

**SUBMITTING RESOLUTIONS**  
to the 37th Annual Convention of the Episcopal Diocese of Fort Worth

**When are resolutions due?**

**Canonical Due Date: Monday, September 9, 2018**

**What if my resolution is late?**

If you submit your resolution after the due date (except for the exemption described in Rule 11), you must make a motion to suspend the rule, and then the Convention must pass that motion by a two-thirds vote before the resolution may be considered.

From the Rules of Procedure, Rule 11: “Any resolution, which shows on its face that it deals with matters arising after the deadline date, shall be exempt from this requirement. All other resolutions delivered to the Secretary after the deadline shall be governed by Rule 27.”

Rule 27 – Suspension of the Rules: “Any of these rules may be suspended by the unanimous consent of the Convention or by two-thirds (2/3) concurring majority vote of the members of both orders; provided that, such amendments are not in violation of the Constitution or Canons of the Diocese.”

If your resolution is submitted after the due date, include this language at the top of your resolution:

**Motion to Suspend the Rule**

**The party seeking to introduce the resolution set forth below moves to suspend the rule requiring submission of resolutions on or before [due date] for the following reason(s):**

[State why you were unable to submit the resolution by the deadline.]

**Who can submit a resolution?**

Resolutions for consideration by the Annual Convention may be submitted by any member of the diocese or by a diocesan entity (vestry, deanery, committee or commission, etc.). Any church member can write a resolution concerning the mission and ministry of the church, but to become part of the Convention’s business, it must be sponsored or endorsed by at least one of the following: a delegate (lay or ordained), a commission or committee of the diocese, a parish vestry, or a deanery.

## How are resolutions submitted?

Resolutions to the Diocesan Convention should be submitted in writing online, by mail, or by email.

**Submit Resolutions to:** Chair of the Resolutions Committee  
Episcopal Diocese of Fort Worth  
PO Box 8695  
Fort Worth, TX 76120  
[resolutions.committee@edfw.org](mailto:resolutions.committee@edfw.org)

## INSTRUCTIONS

Include the following items for each resolution

- **Proposer of the Resolution** - If the source of the resolution cannot be determined, the resolution is considered not to have been completely submitted.
- **Parish or Organization**
- **Phone Number**
- **Title of the Resolution**
- **Text of the Resolution** Use the format below to structure your resolution. If your resolution does not follow the format, you will be contacted about revising it.

Resolved, by the ___ Annual Convention of the Episcopal Diocese of Fort Worth, that _____ _____ Be it further resolved that .
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Make sure the resolution contains a specific request for action by the Convention. If it does not, you will be contacted for clarification.

The requested action(s) may include changes to the Constitution and Canons of the Diocese, so be sure to review these documents for parts that would affect or be affected by your resolution.

- **Explanation:** Keep the explanation brief, within 200 words if possible, giving information, context or background for delegates to understand the purpose of the resolution and the need for what the resolution proposes. Explanations are NOT a part of the resolution itself; a delegate may vote in favor of a resolution while disagreeing with the explanation (or vice-versa).

*Thanks to the dioceses of New York, Fond du Lac, Delaware, and Western North Carolina for suggestions on these resolution guidelines.*