

How to Submit a Resolution to Diocesan Convention

Resolutions may be presented to Diocesan Convention by individuals, parishes or committees and commissions within the diocese. Resolutions must have a specific clause that calls for a specific action. This clause should appear at the beginning of the resolution, so those who will be debating its merits may know the thrust of the resolution without having to read much detailed information. Desired actions might be:

- Setting up a diocesan program
- Expanding or changing the direction of an existing program
- Funding a program
- Affirming actions taken during the preceding year by committees and commissions
- Calling upon the bishop or others to express the concern of the diocese to parish, public or corporate officials and entities
- Empowering a committee or commission to carry out some specific task on behalf of the diocese.

Resolutions have two parts:

- The resolution itself and
- An explanation that either presents an argument for the resolution or explains its source

Please do not use *whereas* clauses. Simply state the action you wish to see taken as a resolve:

- The *Resolved* portion of the Resolution should come first in the printed version.
- The *Resolved* portion of the Resolution must be **double-spaced** and **numbered by line**, beginning with Line 1 in order that resolutions may be more easily followed in Convention discussions.

It is appropriate and often helpful to accompany the resolution with a paragraph, of explanation. The explanation is not to be double-spaced or numbered. Convention does not debate or approve explanations, though arguments for and against the resolution itself may be debated before voting.

A resolution should be considered part of the convention process, not an end in itself. A good resolution may not be acted on favorably because it was not prepared carefully or because there was no adequate follow-up. To avoid these obstacles, committees, individuals and parishes are encouraged to follow these steps in submitting a resolution:

- 1) Decide on the action needed. Assign one person to write the resolution. Critique the resolution in committee. Be sure the resolution is simple, clear, grammatically correct, and concise. Anticipate arguments against the resolution, and include counter arguments in the explanation. (Be clear and concise in the explanation as well.)
- 2) All resolutions must be numbered by line beginning with Line 1, so that at Convention, when part of the resolution is referred to, members will be able to follow the reference easily. Do not number the lines of the explanation.
- 3) Send the resolution to the chair of the Committee on Dispatch of Business at the Diocesan Office on or before the deadline date for the submission of resolutions. If you are not sure of this date, call 716-881-0660, x12 to inquire.
- 4) Plan a strategy for presenting the resolution and arguing in its behalf. Have someone be present at the Open Hearings on Resolutions (held in the morning on the day Convention begins) to answer any questions delegates might have.
- 5) Be sure the proper follow-up for implementing the resolution occurs. If the resolution calls for the bishop or other diocesan leaders to write letters, offer to help with this.