



**19th Annual Synod Assembly
Resolution Submittal Form
2006 SYNOD ASSEMBLY
MAY 19-20, 2006**

Please use this form to submit resolutions to be considered by the 2006 Northeastern Pennsylvania Synod Assembly. The Committee of Reference and Counsel will review resolutions submitted to it before the assembly and requests that, wherever possible, such resolutions come to the committee **prior to April 28**. A resolution adopted by the 2005 Synod Assembly requires that resolutions submitted after May 12 will be considered only if the assembly votes to receive them.

Return the form to the synod office (address below) no later than **Friday, April 28, 2006**.

Please type or write legibly. You may submit only one resolution on each form. Copy form for additional resolutions. For additional information, see the worksheet on the reverse side of this page.

Sign the form where indicated; include the name and location of your congregation. If you are a lay member of a congregation, include the signature of the pastor or president of the congregation (this signature is requested to certify that you are a participating member of an ELCA congregation in the Northeastern Pennsylvania Synod).

A resolution concerning _____

Name (please print) _____

Signature _____

Congregation and location _____

Signature of pastor or congregation council president _____

Date of submission _____

Return to: Committee of Reference and Counsel, 2006 Synod Assembly, Northeastern Pennsylvania Synod, 4865 Hamilton Blvd., Wescosville PA 18106-9705 or FAX to 610-398-7083.

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 state clearly the action desired, who is to implement the action, and who is to bear the 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?
 - Is this a matter that 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 implement appropriately and effectively?

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 _____

*To submit a resolution, use the form on the reverse side of this page. Only one resolution may be submitted on a form. You may copy this form. Note the deadline for returning resolutions: **Friday, April 28, 2006.***