

# Guidelines for Submitting a Resolution to Convention

## What is a Resolution?

*Resolution* n. a determination of policy of a corporation by the vote of its board of directors or Legislative body.

Rules of Order of the Diocese of Iowa, section 18

Resolutions must be presented to the Secretary of the Convention at least forty (40) days prior to the Convention. The Secretary shall cause same to be duplicated and distributed to each parish and mission of this Diocese prior to the Convention. The Committee on Resolutions shall then separate submitted resolutions into Consent and Debate Calendars. Resolutions on the Consent Calendar shall receive no debate and simply be voted on as presented. Resolutions may be moved from the Consent Calendar to the Debate Calendar by vote of twenty-five (25) members of the Convention. The exceptions to this process are that the Convention may at any time consider given resolutions submitted from the floor, providing that each resolution thus submitted receives the necessary two thirds majority vote to suspend the rule, as provided in Rule 18; the Committee on Credentials and the Committee on the Dispatch of Business may submit from the floor such resolutions as required to conduct the business of the Convention; and the Resolutions Committee may present to the Convention such courtesy Resolutions as it deems appropriate.

## Why do we submit a Resolution?

To

**How do I submit a Resolution to Convention?** It takes some time to get into the “Resolutions to Convention” document that must be presented to the Secretary of Convention 40 days prior and available to Delegates 30 days before Convention begins. We suggest your target deadline to submit Resolutions be at least **60 days prior to Convention. August 20th**

**Step one**, bring your idea to your Chapter Meeting to get input and support for your idea.

**Step two**, contact the Resolutions Committee to see if a similar resolution has already been submitted for consideration.

**Step three**, write your resolution and submit it to the Resolutions Committee in the approved format and as soon as you can

**Step four**, contact the Constitution & Canons Committee if recommended by the Resolutions Committee.

## Resolutions submitted to the Resolutions Committee should follow this approved format:

- Resolutions must stand on their own, be of one action and cannot contain two or more actionable items.
- The introduction to each clause should be, RESOLVED, that..."
- Include an "EXPLANATION" section following the actual resolution to explain the resolution. Only use "WHEREAS" clauses in Courtesy resolutions.
- Identify yourself using "SUBMITTED BY:" at the end. More than one person may be listed, or it can be submitted by a Chapter, Diocesan Committee, or Commission.
- Courtesy resolutions may be submitted for retiring clergy, diocesan staff, or laity who have provided many years of faithful service to the diocese, or diocese-sponsored events. They should be 150 words or less, and may include "WHEREAS" clauses.
- The Resolutions Committee will modify any resolutions that do not conform to this format.

## Submit resolutions via:

E-mail (preferred) to Elaine Caldbeck: [ecaldbeck@gmail.com](mailto:ecaldbeck@gmail.com) (subject line “Convention Resolutions”)

Mail to: Resolutions Committee, Diocese of Iowa, 225 - 37th Street, Des Moines, IA 50312.

**Direct Questions to:**

Chair of Resolutions Committee: Elaine Caldbeck [ecaldbeck@gmail.com](mailto:ecaldbeck@gmail.com)

Convention Coordinator: John Doherty [jdoherly@iowaepiscopal.org](mailto:jdoherly@iowaepiscopal.org) (515-850-5202)