



CONVENTION RESOLUTION FORM

Signed: Voting Member Name, Congregation, Town (5 Total)

HELPFUL SUGGESTIONS WHEN WRITING RESOLUTIONS

Resolutions may be written to request the convention body to give attention to or take action on a specific issue or problem.

A resolution must be carefully written. The problem must be presented and a solution must be presented. It should be brief, to the point and about a single issue.

The following are some suggestions for writing a resolution:

1. List the origin of the resolution.
2. State the title or subject.
3. Introduce the single subject by stating **WHEREAS**.
4. State the proposition for which one specification is desired.
5. End the first paragraph with **AND**.
6. Develop the body of the resolution by pointing out the facts that bring about the problem addressed.
7. Each fact should be a paragraph by itself, starting **WHEREAS**, and ending with **AND**.
8. Conclude the resolution with the words **THEREFORE, BE IT RESOLVED, that**
9. Additional facts, information, maps, charts, etc. may be sent along to help support the resolution.
10. Five voting members need to sign the completed resolution.
11. Send by August 1, 2016 to be included in the Voting Member Mailing to:
Sharon Mortrud
56603 194th Street
Park Rapids MN 56470
12. Resolutions can also be brought to the Registration Desk and given to the Chair of the Reference and Council Committee no later than 1:30 PM on September 16, 2016.

Revised 4/16/16