

Diocese of Olympia *Convention Resolutions*

2025 Timeline & Guidelines for Writing Resolutions

Convention resolutions are statements that reflect the vision and values of the diocese on a host of matters from social and justice issues to ministry and business practices. There are no unimportant resolutions. In the Diocese of Olympia, resolutions are adopted through the legislative process. Any member of the Diocese may submit a resolution for consideration by the Convention, and it is recommended that each Convention resolution be submitted with the endorsement of a congregation and/or region/groups of congregations, or the endorsement of a diocesan commission, committee, or program.

The deadline for the submission of resolutions is September 9.

A few reminders:

- Resolutions seeking to amend the Constitution & Canons of the Diocese require review by the Constitution & Canons committee as well as the Resolutions committee.
- Resolutions seeking to change the proposed 2026 budget require review by the Budget & Finance Committee as well as the Resolution Committee. The proposed budget will be adopted by the Diocesan Council on August 21 and published shortly thereafter.
- Resolutions that are submitted after the 45-day deadline may still be considered provided they are submitted 48 hours before the beginning of Convention, and do not contain changes to the Constitution & Canons or the 2026 budget.
- All resolutions submitted after the 45-day deadline will be subject to a vote by the Convention to be considered before they can be heard and voted upon.

How to Submit Resolutions

Completed resolutions are submitted by email [link below]. Resolutions should be submitted no later than September 9, the canonical deadline for submission of resolutions to be considered at the 2025 convention.

[Resolutions Committee
resolutions@ecww.org](mailto:resolutions@ecww.org)

Guidelines for Writing Resolutions

These guidelines are provided for writing, formatting, and framing resolutions.

1. **Framing Resolutions:** All resolutions should consist of the following:
 - a. **The Title:** a brief description of what the resolution is about.
 - b. **The Resolution** (the “Resolved” clause(s)):
 - i. Each clause in the Resolution should begin with the word “Resolved.”
 - ii. For multiple resolves, “and be it further” or “and therefore be it” should end the previous clause, not begin a new clause.
 - c. **The Explanation**
 The vote at convention is taken only on the substance of the resolution (the “resolved” clauses). Many good resolutions have failed because of the overuse of the “Whereas” clause, which can detract from the intent of the resolution. The “Explanation” portion provides a space for the rationale, background, clarification, or reasons for the resolution instead of using multiple “Whereas” clauses.
2. **Format for Resolutions:** Resolutions should be written using the following format:

Title:

Submitted by: State your name (and the name(s) of additional individuals sponsoring the resolution), as well as the congregation, committee, commission, or region sponsoring the resolution).

Resolved, that this 115th Convention of the Diocese of Olympia _____ (and be it further) or (and therefore be it)

Resolved, that _____

Explanation: Provide a background/rationale for the proposed resolution.

Requirements for Resolutions:

1. If the resolution requires funding from the diocesan operating budget, the proposed resolution must make the source of the funding explicit by giving the existing category and item from which you propose taking the funding, or programs to be cut to provide funds. Any other source of revenue should also be stated.
2. If diocesan staff time is required by the expansion or implementation of programs according to your resolution, or if an increase in budget is required, accompany your resolution with an estimate of the cost of such changes.
3. Indicate in your resolution the person and/or group that will be responsible for carrying out the activity or communicating the information involved in the resolution.
4. If a report back to Convention or any other person or body is required, indicate the time and form of such a report.