



EPISCOPAL CHURCH
IN CONNECTICUT
PARTICIPATING IN GOD'S MISSION

GUIDELINES FOR SUBMITTING RESOLUTIONS

Guidance and Resources for the
Episcopal Church in Connecticut

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Resources for Preparing Resolutions

Some helpful questions to ask while researching to prepare your resolution include:

- Has this been proposed before? If so, how did Convention act on the matter? If the Convention has already acted, what are you asking that is different?
- What other groups are working on this issue or topic? Are they planning to submit resolutions?
- What other resolutions have been passed by previous Conventions that relate to this topic?
- Who within ECCT would be responsible for acting on a resolution of this kind? Parishes, ECCT Staff, Bishops, Clergy, Lay Persons, Leadership, etc.?
- What kind of language does this resolution require? Would the work called for be best explained by a broad statement or a more detailed outline? (Specificity is helpful but can unnecessarily limit the scope of a resolution.)

Journals of Convention are available on ECCT's Digital Archives Portal

The Journals of Convention maintained by ECCT are an excellent tool for researching your resolution's topic. If you need additional assistance in your search, please contact ECCT's Archivist and Records Manager, Greg Farr, at gfarr@episcopalct.org.



About Resolutions

When preparing a resolution, please use these guidelines, the resources that are noted within this document. It is the responsibility of the resolution proposer to write their resolutions in the proper form.

A common point of confusion when writing a resolution is that two additional sections can be included with the text of the resolution itself – the explanation and supporting documents. These later two items are not part of the resolution but may be made available if desired to assist in the deliberation and decision-making process. For the purpose of this guide, resolution refers only to the text that is calling on Annual Convention to take specific action on something.

Proposer

The Interim Body, Committee, Ministry Network, or Group of clergy and lay persons that writes a resolution is the proposer of the resolution. In order to be considered, a resolution must be proposed by five (5) or more members of Convention. Members of Convention are defined by our ECCT's Constitution Article II, Section 4 C.

Submitter

The submitter is the person entering the resolution into the resolution submission form available online at episcopalct.org/annual-convention/resolutions. The submitter may be one of the proposers, or someone else entering the resolution on behalf of the proposers.

Editing and Review

It is the responsibility of the proposers to write their resolutions in the proper form, and to arrange for proofreading and editing of their resolutions, explanations, and supporting materials. ECCT may edit resolutions for formatting and to correct some elements to fit standards used by Annual Convention such as punctuation of titles, names of people or institutions, exact quoting of the C&C, or conformation to resolution structure, but will never edit or otherwise modify the content of a resolution. The submitter may be contacted if it is believed corrections are needed to content before the resolution is referred to Annual Convention.



Writing Resolutions

Title

Include a brief descriptive title to highlight the area of legislation. Titles should address the subject of the resolution, not its proposed outcome.

Example: Support for Seminarians.

For resolutions that propose amendments to the Constitution or Canons, the title should consist of the article or canon and a brief description. See additional information regarding C&C resolutions on page X

Example: Amend Canon 1.17.1.c To Clarify Full Communion.

NOTE: ECCT reserves the right to edit or change a title for clarity and consistency.

Explanation

The purpose, intentions, and justifications for a resolution should be included in the explanation which immediately follows the text of the resolution. Since the explanation is not part of the official text of the resolution, it can include links, references to other documents, and historical context for the resolution. Please limit explanations to 100 words or less.

Supporting Documents

The submission form has a “supporting documents” option where one may upload PDF or Word documents, or images. This supporting documents option may be used for documents that may aid in consideration of the resolution. All documents must be either available in Spanish or translated into Spanish (additional languages can also be accepted).



General Guidelines for Resolution Content

- **One Topic:** A resolution should have one topic.
- **Specific Action:** A resolution must require specific action. Resolutions are phrased so that it will result in some action to be taken by Annual Convention or an identified person, committee, or task force of ECCT. Resolutions don't have to say how to achieve that action. To put it another way, resolutions must be descriptive of the action(s) to be taken by ECCT, but it does not have to be prescriptive of every step of the process.
- **Use Subjunctive:** Use the subjunctive verb tense. Examples: "That the 241st Annual Convention adopt the following statement..." (instead of adopts); That the Episcopal Church in Connecticut confirm..." (instead of confirms).
- **Refer to "the 241st Annual Convention of the Episcopal Diocese of Connecticut" instead of "the Episcopal Church in Connecticut" or "ECCT."** Always use full phrase "the 241st Annual Convention of the Episcopal Diocese of Connecticut" and the formal name of ECCT (Episcopal Diocese of Connecticut) in resolutions.
- **Refer to "the 241st Annual Convention of the Episcopal Diocese of Connecticut" instead of "this 241st Annual Convention..."**. Always use "the" instead of "this" in the phrase "the 241st Annual Convention."
- **Begin each resolve with "Resolved, That..."**: Please begin each resolve clause with the word "Resolved," in italics, and "That" in regular text with a capital "T." For example: *"Resolved, That the 241st Annual Convention ..."*



General Guidelines for Resolution Content

- **End each interim resolve with “; and be it further”:** If a resolution contains more than one resolve clause, the clauses should be joined with a semicolon followed by the words “and be it further” and then a line break.

For example:

Resolved, That the 241st Annual Convention of the Episcopal Diocese of Connecticut {text of first resolve} ; and be it further

Resolved, That {text of the second resolve}; and be it further

Resolved, That {text of the third resolve}.

