



### Policy for the Resolution Process

A. **Resolution:** A resolution is a motion that requires a decision and includes a recommended action. All resolutions presented to the Annual Meeting must be submitted to the Conference Council for review and classification as follows:

1. **Prudential Resolution:** a resolution that addresses the Conference's policies, structure, or procedures; authorizes programs; proposes directions or mandates. A Prudential Resolution requires a majority vote.
2. **Resolution of Witness:** a resolution that addresses moral, ethical or religious concerns in the church, nation or world. The purpose of a Resolution of Witness is to guide the churches, and the ministries of the Illinois South Conference toward a faithful Christian witness in the world. If a vote is called for, it requires a 2/3<sup>rd</sup> majority. The Illinois South Conference is called to give prophetic voice and express the faithful witness of the majority of UCC local churches, ministers and members, while honoring the diversity of faith and witness in the United Church of Christ.
3. **Emergency Resolution:** a resolution, either Prudential or of Witness, that is submitted for consideration after the ninety (90) day deadline, and it is of an "emergency" nature: i.e., the concern is of major importance, and pertinent information was not known or available prior to the deadline.

B. **Process:**

1. The Conference Council will receive and process all resolutions prior to presenting them to a called meeting of the Illinois South Conference.
2. A resolution may be submitted to a called meeting of the Illinois South Conference by the following:
  - a. a church council or consistory

- b. a congregation of the Illinois South Conference that has approved a resolution at a regular or special meeting
- c. the Illinois South Conference Council
- d. a committee or team of the Conference

3. All resolutions must be received at least 90 days prior to the Annual Meeting to be considered and shall be referred to the Conference Council for classification as a Prudential Resolution or Resolution of Witness. The following deadlines apply:

- a. A copy of the resolution must be sent to the Moderator of the Conference Council at the Conference Office at least 90 days prior to the Annual Meeting. (July 28, 2019)
- b. An Emergency Resolution must be emailed to the Moderator ([kstrobe@nwcable.net](mailto:kstrobe@nwcable.net)) or presented to the Business Committee which is defined as the Executive Committee and the designated parliamentarian of the Annual Meeting no later than 12:00 noon on the day preceding the Annual Meeting. The Business Committee will determine if the resolution is truly of an "emergency" nature. An Emergency Resolution must comply with the rules that govern the submission of a Prudential Resolution or a Resolution of Witness. The burden of proof that the resolution is an "emergency" lies with the presenter. The Business Committee determines if the resolution meets the criteria as an Emergency Resolution.

Adopted by Exec Comm 6/12/2019

### Guidelines for Making Amendments

While we have provided considerable guidance to churches and delegates regarding motions and resolutions, we have not given guidance to delegates about making amendments. Here is a brief guide.

An amendment is made in order to make a change in a resolution or a motion.

- The amendment must be related to the motion or resolution
- It cannot be designed to reverse the focus or direction of the main motion or resolution.

- Amendments may be offered to the main motion or resolution. Such amendments may be amended in turn, but secondary amendments may not be further amended.
- Amendments are debatable if the main motion is debatable.
- Amendments require a second
- Amendments are more productive when they are clear, concise and have one point to make.
- If the amendment contains multiple points, someone may request that the points be considered individually. This is called “moving to divide the question.”

\*\*Persons making amendments are requested to give the chair a copy in writing **if the amendment is lengthy.**

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Amendments may:

- Insert words
- Strike words
- Add words at the end
- Substitute wording for the entire motion.

A **Friendly Amendment** is created when the person making the main motion and the one who seconded it agree with the amendment. This does not require a vote.

**Resolutions** contain both a “Whereas . . .” section laying groundwork (the “preamble”) and a “Be it resolved “section (the resolution itself) that states a position or calls for action. The “Be it resolved . . .” section must be amended before the “Whereas . . .” section can be amended.

To amend a motion, the speaker goes to the microphone and says:

“I offer an amendment. I move \_\_\_\_\_.”\*\*

- To strike the word (s) \_\_\_\_\_.
- To insert the word(s) \_\_\_\_\_.
- To add at the end the words \_\_\_\_\_.
- A substitute wording \_\_\_\_\_.

Example:

Main motion: To establish the first Sunday of March each year as Sunday School Day.

- I move to strike the words “each year”.
- I move to insert after “each year” the words “beginning 2018”
- I move to add at the end the words “and give Sunday School teachers a gift.”
- I move to replace the motion with these words: To recommend to our churches that they establish the fourth Sunday of Lent each year as Church School Day.