixture of both orders and if so, if certain minimum or maximums of each order are required; the work they are tasked with completing; the length of the time needed for the completion of the assigned work; and a proposed budget, if any. Please use this format:

Resolved, That the 241st Annual Convention of the Episcopal Diocese of Connecticut authorize the establishment of a Task Force [on/for/to], appointed by [Unless otherwise specifically provided in the establishing Resolution, the Bishop shall appoint the members], composed of [number of people] as follows: [x] Priests or Deacons and [x] Lay Persons, to complete [work assigned and any specific time frame]. The Task Force ends with the submission of their report to the [X] Annual Convention of the Episcopal Diocese of Connecticut.

- **Cost Estimate:** 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 241st Annual Convention of the Episcopal Diocese of Connecticut request a budget allocation of \$_____ for the implementation of this resolution."

- **Translation:** All resolutions will be available in English, Spanish, and Haitian Creole on ECCT's website.

General Guidelines for Resolution Content (cont'd)

- **Things you cannot use in the text of the resolution itself** (but you can use in the explanation and supporting documents):
 - Bold text. This is only used after a resolution has been passed by Annual Convention to indicate the finalized version.
 - Preambles or “whereas” clauses. Use the explanation section for further information, context, and rationale for the resolution.
 - Links to websites. Links are usually temporary and therefore are not good for archival copies of resolutions. Therefore, links should not be inserted in the text of resolutions. Place links in the explanation or in the supporting documents.
 - Referrals to or attachments of Congressional legislation or bills. They often change and may have “riders” attached that do not refer to the intent of the resolution being proposed.

General Guidelines for Resolutions that amend the Constitution or Canons

- **Article or Canon Reference:** Begin your resolve clause with the article or canon reference. Example: “That Canon 1.17.1.c is hereby amended to read as follows...”
- **Quote Exactly:** The Constitution or Canons must be quoted exactly. Do not paraphrase anything. To minimize errors, we recommend that you copy and paste the text you are amending from directly from the documents available on ECCT's website.
- **Entire amended paragraph:** Include the entire section or paragraph that you are amending. Do not omit any sections or use an ellipse (...) to skip over parts. This provides clarity when the resolution is being discussed. You do not need to include sections or paragraphs that are not being amended. Example: If only Canon IV.17.2.e is under discussion, do not include paragraphs d or f or the entire section. Provide only the entirety of paragraph e.
- **Strikethrough for deletions:** Text to be deleted is indicated by a ~~strike-through~~ mark.
- **Italics for insertions:** Text to be inserted is indicated by *italics*.
- **Multiple sections in the same resolution:** You may amend different sections of the Constitution or Canons in the same resolution:
 - If all of the changes address a single issue (like changing all instances of the Phrase “Provincial Court of Review” to “Court of Review”).
 - Or if the changes are dependent upon on one another. For example, if a paragraph needs to be deleted from one section and added to another.

General Guidelines for Resolutions that amend the Constitution or Canons (cont'd)

If you are amending more than one section of the Constitution and Canons in a single resolution, each section being changed should be a separate resolve clause.

- **Capitalization:** When referring to the formal orders and members of them, the words Bishop, Priest, Deacon, and Lay Person and their plurals are capitalized. Outside of this context, the words are not capitalized.

Please use the following steps when proposing amendments to the Constitution or Canons:

Begin the resolution with the following:

<Amended text as it would appear if adopted. Scroll below the line of asterisks (***) to see the version showing all deleted and added text.>**

Put the text of the resolution as it would appear if adopted. This means remove any text that is to be taken out and/or add any new text without using italics. There should be no strikethrough or italics in this version of the text.

Then add the following text:

<Proposed amended resolution text showing exact changes being made:>

Put the text of the resolution showing the exact changes being made. This means show any text being removed using a ~~strikethrough~~ and any new text being added using *italics*. Note that bold should never be used in resolutions.

Resolution writers and amendment proposers are encouraged to ~~strikethrough~~ entire words and phrases, as is practical for the situation, but to still show exactly what is being modified. Please do not ~~strikethrough~~ only a portion of a word as this interferes with translation.