Ideally, resolutions should not contain more than three resolve clauses.

- **Follow resolves that end in a list with “And be it further”:** If an interim resolve ends in a list, start a new paragraph and enter “And be it further” on its own line. Then to start the new resolve with “*Resolved, That*”

For example:

Resolved, That {text of resolve}

1. List item
2. List item
3. List item

And be it further

Resolved, That {text of next resolve}

- **No Conditional language or required order of consideration:** Resolutions cannot be submitted if the passage of one is dependent on the passage of another, separate resolution. No conditional language about the passage will be accepted. The two must be submitted together as different resolve clauses of the same resolution so Annual Convention can discuss them as one unit. For example, a resolution that calls for changing the Canons in one section but can only occur if another section of the Canons is changed must be submitted as one resolution. Resolutions cannot be filed and considered in a particular order, i.e. to wait to see if that other change is made.



General Guidelines for Resolution Content

- **Creation of a new Interim Body:** If the resolution calls for the creation of an Interim Body (such as a Task Force), it should state the composition of the proposed body, and, unless otherwise provided for in the Canons or Rules of Order, how it is to be constituted. In other words, the resolution must clearly state who appoints members of the body; how many people it is composed of; whether the members must be lay, clergy, or a mixture of both orders and if so, if certain minimum or maximums of each order are required; the work they are tasked with completing; the length of the time needed for the completion of the assigned work; and a proposed budget, if any. Please use this format:

Resolved, That the 241st Annual Convention of the Episcopal Diocese of Connecticut authorize the establishment of a Task Force [on/for/to], appointed by [Unless otherwise specifically provided in the establishing Resolution, the Bishop shall appoint the members], composed of [number of people] as follows: [x] Priests or Deacons and [x] Lay Persons, to complete [work assigned and any specific time frame]. The Task Force ends with the submission of their report to the [X] Annual Convention of the Episcopal Diocese of Connecticut.

- **Cost Estimate:** If your resolution contains budgetary implications, a cost estimate must be included within a last resolve clause of your resolution. Please use this format:

"Resolved, That the 241st Annual Convention of the Episcopal Diocese of Connecticut request a budget allocation of \$_____ for the implementation of this resolution."

- **Translation:** All resolutions will be available in English, Spanish, and Haitian Creole on ECCT's website.



General Guidelines for Resolution Content

- **Things you cannot use in the text of the resolution itself** (but you can use in the explanation and supporting documents):
 - Bold text. This is only used after a resolution has been passed by Annual Convention to indicate the finalized version.
 - Preambles or “whereas” clauses. Use the explanation section for further information, context, and rationale for the resolution.
 - Links to websites. Links are usually temporary and therefore are not good for archival copies of resolutions. Therefore, links should not be inserted in the text of resolutions. Place links in the explanation or in the supporting documents.
 - Referrals to or attachments of Congressional legislation or bills. They often change and may have “riders” attached that do not refer to the intent of the resolution being proposed.



Guidelines for Resolutions that amend the Constitution or Canons

- **Article or Canon Reference:** Begin your resolve clause with the article or canon reference. Example: "That Canon 1.17.1.c is hereby amended to read as follows..."
- **Quote Exactly:** The Constitution or Canons must be quoted exactly. Do not paraphrase anything. To minimize errors, we recommend that you copy and paste the text you are amending from directly from the documents available on ECCT's website.
- **Entire amended paragraph:** Include the entire section or paragraph that you are amending. Do not omit any sections or use an ellipse (...) to skip over parts. This provides clarity when the resolution is being discussed. You do not need to include sections or paragraphs that are not being amended. Example: If only Canon IV.17.2.e is under discussion, do not include paragraphs d or f or the entire section. Provide only the entirety of paragraph e.
- **Strikethrough for deletions:** Text to be deleted is indicated by a ~~strike-through~~ mark.
- **Italics for insertions:** Text to be inserted is indicated by *italics*.
- **Multiple sections in the same resolution:** You may amend different sections of the Constitution or Canons in the same resolution:
 - If all of the changes address a single issue (like changing all instances of the Phrase "Provincial Court of Review" to "Court of Review").
 - Or if the changes are dependent upon on one another. For example, if a paragraph needs to be deleted from one section and added to another.

If you are amending more than one section of the Constitution and Canons in a single resolution, each section being changed should be a separate resolve clause.



Guidelines for Resolutions that amend the Constitution or Canons

- **Capitalization:** When referring to the formal orders and members of them, the words Bishop, Priest, Deacon, and Lay Person and their plurals are capitalized. Outside of this context, the words are not capitalized.

Please use the following steps when proposing amendments to the Constitution or Canons:

Begin the resolution with the following:

<Amended text as it would appear if adopted. Scroll below the line of asterisks (***) to see the version showing all deleted and added text.>**

Put the text of the resolution as it would appear if adopted. This means remove any text that is to be taken out and/or add any new text without using italics. There should be no strikethrough or italics in this version of the text.

Then add the following text:

<Proposed amended resolution text showing exact changes being made:>

Put the text of the resolution showing the exact changes being made. This means show any text being removed using a ~~strikethrough~~ and any new text being added using *italics*. Note that bold should never be used in resolutions.

Resolution writers and amendment proposers are encouraged to ~~strikethrough~~ entire words and phrases, as is practical for the situation, but to still show exactly what is being modified. Please do not ~~strikethrough~~ only a portion of a word as this interferes with translation.