**Resolutions and Memorials**

**excerpt from**

**SIERRA PACIFIC SYNOD**

**STANDING RULES OF ORDER FOR THE SYNOD ASSEMBLY**

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1. **RESOLUTIONS and MEMORIALS**
*As the highest legislative body of the Sierra Pacific Synod, the Synod Assembly requests action by the three expressions of the Evangelical Lutheran Church in America (congregations, synod, or churchwide) through resolutions and memorials. Therefore, the resolution process is an integral component of the business of the Assembly.*

	1. Submission of Resolutions and Memorials
		1. Resolutions or memorials submitted by the Synod Council or the Bishop shall be presented directly to the Assembly without change.
		2. Resolutions or memorials proposed or endorsed by synod congregations, authorized worshipping communities, conferences, discipling teams, task forces, affiliated organizations and institutions, or at least fifteen voting members of the Assembly shall be submitted to the Resolutions Committee for presentation to the Assembly. Synod congregations, authorized worshipping communities, conferences, discipling teams, task forces, or affiliated organizations and institutions proposing or endorsing a resolution or memorial shall provide the Resolutions Committee a copy of the body’s minutes or other indication that a majority of the body’s members approves proposing or endorsing the resolution or memorial.
		3. All resolutions and memorials shall be accompanied by a completed *Resource Impact Reporting Form*, indicating the potential resource impact (both financial and personnel) that implementation of the memorial or resolution will have upon the churchwide organization, the synod, and/or congregations.
		4. Resolutions or memorials to be presented to the Assembly through the Resolutions Committee shall be reviewed by the Synod Council prior to the Assembly, and the Council may recommend action to the Assembly.
		5. Only the Bishop and groups and organizations listed in subsections 1, 2, and 3 above may submit resolutions or memorials for presentation to the Assembly.
	2. Resolutions Committee
		1. There shall be a Resolutions Committee consisting of seven persons, appointed by the Synod Council for staggered, non-renewable three-year terms. The Council shall designate the committee chairperson.
		2. The committee shall receive, review, and prepare resolutions and memorials, in consultation with the submitters of such resolutions or memorials, for presentation to the Synod Assembly, and may edit or consolidate resolutions or memorials for clarity and procedural purposes
		3. The Resolutions Committee shall report its recommendations on resolutions and memorials to the Synod Assembly. Such recommendations do not require a second.
			1. When the Resolutions Committee recommends approval, the committee’s recommendation shall be the main motion before the assembly.
			2. When the Resolutions Committee recommends the adoption of a substitute or alternative resolution or memorial, the committee’s recommendation shall be the main motion before the assembly. A voting member of the Assembly may move to substitute the original resolution or memorial in place of the committee's revised version of the resolution or memorial.
			3. When the Resolutions Committee recommends referral, the committee’s recommendation shall become the main motion before the assembly.
			4. When the Resolutions Committee recommends that the assembly decline a proposed resolution or memorial, the recommendation shall be reported to the assembly. If the author or another voting member wishes to bring the declined proposed resolution or memorial to the floor, they may move the matter, and it shall become the main motion before the assembly, and the committee’s recommendation shall be received for information.
		4. If the Resolutions Committee is of the opinion that a resolution or memorial is unconstitutional, it shall note that opinion when the resolution is presented to the Assembly.
		5. The Resolutions Committee may present multiple resolutions or memorials to the Synod Assembly *en bloc* for consideration, provided notice is given to the Voting Members of the Assembly prior to the adoption of the Agenda. A voting member of the Assembly may request that an individual resolution or memorial be removed from *en bloc* consideration by notifying the Synod Secretary before the close of the first plenary session of the Assembly.
	3. Timetable
		1. The deadline for resolutions and memorials to be received in the Synod Office shall be sixty days before the start of the Synod Assembly each year. The purpose of this provision is to allow the Resolutions Committee time to review resolutions and memorials and to have materials distributed to voting members approximately thirty days prior to the Assembly.
		2. Any resolution or memorial submitted after the deadline will only be considered if it can be demonstrated that there is a compelling reason justifying the inability to have had the resolution or memorial submitted by the deadline. Late resolutions or memorials must also go first to the Resolutions Committee; the committee will make a judgement as to whether there is sufficient compelling reason for a late submission. If so, an assembly motion to suspend the rules for the purpose of considering the resolution or memorial must first pass the assembly by a 2/3 vote before the resolution or memorial is allowed to be considered.
		3. Resolutions or memorials that are the direct result of the Assembly's response to items that are listed on the Assembly agenda and resolutions or memorials that address issues of such an immediate and urgent nature that they clearly cannot be postponed until the next Assembly shall be placed on the agenda only after submission to the Resolutions Committee and a 2/3 affirmative vote of the Assembly. With the exception of resolutions of courtesy and thanks, no resolutions or memorials other than those submitted for consideration under these guidelines shall be introduced from the convention floor.

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Approved by the 33rd Sierra Pacific Synod Assembly, May 6, 2021