Guidelines for Resolutions or Memorials that will be submitted to The General Convention of The Episcopal Church

Before you begin

Writing a resolution for ECCT's Annual Convention to submit to The General Convention of The Episcopal Church requires adherence not only to ECCT's guidelines, but to The General Convention's guidelines as well. Please read the "Guidelines for Submitting Resolutions," "Guidelines for Submitting Memorials," and examples of both a resolution and a memorial from The General Convention of The Episcopal Church (all found in the appendix of this document).

Resolutions

Keeping in mind that "Resolutions call on General Convention to take specific legislative action," begin the first resolve with the following language:

Resolved, that the 242nd Annual Convention of the Episcopal Diocese of Connecticut submit to the 82nd General Convention of The Episcopal Church the following resolution:

Continue with the following, including the text of your resolution after "That":

*Resolved, the House of _____ concurring, that the 82nd General Convention,
That...*

Memorials

Keeping in mind that "Memorials speak to the Convention on a particular topic and to draw attention to issues," their are often included as an additional resolve of a larger resolution.

For example:

Resolved, that the 233rd Annual Convention of the Episcopal Diocese of Connecticut submit to the 79th General Convention this resolution as a memorial resolution. We ask that it be memorialized by General Convention as a witness to our individual and communal commitments to living lightly, while advancing the House of Bishop's 2011 commitment to "advocate for a "fair, ambitious, and binding climate treaty," by participating in future meetings of the United Nations Conference of Parties on Climate Change as an active, faithful, and engaged voice for all of God's good earth.



Guidelines for Submitting Resolutions to General Convention

When preparing a resolution, please use these guidelines, the resources that are noted within this document, and the Rules of Order in the [2022 Constitution and Canons](#). It is the responsibility of the resolution proposer to write their resolutions in the proper form and to conform to any requirements of the Rules of Order.

Resources for Preparing Resolutions

Some helpful questions to ask while researching to prepare your resolution include:

1. Has this been proposed before? If so, how did General Convention act on the matter? If the Convention has already acted, what are you asking that is different?
2. What other groups are working on this issue or topic? Are they planning to submit resolutions or memorials?
3. What other resolutions have been passed by previous General Conventions that relate to this topic?
4. Does this need be a resolution? Would a memorial work better?
5. Which governing bodies, organizations, or offices of The Episcopal Church would be responsible for acting on a resolution of this kind?
6. What kind of language does this resolution require? Would the work called for be best explained by a broad statement or a more detailed outline? (Specificity is helpful but can unnecessarily limit the scope of a resolution.)

The Archives of The Episcopal Church

<https://www.episcopalarchives.org>

The digital archives maintained by The Archives of the Episcopal Church are an excellent tool for researching your resolution's topic. Some particularly helpful areas of the digital archive to search include:

- Acts of Convention
- The resolves of Executive Council
- Episcopal News Service (ENS) articles

If you need assistance in your search, please contact The Archives at research@episcopalarchives.org or 800-525-9327.

Interim Bodies

If the content of your resolution concerns a subject that a particular Interim Body may be addressing, you are encouraged to contact the Chair of that group. If you do not have contact information for an Interim Body, please send your message along with the name of the Interim Body you want to speak with to the General Convention Office at gc.support@episcopalchurch.org.

The descriptions (mandates) of the Interim Bodies are available online at:

https://extranet.generalconvention.org/governing_and_interim_bodies/interim_bodies

About Resolutions

A common point of confusion when writing a resolution is that two additional sections can be included with the text of the resolution itself – the explanation and supporting documents. These later two items are not part of the resolution but may be made available if desired to assist in the deliberation and decision-making process. For the purpose of this guide, resolution refers only to the text that is calling on General Convention to take specific action on something.

Resolution vs. Memorial

Resolutions call on General Convention to take specific legislative action. If you want the church to commend or commemorate a person, event, or other matter; take up legislative action on a particular topic but do not have specific steps to do this; or take a stance on a particular issue, a memorial may be a more appropriate choice than a resolution.

Memorials, like resolutions, will be referred to the appropriate Legislative Committee(s) which can then create or modify legislation that is put forward to the floor of General Convention.

Memorials speak to the Convention on a particular topic and to draw attention to issues. This includes the Committee on Courtesy and Privilege that can take calls for commending or commemoration of people, events, etc. and create a courtesy resolution (because it's not calling on specific legislative action) that can be brought to the floor of General Convention.

