

Guidelines for Submitting Resolutions (2015)

Remember the following...

1. This year's deadline for submitting resolution is May 11, 2015.
2. Each person or organization may only submit one resolution.
3. The purpose of a resolution is to take a stance on an issue or to make a public statement. **If your resolution seeks to legislate or set policy for the Annual Conference it will be ruled out-of-order.** Those matters must be made as motions at an appropriate time during the Annual Conference.
4. Resolutions are to be submitted in the Microsoft Word document format and sent by email to Shannon Medlin <smedlin@nccumc.org>.

Individual working on resolutions should consider submitting them first to other organizations for reflection, discussion and refinement. For example, you may wish to take your resolution to your Church Council and have them submit the resolution after such discussion and refinement takes place.

Make sure...

- ...you document any factual statement you make. See the sample resolution below.
- ...your resolution is submitted in the style and form of the sample below.
- ...you have included the name of the person or organization submitting the resolution at the end.

If you have any questions or need guidance in drafting your resolution, please contact Alan Swartz <aps@nccumc.org>.

Sample Resolution

Please use the resolution below as a simple guide for the style of the resolution you wish to submit.

(This is an abbreviated version of a previous resolution used as an example.)

Note that the word resolution isn't needed in the title.

The initial WHEREAS' and THEREFORE's are in all CAPS.

Do not use any indentation.

Note how references use numbers within brackets [1] and not superscript.

Keep formatting at a minimum. The document will be reformatted a number of times before published. Use the default style of your word processor for Text Body (usually 12 point *Times New Roman*).

The name of the person or organization should be right-aligned, but every other paragraph, including the title should be left-aligned. Do not use centered or justified text.