

**RESOLUTION SUBMITTAL FORM**  
**Northeastern Iowa Synod Assembly June 9-10, 2023**  
**Luther College, Decorah, Iowa**

*This completed form should be submitted electronically to the Secretary of the Synod  
(friedrichsusan@gmail.com) no later than Monday, May 1, 2023.*

\_\_\_\_\_

Please type or legibly write your resolution in the space below. If you have more than one resolution to submit, please copy this form. Only one resolution should be included per form.

Sign the form at the bottom of the page, indicate the name and location of your congregation and include the signature of your pastor. This signature is requested to certify that you are a voting member of an ELCA congregation in the Northeastern Iowa Synod.

Before writing the resolution, please study the worksheet on the reverse side of this page.

\_\_\_\_\_

A resolution concerning \_\_\_\_\_

*continue on the back, if necessary*

Signature of individual submitting the resolution \_\_\_\_\_

Congregation and location \_\_\_\_\_

If this resolution is presented on behalf of a congregation, signature of pastor or congregational council president/chairperson \_\_\_\_\_

Date \_\_\_\_\_

### RESOLUTION WORKSHEET

Observations:

1. A resolution should be stated clearly and concisely.
2. The WHEREAS section should state the reason for the resolution. Each reason should be given as a separate WHEREAS.
3. The Resolved section should clearly state the action desired, who is to implement the action and who is to bear any cost. Each action should be described with a separate Resolved.
4. Resolutions should be tested against questions such as:
  - Is the information complete and accurate? (Person submitting resolution is responsible for supporting data.)
  - Is this a matter which pertains to the life and ministry of the synod?
  - Is this a matter of significance requiring consideration by the synod assembly?
  - Is the action requested one which the synod can appropriately and effectively implement?

Format:

1. If a resolution requires one action, use the following format:  
RESOLVED that \_\_\_\_\_
2. If a resolution requires more than one action, the following format is used:  
RESOLVED that \_\_\_\_\_; and be it further  
RESOLVED that \_\_\_\_\_
3. If a resolution is preceded by one reason for submitting the resolution, the following format is used:  
WHEREAS, \_\_\_\_\_; therefore, be it  
RESOLVED that \_\_\_\_\_
4. If a resolution is preceded by two or more reasons, the following format is used:  
WHEREAS, \_\_\_\_\_; and  
WHEREAS, \_\_\_\_\_; therefore, be it  
RESOLVED that \_\_\_\_\_