

## Resolution Instructions for the 2023 Arkansas Annual Conference

### What is a resolution?

Resolutions are an opportunity for the Annual Conference to express a stance and urge actions in response.

Every year, members of the Arkansas Annual Conference meet to fellowship and address the business of the Conference. Part of that business takes the form of considering resolutions. Resolutions deal with issues affecting the lives of members of the Conference, but also the lives of our neighbors.

By passing a resolution, we are able to communicate to the media, and elected leaders the will of the majority of delegates from the churches of the Arkansas Annual Conference.

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### What are the parts of a resolution?

A resolution has two main parts: a series of “Whereas” statements followed by a series of “Be it resolved” statements. Generally speaking, the “Whereas” statements should establish the factual basis of the resolution, using such sources as Scripture, *The Book of Discipline*, media reports, and other reference materials. The “Be it resolved” statements, reflecting on the facts established in the “Whereas” statements, say what we should do in response to these facts.

“Be it resolved” statements cannot seek to legislate or set policy for the Annual Conference. Resolutions do not amend the rules of the Conference or require specific actions from the various Conference committees or agencies. For instance, a resolution cannot dictate how money in the Conference budget is spent; such a change would have to be proposed as a motion in the Finance report. Resolutions can urge (but not force) members and churches in the Conference to do something, notify elected leaders of the stance of the Conference, etc.

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### Who can submit a resolution?

Any clergy member of the Arkansas Annual Conference or lay member of a Conference church, along with church boards, officially recognized committees and Conference boards and agencies, can submit a resolution.

Pursuant to changes to Par. 208.1 of our Conference’s Standing Rules as adopted at Annual Conference 2021 all resolutions and petitions must be included in the Pre-Conference Journal to be considered by the Annual Conference Session. The deadline for submission of Resolutions and petitions is **April 1, 2023**. Resolutions or petitions not offered by a Conference agency must be signed by at least ten lay and/or clergy members of the upcoming Arkansas Annual Conference Session. These signatures must be obtained before the proposed resolution or petition may be submitted to Rev. Candace Barron, the Arkansas Conference Secretary. Resolutions should be emailed as a .PDF, .doc, or docx to Rev. Barron at [candace.barron@arumc.org](mailto:candace.barron@arumc.org).

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## How should I format my resolution?

Since your resolution will be included in the Pre-Conference Journal, formatting may be lost or degraded as it's transferred. Please use the "normal" style in your word processor, and don't change font, size, or indentation. Acceptable formatting includes bold, italics, superscript, and subscript.

**Title:** Begin with a **bold title** that describes your resolution without using the word "resolution."

**Factual Basis:** Following your title will be the factual basis of your resolution. Have one or more paragraphs that begin with (bolded) "**Whereas,**" Offer references that support the claims you are making.

For Scripture references, list the reference followed by the translation, like "*John 3:16-17 (NRSV).*" Likewise, references from *The Book of Discipline* and *The Book of Resolutions* can be cited in-text. Be sure to include the paragraph number and year of publication, like "¶160B in *The Book of Discipline* (2016) Social Principles states..."

Once you have the citation, reference it by adding a bracketed number after the relevant sentence or paragraph. Then, at the bottom of your resolution, include a list of all of your references.

**Desired Response:** After establishing the factual basis for your resolution, articulate how you would like the Conference to respond. Begin the first such paragraph with "**Now, therefore, be it resolved,**" and each subsequent paragraph with "**Be it further resolved.**"

Be sure to be specific. For instance, avoid phrases like "send this resolution to lawmakers". Instead, choose "send this resolution to all members of the Arkansas General Assembly," or "the Arkansas Speaker of the House and Senate President Pro Tempore," or "the Arkansas Congressional Delegation."

If you have directed the resolution to be sent to certain people or bodies, please include their addresses as practical. Including these, all paragraphs to this point should be left-aligned. Please do not center or justify text.

Finally, describe who is submitting the resolution. If you are a lay person, please include the church's name where you are a member. If you are a clergy person, please include your designation (deacon, elder or local pastor) and where you are appointed. Remember your 10 signatures from current lay or clergy members of the upcoming Annual Conference Session!

If your resolution is submitted by a committee, no signatures are required.

Resolutions should be no longer than about 2 pages (1,000 words).

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## **What comes next?**

Many people will work to ensure you have the best chance to have your resolution considered at Annual Conference. Your resolution will be reviewed to ensure it is worded so as to be “in order”, or worded and supported in a way that the Conference can vote on it according to our church laws, policies and the broadest understandings of Christian civility.

You will be contacted about anything in your resolution that stands in conflict with the rules in the *Book of Discipline*, the *Standing Rules* and *Session Rules* of the Annual Conference. Finally, spelling and grammar will also be reviewed and corrected. It is our hope that through these efforts and conversations we can assist you to make necessary changes so that your resolution will be in order and will be presented within the timeframe allotted for the Annual Conference business session.