Classification of Resolutions (Resolution “Type”)

Resolutions are classified by a letter representing what governing entity the proposer belongs to.

“**A**” Resolutions are submitted by Interim Bodies and Legislative Committees

“**B**” Resolutions are submitted by Bishops

“**C**” Resolutions are submitted by Provinces or Dioceses

“**D**” Resolutions are submitted by Deputies

This letter is the resolution “type.” A number will also be assigned by the Secretariat staff. The letter and number together identify the resolution. When referencing resolutions from past General Conventions, the year is prepended, as in 2015-A300.

Proposer

The Interim Body, Legislative Committee, Deputy, Bishop, Diocese, or Province that writes a resolution is the proposer of the resolution as referred to in the Rules of Order.

Submitter

The submitter is the person entering the resolution into the resolution submissions system, available online at <https://legislation.generalconvention.org>. The submitter may be the proposer, or in the case of resolutions proposed by a Diocese or Province, someone else entering the resolution on behalf of the proposer.

Resolution Submission System

<https://legislation.generalconvention.org>

All resolutions should be submitted online via the Legislation Processing Online (LPO) system. Users will need to create an account with their name and an email where they can receive an access link to the system. Note that the email used must already exist in the GCO Database. Deputies, Bishops, Diocesan and Provincial staff, and Interim Body members are already in this database. For help with this contact gc.support@episcopalchurch.org. The submission system can be found here: <https://legislation.generalconvention.org>.

Once the account is created the user must ask for an access link. A new link is only required if the user uses a new browser or device to access the system, or their security settings remove the token after they close their session, or when the link eventually expires. One may get a new access link at any time. One may reconnect to the system and continue working on resolutions as many times as needed. Instructions are available in the system. If you have any questions about using the resolution submission system, please contact gc.support@episcopalchurch.org.

Writing Resolutions

[Click here to see an example of a resolution](#)

*(For resolutions that **amend the Constitution or Canons**, please use the following and see additional instructions further below).*

Title:

Include a brief descriptive title to highlight the area of legislation. Titles should address the *subject* of the resolution, not its proposed outcome. *Example:* Support for Seminarians. For resolutions that propose amendments to the Constitution or Canons, the title should consist of the article or canon and a brief description. *Example:* Amend Canon 1.17.1.c To Clarify Full Communion. *The Office of the General Convention reserves the right to edit or change a title for clarity and consistency.*

Endorsements

For “A” Resolutions:

“A” resolutions do not require or have any endorsers beyond the Interim Bodies or Legislative Committees that are proposing them.

For “B” Resolutions:

“All resolutions of Bishops shall be proposed by one Bishop and be endorsed by not less than two additional Bishops, all three being from different dioceses. Individual Bishops shall be limited to proposing not more than three resolutions.” (HOB Rules of Order V.C)

For “C” Resolutions:

“C” resolutions do not require or have any endorsers beyond the Dioceses or Provinces that are proposing them.

For “D” Resolutions:

“A Resolution or Memorial may be proposed by:

1. a Deputy, if:
 - i. two other Deputies endorse the Resolution or Memorial; and
 - ii. the Deputy proposes no more than a total of three Resolutions and three Memorials.”

(HOD Rules of Order VII.D.1)

Supporters

All resolutions, “A”, “B”, “C”, and “D” can have individuals or groups (Interim Body, Diocese, Province, organization, committee, etc.) as supporters. This is not an official endorsement but does allow the Convention to see who else backs the resolution.

Explanation

The purpose, intentions, and justifications for a resolution should be included in the explanation which immediately follows the text of the resolution. Since the explanation is not part of the official text of the resolution, it can include links, references to other documents, and historical context for the resolution. *Please limit explanations to a few paragraphs.* Explanations will be translated into Spanish.

Supporting Documents

Joint Rule II.2.f states: “No proposal for legislative consideration which approves, endorses, adopts, or rejects a report, study, or other document that is not generally known by the members of the House or readily available, may be considered by the General Convention unless such material is first distributed to both Houses. It is the responsibility of the proposer to provide the necessary copies to the Secretary of each House.”

The Submission system has a “supporting documents” option where one may either upload PDF or Word documents, or insert a link out to an online document. This supporting documents option may be used for documents required by JR II.2.f, or for other documents that may aid in consideration of the resolution. All documents or links must be *either* available in Spanish or translated into Spanish (additional languages can also be accepted). No resolution that includes any additional documents or document links will be accepted without versions of those documents in Spanish.

