



Process and Guidelines for Submitting Resolutions

NOTE: For the 60th Annual Convention, the following dates apply:

Preconvention Meetings – Saturday, August 22, 2026 (any resolutions under consideration or to be proposed by Regions are discussed)

Resolution Submittal Deadline: Thursday, September 3, 2026 (30 days prior to Convention)

Friday, October 2, 2026 – Budget and Resolution Hearing at Annual Convention

Friday/Saturday – October 2-3, 2026 – Business Meeting of the Annual Convention – Resolutions will be considered at this time.

What is a Resolution?

Resolutions are matters by which the Annual Diocesan Convention calls on the Diocese to take specific legislative action, to commend or commemorate a person, event, or other matter; or to take a stance on a particular issue.

Who Can Propose a Resolution to Diocesan Convention?

A Resolution may be proposed by:

- A baptized person in good standing in a Congregation in union with the diocese

What do Diocesan Canons say about resolutions?

Canon 3 (Convention), Section 17 (Pre-Convention) of the Canons for the Episcopal Diocese of Wyoming:

Thirty (30) to fifty (50) days prior to the annual Convention, a Preconvention meeting shall be held at a time and place designated by the Bishop. Reasonable notice of Preconvention meetings shall be given to all Congregations in the Diocese. All Delegates to the annual Convention are expected to attend Preconvention meetings.

Preconvention meetings shall consider and respond to Preconvention reports, including those resolutions submitted prior to the meeting; may recommend additional resolutions and nominations; and, act on any other issues as required by Canon or offered for consideration including the election of a regional representative to Diocesan Council. (Canon 5, Section 4).

Canon 3 (Convention), Section 18 (Resolutions) of the Canons for the Episcopal Diocese of Wyoming:

Section 18. All resolutions to the annual Convention, except those resulting from the Bishop's address to Convention and courtesy resolutions shall be filed with the Diocesan office at least thirty (30) days before the meeting of the annual Convention. Proposed resolutions that are not submitted in accordance with the above provision may not be considered at the annual Convention except by a vote of two-thirds (2/3) of those present. Any proposed resolutions so authorized for consideration shall be referred to the Chair of the Committee on Resolutions and, if such resolution may involve a conflict with, or an amendment to, the Constitution or Canons, to the chair of the Committee on Constitution and Canons. Resolutions not disposed of by action of the Annual Convention shall be referred to the Diocesan Council.

How are Resolutions Submitted?

The Bishop will designate a Committee on Resolutions who shall receive, review and recommend adoption of all submitted resolutions at the Annual Convention. Any resolution amending the Constitution and Canons will be referred to the Constitution and Canons Committee for a review and report.

All resolutions should be submitted online to the Resolutions Committee through the Diocesan office who will refer them to the Committee. info@episcopalwy.org

Editing and Review

It is the responsibility of the proposer to write their resolutions in the proper form, and to arrange for proofreading and editing of their resolutions, explanations, and supporting materials. The Resolutions Committee may lightly edit resolutions for formatting and correct some elements to fit standards used by the Diocesan Convention such as punctuation of titles, names of people or institutions, exact quoting of the Constitution and Canons, or conformation to resolution structure, but will never edit or otherwise modify the content of a resolution. The Resolutions Committee will determine whether the proposer of the Resolution is qualified to bring a Resolution to Convention and will also determine whether the Resolution meets criteria to move forward as a Resolution.

Resources for Preparing Resolutions

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

1. Has this been proposed before? If so, how did Diocesan Convention act on the matter? If the Convention has already acted, what are you asking that is different?
2. What other groups are working on this issue or topic? Are they planning to submit resolutions?
3. What other resolutions have been passed by previous Diocesan or General Conventions that relate to this topic?
4. Which governing bodies, task forces or functional areas of the Episcopal Diocese of Wyoming would be responsible for acting on a resolution of this kind?
5. What fiscal impact will this Resolution have?

The Archives of The Episcopal Church

<https://www.episcopalarchives.org>

The digital archives maintained by The Archives of the Episcopal Church are an excellent tool for researching your resolution's topic to see how the topic has been addressed by The Episcopal Church.

The records of the Episcopal Diocese of Wyoming are less accessible, but, for most years, the Journal of the Convention, including minutes thereof, would provide background on adopted resolutions. Contact the Secretary to the Convention through Melissa Anderson, Chief Operating Officer (melissa@episcopalwy.org) for further information.

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. For resolutions that propose amendments to the Constitution or Canons, the title should consist of the article or canon and a brief description.

Explanation: The purpose, intentions, and justifications for a resolution should be included in the explanation which immediately follows the text of the resolution. The explanation is not part of the official text of the resolution, and can include links, references to other documents and historical context for the resolution. This replaces the "whereas" clauses common in some resolution formats.

Please limit explanations to a few paragraphs.

General Guidelines for Resolution Content

- **One Subject:** A resolution shall have only one subject.
- **Specific Action:** A resolution must require specific action. Resolutions are phrased so that, if adopted by Diocesan Convention, it will result in some action to be taken by the Diocese or an identified person or group of the Diocese. Resolutions do not have to say how to achieve that action. This includes the action of taking a particular stance on a subject.
- **Use Subjunctive:** Use the subjunctive verb tense: Examples: "That the 60th Diocesan Convention **adopt** the following statement..." (not **adopts**)
- **Refer to:** "the 60th Diocesan Convention" instead of "this 60th Diocesan Convention."
- **Begin each resolve:** Begin each resolve clause with "*Resolved*, That..." The word "*Resolved*" should be in italics, and "That" should be in regular text with a capital "T."
- **End each resolve:** End each 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. Ideally, resolutions should not contain more than three or four resolve clauses.
- **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. The two must be submitted together as different resolve clauses of the same resolution so they can be discussed as one unit.

- **Creation of a New Task Force or Committee:** If the resolution calls for the creation of a new Task Force or Committee, it should state the composition of the proposed body, and, unless otherwise provided for in the Canons, how it is to be constituted. In other words, the resolution should 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; the work they are tasked with completing; the length of time needed for completion of the assigned work; and a proposed budget, if any.
- **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 60th Diocesan Convention request a budget allocation of \$_____ for the implementation of this resolution.”
- Please do not use preambles or “whereas” clauses. Use the explanation section for further information, context, and rationale for the resolution.