

SOUTH DAKOTA SYNOD RESOLUTION WORKSHEET FORM

Observations

1. Resolutions submitted at Assembly **must** include sponsoring conference, as well as a name and cell phone number to contact in case of questions. They must be submitted by the deadline adopted in the rules of the Assembly.
2. A resolution should be stated clearly and concisely.
3. The **WHEREAS** section should state the reason for the resolution. Each reason should be given as a separate WHEREAS.
4. The **RESOLVED** section should clearly state the action desired; who is to implement the action; and who is to bear any 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 appropriately and effectively implement?

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 _____

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