General Guidelines for Resolution Content

- **One Topic:** A resolution should have one topic.
- **Specific Action:** A resolution must require specific action. Resolutions are phrased so that, if both Houses concur, it will result in some action to be taken by the General Convention or an identified person or agency of the Church. If you do not have a specific call to action, it may be better to submit as a memorial. Resolutions don't have to say how to achieve that action.

To put it another way, resolutions must be descriptive of the action(s) to be taken by the Church, but it does not have to be prescriptive of every step of the process.

- **Use Subjunctive:** Use the subjunctive verb tense. *Examples:* "That the 81st General Convention *adopt* the following statement..." (instead of adopts); That the 81st General Convention *confirm*..." (instead of confirms).
- **Refer to "the 81st General Convention" instead of "this 81st General Convention".** Always use "the" instead of "this" in the phrase "the 81st General Convention."
- **Begin each resolve with "*Resolved, That*..."**: Please begin each resolve clause with the word "*Resolved,*" in italics, and "That" in regular text with a capital "T". Please do not put in the phrase "the house of ____ concurring" as that will be added programmatically. For example: "*Resolved, That* the 81st General Convention ...".
- **End each interim resolve with "; and be it further":** If a resolution contains more than one resolve clause, the clauses should be joined with a semicolon followed by the words "and be it further" and then a line break.

For example:

Resolved, the House of _____ concurring,
That the 81st General Convention {text of first resolve}; and be it further
Resolved, That {text of the second resolve}; and be it further
Resolved, That {text of the third resolve}.

Ideally, resolutions should not contain more than three resolve clauses.

- **Follow resolves that end in a list with "And be it further":** If an interim resolve ends in a list, start a new paragraph and enter "And be it further" on its own line. Then to start the new resolve with "*Resolved, That*"

For example:

Resolved, That {text of resolve}

1. List item
2. List item
3. List item

And be it further

Resolved, That {text of next resolve}

- **No Conditional language or required order of consideration:** Resolutions cannot be submitted if the passage of one is dependent on the passage of another, separate resolution. *No conditional language about the passage will be accepted.* The two must be submitted together as different resolve clauses of the same resolution so General Convention can discuss them as one unit. For example, a resolution that calls for changing the Canons in one section but can only occur if another section of the Canons is changed must be submitted as one resolution. *Resolutions cannot be filed and considered in a particular order, i.e. to wait to see if that other change is made.*
- **Creation of a new Interim Body:** If the resolution calls for the creation of an Interim Body (such as a Task Force), it should state the composition of the proposed body, and, unless otherwise provided for in the Canons or Rules of Order, how it is to be constituted. For guidance on creating a Task Force by resolution, please use the Joint Rules. In other words, the resolution must clearly state who appoints members of the body; how many people it is composed of; whether the members must be lay, clergy, bishops, or a mixture of all three orders and if so, if certain minimum or maximums of each order are required; the work they are tasked with completing; the length of the time needed for the completion of the assigned work; and a proposed budget, if any. Please use this format:

Resolved, That the General Convention authorize the establishment of a Task Force [on/for/to], appointed by [Unless otherwise specifically provided in the establishing Resolution, the Presiding Bishop shall appoint the Episcopal members and the President of the House of Deputies shall appoint the Priests and Deacons and the Lay Persons – JR VII], composed of [number of people] as follows: [x] Bishops, [x] Priests or Deacons, and [x] Lay Persons, to complete [work assigned and any specific time frame]. The Task Force ends with the submission of their report to the 82nd General Convention.

- **Cost Estimate:** 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 General Convention request a budget allocation of \$ _____ for the implementation of this resolution.”

Note: The General Convention Office estimates the cost of a 2.5 day, in- person meeting to be approximately \$1,700 per person.

- **Translation:** All resolutions will be translated into Spanish.
- **Things you cannot use in the text of the resolution itself** (but you can use in the explanation and supporting documents):
 - **Bold text.** This is only used after a resolution has been passed by General Convention to indicate the finalized version.
 - **Preambles or “whereas” clauses.** Use the explanation section for further information, context, and rationale for the resolution.
 - **Links to websites.** Links are usually temporary and therefore are not good for archival copies of resolutions. Therefore, links should not be inserted in the text of resolutions. Place links in the explanation or in the supporting documents.
 - **Referrals to or attachments of Congressional legislation or bills.** They often change and may have “riders” attached that do not refer to the intent of the resolution being proposed.

