

called to be... travelers on the road

Diocese of San Joaquin 60th Annual Convention
October 25-26, 2019, Episcopal Conference Center at Oakhurst

HOW TO WRITE A RESOLUTION:

The following instructions and form of resolution have been adopted by the Committee on Resolutions in consultation with the Committee on Canons and Constitution for use of the Convention of the Diocese of San Joaquin.

THE “WHEREAS CLAUSE”:

A “whereas clause” is **not** used. Reasons and justifications for resolutions should be included in the **Explanation** following the resolution. The vote is taken only on the substance of the resolution (not the explanation). In addition to the instructions below please review the included resolutions offered as samples.

DETAILS OF FORM:

A. The Title and Sponsor(s) (name, address, congregation, contact telephone number **required**). Please use the format below.

B. The Resolution

The word “RESOLVED” is capitalized and underlined, and is followed by a comma and the word “That” which is not capitalized. Each resolving paragraph may end with a period or with a semicolon and the words “and be it further.” Note: “Therefore be it” and “and be it further” end a clause. They are not used at the beginning of a “Resolved” clause.

Single Subject Rule: A resolution must be about a single subject (for example: “Apportionment”). Each “RESOLVED” within a resolution is about a single point within the larger subject. Resolutions about multiple subjects can be ruled out of order.

C. The Explanation

Clearly and succinctly set forth the reasons for the proposed action called for in the resolution. Please avoid inflammatory rhetoric or hyperbole.

D. Fiscal Impact

All resolutions are required to have an estimate of the financial impact on diocesan organizations or congregations, as applicable, and identify the source of funding. If there is no fiscal impact, it must be clearly stated.

HOW TO WRITE A RESOLUTION OF COURTESY:

Resolutions of courtesy, which are written to be read aloud, may have “whereas clauses” and should not include an explanation following the resolution. The form is otherwise the same as for resolutions.

SUBMITTING A RESOLUTION:

Canon V.5.01 (3) requires that all proposed resolutions be submitted not less than sixty (60) days before the Convention to the Committee on Resolutions Chair. While resolutions may also be submitted from the floor, such resolutions will require a 2/3 vote of the Convention to be considered.

If the Resolution also proposes to amend, add to, or change the Canons and Constitution, the resolutions should also be submitted to the Chair of the Committee on Constitution and Canons. Canon XXXV also requires that any such resolution be submitted to the Chair of the Committee not less than sixty (60) days prior to the Convention. The Committee shall then issue a report on such resolutions not less than thirty (30) days prior to the Convention. Resolutions affecting the Constitution and/or Canons may also be submitted from the floor, but require a 3/4 vote of the Convention to be considered.

Currently the Chair of both the Committees on Resolutions and Constitution and Canons is our Diocesan Chancellor, Michael Glass. Resolutions are due no later than August 29, 2016. Resolutions may be emailed, faxed, or mailed to directly him at

Michael O. Glass, Esq.
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Submissions may also be made to his attention at the Diocesan Office.

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THE FOLLOWING IS THE FORMAT TO BE USED:

**60th Annual Meeting of the Convention of the
EPISCOPAL DIOCESE OF SAN JOAQUIN
October 25-26, 2019
Episcopal Conference Center at Oakhurst**

RESOLUTION TO AMEND THE DIOCESAN CONSTITUTION [or CANONS] *[This statement must appear if the resolution will seek to change or add to the Constitution or Canons of the Diocese]*

Title: *[please include a descriptive but brief title]*

Resolution No.: *[leave blank- the number will be assigned by the Committee on Resolutions]*

Sponsor: *[sponsor's name]*
[contact info]

Required Vote: *[leave blank – the voting requirements will be determined by the Committee on Resolutions].*

RESOLVED, that Article [canon or whatever] is hereby amended as follows:

EXPLANATION:

FISCAL IMPACT: [If none, so state. If unknown, so state.]