

PROCEDURE FOR SUBMITTING A RESOLUTION
TO THE 163rd DIOCESAN CONVENTION

NOTE: As recommended by the current Robert's Rules of Order, we are not using a "Whereas" format at this Convention. Any resolution using a "Whereas" will be returned to the author for rewriting. The explanatory information that would have been placed in the salutation clauses should go instead to the Explanation section, using plain English.

FORMAT:

[Title of Resolution, *e.g.*, "*RESOLUTION ON NOB HILL PARKING*"]

SUBMITTED BY [sponsor(s), one of whom must be a member of the Convention, and the name of the congregation or other entity that entitles that person to be a member of Convention. Contact information should also be provided. *Example: "SUBMITTED BY Mr. Matt Dillon, Delegate, St. Swithen's, San Francisco (oldwestmarshal@tvwestern.com), as authorized representative of and on behalf of the Committee to Fix the Parking Mess For Ever"*]

RESOLVED, that the One Hundred Sixty Third Convention of the Diocese of California [state whatever it is that you want done, *e.g.*, "*expresses its dismay over the lack of parking spaces on Nob Hill*"];

RESOLVED, that this Convention [state whatever else it is that you want done, *e.g.*, "*urges the City of San Francisco to reform its parking permit system in accordance with the recommendations of the Penultimate Report on Parking and the Environment*"]; and

RESOLVED, that [if necessary, conclude with language setting forth how the resolution should be implemented, *e.g.*, "*the Secretary of Convention, or his nominee, is directed to forward a copy of this resolution to the Mayor of San Francisco and the Director of the Department of Parking and Traffic.*"]

Explanation: [write a brief explanation as to why the Diocesan Convention is an appropriate forum for consideration of this resolution and give the most important reasons Convention should adopt it. Give a clear, fact-based rationale, not an emotional declamation. The rationale should consist of background material that is concise and presents factual information necessary to decision. Proper references in the body of an explanation provide guidance to both those legislating– the delegates– and to those who must interpret and act on the action in the future, such as Executive Council. References should be specific. *E.g.*, in this model resolution, there would be a discussion of the pertinent factual findings and recommendations of the hypothetical *Penultimate Report* mentioned in the final paragraph.]

PROCESS:

*However sent, all convention resolutions **must be received** by **July 21, 2012**. Emailed and faxed submissions should be transmitted the Chair of the Resolutions Committee at jluther@lutherlaw.com or 415-532-1807. Mailed resolutions should be sent to Resolutions Committee, Attn: Francesca Pera, 1055 Taylor Street, San Francisco, CA 94108. The Committee will review all resolutions, may propose revisions or amendments, and will attempt to combine similar resolutions. Proposed resolutions received after the deadline may be considered by the Convention, if at all, **only** upon a 2/3 vote.*

Early filing is encouraged. If possible, resolutions will be posted in their then existing form on the Diocesan website prior to pre-Convention deanery meetings. The final version of resolutions will be posted on the website no later than the day before Convention.

For specific provisions governing this process, see Canons 6.01 and 6.08, Rules of Order Section 1 and Special Order-Committee on Resolutions in the Appendix below.

If you are considering submitting a resolution to the Diocesan Convention, please do the following when preparing it:

1. Call on the Chair of the Resolutions Committee ((415) 456-6197) for any assistance you need.
2. Follow the approved resolution format set forth above.
3. Review past positions taken by the Diocesan Convention on the topic you are considering to determine whether further action is actually needed.
4. To keep the resolutions focused, ask the following questions:
 - a) Does the Convention have authority over the subject matter of the resolution, or should the subject be handled in a way other than by resolution?
 - b) Does it direct that action be taken, specifying what and by whom?
 - c) Does it help the Diocese to move forward to accomplish its goals and vision?
 - d) Does it state a new internal position, or a public policy?
 - e) Does it amend an existing position?
 - f) Does it require changes in the canons or constitution? (Changes

to existing provisions must be shown and a copy of the resolution must be timely submitted by July 21, 2012 to the Secretary of Convention for consideration by the Committee on Canons. See Canon 21.01)

g) Does it require changes in the assessment formula? (Since they would be untimely, any such changes would be out of order at the 2012 Convention, and should be submitted to Executive Committee's Department of Finance before April 1, 2013, *not* the Resolutions Committee, for consideration by the 2013 Convention. See Canon 18.02(e))

h) Does it call for reporting actions, stating who should communicate with whom?

Since the Resolutions Committee will work to combine similar resolutions, you should coordinate your efforts and seek support of others concerned about the same issue. Proposals refined through such discussion and cooperation will foster informed debate and thoughtful decision-making.

APPENDIX: CANONS AND ORDERS REGARDING RESOLUTIONS

Canons

Sec. 6.01 Regular Committees. The Regular Committees of Convention shall consist of the . . . Committee on Resolutions [and other committees].