Amending the Constitution and Canons or Rules of Order

Any resolution that proposes modification of the Constitution, Canons or Rules of Order or will affect the structure or governance of the Church will need **additional review** before it is filed for consideration at General Convention. Please contact the **Standing Commission on Structure, Governance, and Constitution and Canons**. Send your questions and drafts to gc.support@episcopalchurch.org.

General Guidelines for Resolutions that amend the Constitution, Canons, or Rules of Order

- A. **Article, Canon or Rules Reference:** Begin your resolve clause with the article, canon or rules of order reference. *Example:* “That Canon 1.17.1.c is hereby amended to read as follows...”
- B. **Quote Exactly:** The Constitution, Canons or Rules of Order must be quoted exactly. Do not paraphrase anything. To minimize errors, we recommend that you copy and paste the text you are amending from the quotable version of the document, available online at the General Convention website, or at this direct link: [Constitution and Canons 2022, quotable version](#).
- C. **Entire amended paragraph:** Include the entire section or paragraph that you are amending. Do not omit any sections or use an ellipse (...) to skip over parts. This provides clarity when the resolution is being discussed. You do not need to include sections or paragraphs that are not being amended. *Example:* If only Canon IV.17.2.e is under discussion, do not include paragraphs **d** or **f** or the entire section. Provide only the entirety of paragraph **e**.
- D. **Strikethrough for deletions:** Text to be deleted is indicated by a ~~strike through~~ mark.
- E. **Italics for insertions:** Text to be inserted is indicated by *italics*.
- F. **Multiple sections in the same resolution:** You may amend different sections of the Constitution and Canons or Rules in the same resolution:
 - If all of the changes address a single issue (like changing all instances of the Phrase “Provincial Court of Review” to “Court of Review”).
 - Or if the changes are dependent upon one another. For example, if a paragraph needs to be deleted from one section and added to another.

If you are amending more than one section of the Constitution and Canons in a single resolution, each section being changed should be a separate resolve clause.

- G. **Capitalization:** When referring to the formal orders and members of them, the words Bishop, Priest, Deacon, and Lay Person and their plurals are capitalized. Outside of this context, the words are not capitalized.

Please use the following steps when proposing amendments to the C&C or Rules of Order:

Begin the resolution with the following:

<Amended text as it would appear if adopted and concurred. Scroll below the line of asterisks (*****) to see the version showing all deleted and added text.>

Put the text of the resolution as it would appear if adopted and concurred. This means remove any text that is to be taken out and/or add any new text without using italics. There should be no strikethrough or italics in this version of the text.

Then add the following text:

<Proposed amended resolution text showing exact changes being made:>

Put the text of the resolution showing the exact changes being made. This means show any text being removed using a ~~striketrough~~ and any new text being added using *italics*. Note that bold should never be used in resolutions as this has been a longstanding way that the General Convention has shown the final version of the resolution text after it has been adopted and concurred.

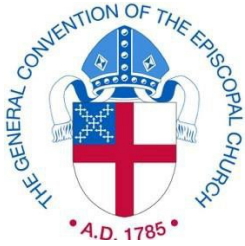
Resolution writers and amendment proposers are encouraged to strikethrough entire words and phrases, as is practical for the situation, but to still show exactly what is being modified. Please do not strikethrough only a portion of a word as this interferes with translation.

[Please see here for an example of a resolution that amends the Canons](#)

Editing and Review

It is the responsibility of the proposer to write their resolutions in the proper form, and to arrange for proofreading and editing of their resolutions, explanations, and supporting materials. The Secretariat staff may lightly edit resolutions for formatting and to correct some elements to fit standards used by the General Convention such as punctuation of titles, names of people or institutions, exact quoting of the C&C, or conformation to resolution structure, but will never edit or otherwise modify the content of a resolution. The submitter may be contacted if the Secretariat staff or Presiding Officers believe corrections are needed to content before the resolution is referred to a Legislative committee.

