

INSTRUCTIONS FOR SUBMITTING RESOLUTIONS TO THE ANNUAL CONVENTION

Who?

Resolutions may be submitted by a member of convention (canonically resident clergy – Article II.4.ii - or lay deputy – Article II.4.iii – or youth deputy – Article II.4.iv) and diocesan committees and commissions.

When?

Resolutions must be submitted by the deadline of **November 16**.

How?

Resolutions may be submitted electronically in Word format or on white 8-1/2 x 11 paper, typed and double-spaced.

- Email: mfrancaviglia@dioceseofnewark.org
- Mail: Episcopal Diocese of Newark, Assistant Secretary of Convention, 31 Mulberry Street, Newark NJ 07102
- Fax: 973-622-3503

Format of resolution:

- Title: Each resolution should be titled.
- Text: Each resolution should contain the RESOLVED naming the desired action and a further RESOLVED, as appropriate, providing for the implementation of the resolution, if adopted.
- Supporting information – provide a brief statement or explanation in support of the resolution.
- Name of submitter(s) along with church identification, phone number and email address should accompany the resolution.

Additional Information if calling for creation of task force or committee (Canon 1.7):

Any Resolution calling for the establishment of a task force, committee, commission or any other entity with a lifespan of greater than one year shall also contain, at a minimum, each of the following elements:

- 1.A description of the purpose or mission of the entity to be created;
- 2.A mechanism for creating members of the entity, either through appointment or election, also including a definition of the terms of membership;

- 3.A statement of accountability identifying with particularity whether the entity to be created is responsible to the Bishop, the Convention or the Council;
- 4.A statement detailing whether the entity to be created will require funding and where that funding will come from;
- 5.A statement outlining the anticipated costs of the entity and the benefits to be gained from that expenditure; and
- 6.A statement of whether the entity to be created has a limited life span is permanent in nature or needs to be re-authorized by the Convention after a specific period of time.

Rules of Order:

For additional information refer to the Rules of Order – www.dioceseofnewark.org/convention/rules

The convention Rules of Order section on Resolutions:

Resolutions

- VII. The Committee on Resolutions shall be responsible for receiving all resolutions except those provided by standing committees and bodies required to report to this Convention.
- A. All resolutions to be considered for action by the Annual Convention shall be submitted to the Secretary of Convention in writing and signed by a deputy not less than seventy-five (75) days before the date of Convention. Resolutions should be submitted on white 8-1/2 x 11 paper, typed and double-spaced or in electronic format by disk or e-mail. Each should contain two sections: 1) the RESOLVED naming the desired action, and a further RESOLVED, as appropriate, providing for the implementation of the resolution, if adopted; and 2) a brief statement or information in support of the resolution. Resolutions submitted by more than one deputy must designate one deputy as capable of agreeing to any amendments by the Committee or offered on the floor of Convention. After the expiration of the seventy-five (75) day deadline, the Secretary shall transmit to the Committee all resolutions submitted to him/her.
 - B. The Committee shall hold hearing(s) prior to Convention on all resolutions submitted timely. The Committee shall publicize at least eighty-five (85) days prior to Convention dates, place and time of its hearings, inviting submitters of all resolutions to attend. The Committee shall collate all resolutions dealing with obviously similar subjects and shall discuss such collation with the submitters.
 - C. Upon submission of any resolution that in the Secretary's opinion after consultation with the chair of the Committee may have financial implications if adopted, s/he shall submit a copy to the Treasurer or Chief Financial Officer for review and comments. Upon submission of any resolution that in the Secretary's

opinion after consultation with the chair of the Committee may affect insurance, s/he shall submit a copy to the Chair of the Diocesan Insurance Committee for review and comments. Upon submission of any resolution that in the Secretary's opinion after consultation with the chair of the Committee may have canonical or legal implications if adopted, s/he shall submit to the Chancellor for review and comments. Review and comments will be requested in time for the initial meeting of the Committee.

D. The Committee shall have the power to revise or modify any proposed resolution, and shall have the power, by a two-thirds vote of all committee members present and voting, to determine not to offer any proposed resolution on the floor of Convention.

E. The Committee shall submit its report to the Secretary sixty (60) days before the date of Convention with its recommendations for action upon each resolution as proposed or as amended or collated by the Committee. This report shall be mailed by the Secretary to each deputation during the first week of January. All resolutions considered by the Committee will be included in the report, unless withdrawn by consent of the sponsoring deputy. If a resolution to be offered to Convention has been amended by the Committee without the consent of the sponsoring deputy, such amendment(s) will be clearly shown.

F. Any resolution which the Committee determines not to offer on the floor of Convention shall be permitted on the floor of Convention only by a majority vote of all Convention deputies at the start of the first business session of convention.

G. Resolutions not previously submitted to the Committee for this Convention will be permitted from the floor upon a two-thirds vote only at the start of the first business session of Convention and only when they carry a clear statement in writing of the circumstances that led to the request for their consideration. Such resolutions should be duplicated in advance by the presenter(s) with sufficient copies available for distribution to all convention deputies (550 copies are needed).

H. Consent Calendar. It is recognized that certain resolutions may not require full debate prior to action by Convention. Accordingly, the Committee on Resolutions may propose that certain resolutions be included on a "Consent Calendar". Exclusion of any resolution on the Consent Calendar requires agreement of any three congregations to remove it, and the Secretary of Convention must receive exclusion requests before the start of the first business session in writing, signed by at least two lay deputies from each of three congregations and at least three clergy listed on the roll of Clergy entitled to vote in the Convention. Any resolution included on the "Consent Calendar" shall not be subject to amendment or debate, except that the sponsoring deputy or his/her designee may speak to the resolution for a period not to exceed one minute.