Sec. 6.08 Committee on Resolutions. The Committee on Resolutions, the duties of which shall be as set forth in the Rules of Order, shall consist of four Clerics and six lay persons.

Rules of Order

Section 1 - Procedure for Resolutions

1.1 Any resolution to be considered by the Convention, other than those necessary matters of procedure and business of the Convention, must be received by the Chair of the Resolutions Committee at least ninety (90) days prior to the opening of Convention. Resolutions may be submitted by any cleric or lay delegate eligible to vote at the Convention, or by any parish, mission, or other officially recognized diocesan organization. Included on the copy of the proposed resolution shall be the name and address of the proposer of the resolution.

In the case of resolutions submitted by an organization, the resolution shall state

the name of the Rector, Vicar, Chair, or other person duly authorized by that organization to respond to questions and accept amendments to such resolutions.

It shall be open to other persons or organizations to be listed as supporters of a resolution.

1.2 The Committee on Resolutions shall meet not less than seventy-five (75) days prior to the opening of Convention to consider resolutions submitted in timely fashion. The Committee may make such editorial changes as may appear necessary for accuracy or clarification. Substantive changes in resolutions shall not be made without the consent of the proposer. However, at its option, the Committee may make suggestions or recommendations concerning resolutions, which may be incorporated in the pre-Convention materials furnished to the Deaneries.

Copies of all resolutions, in their original form, or as modified by the Resolutions Committee shall be filed with the Secretary of Convention and shall be included in the pre-convention materials distributed to the six deaneries.

1.3 The several Deanery meetings at which such resolutions are considered shall be open to all interested persons. Advance written notice of the time, date and place of the meeting of such Deanery shall be given by the Deanery Secretary to the proponents of the resolution and to other interested persons who have in writing requested such notice. It shall be open to the presiding officer at the Deanery meetings to call for a straw vote, if desired, on resolutions after appropriate discussion, but such vote shall not be binding on persons present who shall be entitled to vote at the Convention.

1.4 The Committee on Resolutions shall submit no more than five (5) resolutions to the Convention for its consideration. This rule shall not apply to

a) routine or incidental motions required by the Canons or Rules of Order, including action on the budget and assessment formula;

b) resolutions proposed by the Committee on the Bishop's Address;

c) courtesy resolutions;

d) proposed changes to the Constitution and Canons; except that if the Committee on Dispatch of Business determines that such proposed changes are sufficiently substantive as to require significant debate, then the proposed changes shall count as one resolution and the Committee on Resolutions shall submit no more than four (4) resolutions.

1.5 Any proposed resolution that does not meet the foregoing criteria may be considered by the Convention only upon the affirmative vote of two-thirds (2/3rds) of those present and voting in Convention. If the Convention agrees to consider a resolution, it shall be referred by the Chair to the Committee on Resolutions or other appropriate Committee of Convention.

1.6 Any proposed amendments to a resolution may be filed with the Secretary of the Convention on or before the opening of Convention, and shall promptly be referred by the Chair to the Committee on Resolutions or other appropriate committee.

1.7 Any resolutions submitted to the Committee on Resolutions and not submitted to the Convention, unless withdrawn, shall be identified by the Committee in its report. The report shall include the name or subject of each resolution, the name(s) of the proposer(s), and the reason it was not submitted to the Convention.

Special Order: Committee on Resolutions

Your Committee on Dispatch of Business moves that the Report of the Committee on Resolutions be governed by the following Special Order:

1. The Committee shall have five minutes to file with the Convention those resolutions which have been considered by the Deaneries (Rule 1.3), and received any amendments thereto.
2. Opportunity then shall be given for members of Convention to seek 2/3 consent of the House for consideration of other resolutions. Debate on a motion to consider an additional resolution shall be limited to five minutes, during which time no speaker shall be allowed more than two minutes. Such debate shall be confined to the advisability of considering an additional resolution and not go into the merits of the resolution.
- 3 These resolutions, together with any amendments, shall be referred to the Committee on Resolutions or other Special Committees for subsequent hearing and report to the House.
4. When the Committee reports, in accordance with Rule 1.4, three minutes shall be provided for the presentation of each resolution and ten minutes for debate.
5. Debate on each resolution shall be limited to ten minutes, during which time no speaker shall be allowed more than two minutes, unless the House by 2/3 majority resolves to extend the time.
6. Within the time allotted, no motion to limit debate shall be in order while

anyone still wishes to speak. At the conclusion of the time period, votes shall be taken on all pending motions.

The Committee also reminds the House that all amendments or resolutions of any kind must be submitted in writing to the Secretary of Convention before action can be taken on them (Rule 4.1).

(Note: the Orders are from the 2011 Convention. Some changes may be adopted for the 2012 Convention).