Remember, submission is done through <https://legislation.generalconvention.org>. If you have questions about submitting a resolution, please contact gc.support@episcopalchurch.org.



Guidelines for Submitting Memorials to the General Convention

When preparing a memorial, please use these guidelines, the resources that are noted within this document, and the Rules of Order in the most recent [Constitution and Canons](#). It is the responsibility of the memorial proposer to write their memorials in the proper form and to conform to any requirements of the Rules of Order.

About Memorials

Memorials are essentially a message to General Convention and are not to be confused with the typical definition we associate with ‘memorial’. Further, memorials at General Convention are completely different from the Memorial Messages for departed Bishops and the Memorial Roll for departed Deputies.

For the purpose of this guide, memorial refers only to this type of document submitted by Interim Bodies, Legislative Committees, Bishops, Deputies, Dioceses, and Provinces to General Convention.

Memorial vs. Resolution

In the context of General Convention, a memorial is comparable to a petition. Memorials do not create binding actions. Often, they are for one of the following purposes:

- Asking the Church to commend or commemorate a person, event, or other matter. These are likely to be referred to the Committee on Privilege and Courtesy that can put forward Courtesy Resolutions to the floor of Convention.
- Asking for the Church to take legislative action on something. This can be about a resolution that has already been submitted for consideration by a Legislative Committee, asking for it to be accepted, rejected, modified, etc. or for something that has not yet been proposed, to ask for a resolution to be created and put forward to General Convention.
- Asking the Church to take a stance on an issue, that could be to endorse, reject, or reaffirm something.

Resolutions call on General Convention to take specific legislative action such as amending the Canons, creating/funding/starting a particular initiative, or enacting specific policies and procedures. While a memorial can ask for any of those things to happen, a resolution would dictate what must happen and, to varying degrees, how that would occur. Please see the [Resolution Writing Guidelines](#) for more information on writing resolutions.

Resources for Preparing Memorials

Some helpful questions to ask while researching to prepare your memorial:

1. Has this been proposed before? If so, how did General Convention act on the matter? If the Convention has already acted, what are you asking that is different?
2. What other groups are working on this issue or topic? Are they planning to submit resolutions or memorials?
3. What resolutions have been passed by previous General Conventions that relate to this topic?
4. How much context is necessary for this memorial? Brevity is helpful and highly recommended.

The Archives of The Episcopal Church

<https://www.episcopalarchives.org>

The digital archives maintained by The Archives of the Episcopal Church are an excellent tool for researching your memorial's topic. Some particularly helpful areas of the digital archive to search include:

- Acts of Convention
- The resolves of Executive Council
- Episcopal News Service (ENS) articles

If you need assistance in your search, please contact The Archives at research@episcopalarchives.org or 800-525-9327.

Writing Memorials

Proposer

The Interim Body, Legislative Committee, Deputy, Bishop, Diocese, or Province that writes and submits a memorial is the proposer of the memorial as referred to in the Rules of Order.

Form

Memorials should take the following form:

To the Deputies and Bishops of The Episcopal Church assembled at the 81st General Convention:

[Here follows a description of the action being urged and the arguments for the action.] Respectfully submitted,

[Here follows name of the proposer]

When submitting the memorial, the proposer (the Interim Body, Legislative Committee, Bishop, Deputy, Diocese, or Province) must be clearly indicated immediately after “Respectfully submitted.”

Following the proposer, and only if required, the endorsers should be listed. (See below for more information.)

Any supporters of the memorial are then listed. Supporters are optional. (See below for more information.)

Editing, Formatting, and Extra Materials

Memorials are primarily text documents and may be lightly edited by the General Convention Office to standardize the formatting and correct some elements to fit standards used by the General Convention such as punctuation of titles or names of people or institutions, but the text will not be copyedited or modified. Proofreading is the responsibility of the proposer prior to submission.

Logos may be changed for size but any other elements such as images or diagrams are not accepted. Links to other documents or articles are acceptable, but additional materials (such as a copy of an article referenced in the memorial) cannot be included. The General Convention suggests creating memorials as a .doc, .docx, or .txt document.

Endorsers

Dioceses, Provinces, Interim Bodies, and Legislative Committees are not required to have any endorsers beyond the group that is proposing it.

Bishops are not required to have any endorsers for memorials.

Deputies are required to have two other Deputies endorse a memorial. Each Deputy may propose no more than three memorials.

Supporters

All memorials can have individuals or groups (Interim Body, Diocese, Province, organization, committee, etc.) as *supporters*. This is not an official endorsement but does allow the Legislative Committee and anyone viewing it in the virtual binder system to see who else backs the memorial.

Example

An example of a memorial, submitted by a diocese, can be found here:

<https://extranet.generalconvention.org/staff/files/download/26864>

Submitting Memorials

To submit a memorial please send a **Word document** to gc.support@episcopalchurch.org. **Please do not submit a pdf file.**

Memorials, once they are correctly submitted, are put through to the appropriate Legislative Committee(s) in the order that they are received, but this does not guarantee that they will be considered. As with other legislative business, Legislative Committees must conduct and conclude their work in tandem with the legislative calendar. Any memorials that were not considered in time will not be moved onto any interim body or future General Convention.

To help ensure that your memorial will be considered, please try to submit your memorial as early as possible.

Distribution

Once successfully submitted, memorials will be translated into Spanish, referred to the appropriate Legislative Committee(s) by the Secretary of General Convention, and posted to the [Memorials](#) section of the virtual binder application.

If you have questions about submitting a memorial, please contact gc.support@episcopalchurch.org.

Example Zombie Resolution

Revised for Compliance with Constitution & Canons, Rules, and norms of the General Convention

Revised Resolution

Title: Welcoming and Connecting with Zombies

Resolved, the House of _____ concurring,

That the 81st General Convention direct Provinces, Dioceses, Congregations and all other institutions of The Episcopal Church to implement the recommendations of the report from the Standing Commission on Structure, Governance, Constitution and Canons regarding Invite * Welcome * Connect for Zombies: Re-Animate the Church; and be it further

Resolved, That the President of the House of Deputies and the Presiding Bishop, in consultation with the Standing Commission on Structure, Governance, Constitution and Canons, form a Task Force consisting of 4 bishops, 4 clergy, and 8 laity, with at least 4 members qualified in medical science, to consult with the United States Center for Disease Control and the Department of Homeland Security and prepare a report for the 82nd General Convention on the potential and challenges of the Church welcoming and inviting zombies into the Church's worship and fellowship; and be it further

Resolved, That \$666,666 be budgeted for the work of the Task Force over the next triennium, and be it further

Resolved, That Zombie Day, observed on every occurrence of Friday the 13th in the liturgical year, be authorized for trial use as a Major Feast of the Church, and be it further

Resolved, That the Standing Commission on Liturgy and Music develop a collect and suggested lectionary for observance of Zombie Day for authorization by the 82nd General Convention.

Revision notes

Simple, clear, descriptive title

This phrase is inserted by the submission system, so appears above the rest of the resolve.

Clarified resolution that directs the Episcopal Church at every level to follow the recommendation of a Report from a Standing Commission. Communion partners are outside the jurisdiction of the General Convention.

Assumes that the Blue Book includes the referenced report from the Standing Commission. Otherwise, the authors must provide any documents referenced in the resolution to General Convention in a timely manner.

Second clause directs duly elected or appointed officers of the Church to form Task Forces or their equivalents, in compliance with Joint Rule VII.

Explanatory language is excised from the resolution and moved to the Explanation.

Third clause calls for a budget allocation for the task force, per Joint Rule VII. Setting it apart as a separate clause helps ensure its consideration for the budget and also facilitates amendment in committee or on the Convention floors.

A revision to the Church Calendar (a component of the Book of Common Prayer) requires trial use for the first triennium, in accordance with Article X of the Constitution that governs prayer book revision.

Charges an interim body with the work of developing materials for authorization by the following General Convention.

The Explanation gains from explanatory material originally included in the draft. Wherever possible, using active voice (rather than passive) makes the language easier to understand. Explanations are important, as they can shape and focus the debate within legislative committees and on the floors of Convention.

Explanation:

The Standing Commission on Structure, Governance, Constitution and Canons has suggested that the General Convention give special consideration and form Task Forces for the deep and meaningful discussion of appropriate ministries and initiatives with respect to zombies, including:

- i. identifying gifts and talents of zombies (with special emphasis on recruiting “walkers” to go out into the neighborhood as part of the Jesus Movement and developing special Safeguarding measures for “biters”),
- ii. developing a special ordination track for zombies, giving them credit for their life, death and un-death experience, and
- iii. developing special liturgies for the important events in the life and un-death of zombies, and
- iv. creating special Zombie Dioceses and Zombie Provinces, including investigating the potential for converting existing Diocese and Provinces with high zombie potential into Zombie Dioceses and Zombie Provinces, and
- v. adding Zombie Day to the Church calendar as a dedication to all who lost their lives and afterlives on *The Walking Dead*. The Standing Commission on Liturgy and Music is already developing a draft collect and lectionary for this day.

The Zombie Apocalypse is imminent and potentially transcendent. Indeed, it may already be upon us. There have been unconfirmed reports of zombies in our pews, in our pulpits and even in our seminaries. Zombies, by definition, inhabit Interim Bodies. We cannot afford to miss this opportunity to INVITE * WELCOME * CONNECT with what will certainly be the fastest growing and most diverse segment of our population.

To the Bishops and Deputies of the Episcopal Church Assembled at the 79th General Convention,

We believe that "The earth is the LORD'S and all that is in it, the world and all who dwell therein." (Psalm 24)

One of the most dangerous and daunting challenges we face is global climate change. This is, at least in part, a direct result of our burning of fossil fuels. Such human activities could raise worldwide average temperatures by three to eleven degrees Fahrenheit in this century. Rising average temperatures are already wreaking environmental havoc, and, if unchecked, portend devastating consequences for every aspect of life on earth.

Climate change is recognized as a human made threat to all God's people, creatures and the entire created order, while particularly placing unjust and unequitable burdens and stresses on native peoples, poor communities and people of color. The leaders of over 190 countries have signed the Paris Climate Accord, acknowledging the critical role every country must play if the life-sustaining climate of the earth is to continue to sustain life as we have always known it. The Book of Common Prayer bids us to pray, "Grant that, as we probe the mysteries of your creation, we may come to know you more truly, and more surely fulfill our role in your eternal purpose. Give us wisdom and reverence so to use the resources of nature, that no one may suffer from our abuse of them, and that generations yet to come may continue to praise you for your bounty" BCP p. 827

Therefore the Episcopal Church in Connecticut has resolved to work collaboratively across the state with local governments, other denominations and communities of faith, as well as community partners and agencies, school systems, businesses and other stakeholders to take concrete steps to address climate change in our local communities and to uphold the aims of the Paris accord.

Inspired also by the 2011 Pastoral Letter from the House of Bishops of the Episcopal Church, we have resolved and committed to helping community members across the ECCT see the ways in which relatively small lifestyle changes in their own families and homes can make big differences in terms of environmental impact, with special attention to habits around food and eating, heating and light, trash and recycling, transportation, and land and water use. We have called the worshipping communities of the ECCT to a season of prayer, contemplation, preaching, action, and celebration of the infinitude, mystery, and grace of God's created order that helps the faithful see themselves as essential parts of the divine plan of a web of life and as stewards of God's creation; deeply committed to advocating for those people and creatures rendered most vulnerable by climate change and therefore in the greatest need of protection and justice.

Concrete actions may include but are not limited to:

- Keeping the Sabbath by disengaging from electronics and un-necessary transport and by resting 'off the grid' as much as possible, thereby restoring and refreshing our souls and our spiritual life
- Greening our parishes and helping parishioners green their homes through use of renewables such as solar power and with the use and application of new technologies in lights, thermostats, and efficient use appliances

- Paying attention to how and what we drive and working for more and better public transit
- Conserving and protecting our water and air
- Eschewing plastics
- Recycling
- Working to reduce food waste and eating locally sourced foods as much as possible
- Planting and sustaining organic community gardens, using the fruit of the earth to feed the poor
- Protecting the habitats of local flora and fauna
- Working with our local and state governments for sustainability
- Advocating locally, nationally and globally for a cleaner climate, for environmental justice, and for those people and creatures most negatively impacted by climate change and environmental exploitation

Sources

ESUSA House of Bishops Pastoral Letter of 2011

The Bible and the BCP

A Life Of Grace For the Whole World Curriculum by The Rev.'s Stephanie M. Johnson and Jerry Cappel

Respectfully submitted,

The Episcopal Church of Connecticut. Voted and affirmed at the November 2017 Connecticut Convention