

# Resolutions for 2021 Annual Meeting Information and Guidelines

*The appropriate Information Form must accompany each proposed resolution submitted.*

## INSTRUCTIONS FOR FILLING OUT THE INFORMATION FORM:

- A. Name of Church Body submitting and vote: Procedures adopted by the Conference Board of Directors September 15, 1990, provide that resolutions may be introduced by the following organizations:
- Any local church of the Vermont Conference, U.C.C., provided the resolution has been approved for submission by the congregation or by the official governing body of that church at a duly called meeting, a quorum being present.
  - Any Association of the Vermont Conference, U.C.C., provided the resolution has been approved by a duly called meeting of the association or its executive committee.
  - The Board of Directors.
  - Any other structure created by the Conference bylaws, or by an Annual Meeting or Special Meeting of the Conference.
  - An emergency resolution may be presented by a delegate.

The vote of the body approving submission should be reported on the Information Form.

- B. Type of Resolution: The Vermont Conference has 6 classes of resolutions:
- Class I – Social Action** resolutions are ones on issues relative to problems or concerns of society to which the church should address itself, either by study, by a statement of position, or by adopting an advocacy or action role.
- Class II – Structural** resolutions are ones to change the bylaws, structure, or operations of the Conference. This class includes actions relative to the budget of the Conference.
- Class III – Procedural** resolutions are ones having to do with the conduct of the Annual Meeting.
- Class IV – Church Concerns** resolutions are recommendations to the local churches of the Conference, or to the United Church of Christ, on matters other than social action issues. This class includes action on structural matters submitted to the Conference by the United Church of Christ.
- Class V – Courtesy** resolutions are ones acknowledging services and accomplishments, such as preparation for the Annual Meeting, years of service, and years ordained. Courtesy resolutions need not be submitted in advance.
- Class VI – Emergency** resolutions concern urgent *issues that could not have been foreseen before the regular resolution deadline* and about which delegates can be expected to be sufficiently informed before voting, to be able act responsibly.. They must be submitted no later than noon on April 16, 2021.
- C. Questions 1 through 6: These questions have two purposes, to help those submitting the resolution review it to make sure that they have included all needed information and to provide those scheduling resolutions a brief statement of key points to be reviewed.
- D. Question 7: This question also has two purposes, to remind those preparing the resolution of the need to designate a person to present the resolution and accept changes and to alert the chair as to the identity of this person.

## ***The Resolution must be in proper format.***

1. *Title* The resolution must have a title beginning with the words **Resolution on....**
2. *Submitted by* The name(s) of the body or bodies submitting the resolution must appear under the title.
3. *Content* A resolution usually contains two major sections, a WHEREAS section and a BE IT RESOLVED section. Each section can contain from one to several paragraphs. It is good to be complete but not repetitive or wordy. *Please note that when a resolution is acted on it is only the BE IT RESOLVED section that is adopted or rejected. The WHEREAS section is informational, not binding.*

Include in the WHEREAS section:

- a. Biblical or faith relevance
- b. background information.
- c. Reasons for addressing the issue and for taking the actions contained in the BE IT RESOLVED section.
- d. For Class I and Class IV resolutions the theological rationale.

Include in the BE IT RESOLVED section:

- a. concrete and specific actions to be taken.
  - b. the body of the Conference or the person(s) who will be responsible for seeing that the resolution is implemented.
  - c. the financial implications of the resolution and the source(s) of any required funds.
4. Presentation:

Proposed resolutions should be typewritten, double spaced. Each line should be numbered in the left margin.

## ***Submission***

1. ***Deadlines:*** Resolutions, other than emergency resolutions, to be acted on at the April 2021 Annual Meeting must be received by January 10, 2021. Resolutions to be presented at the 2021 Annual Meeting and acted on at the 2022 Annual Meeting must be received by March 20, 2021. Emergency resolutions must be received by the Chair of the Board of Directors by noon on April 15, 2021.
2. Submitting: Send to the Conference Office via email at [coordinator@vtcucc.org](mailto:coordinator@vtcucc.org) or by mail at 36 North Main Street, Randolph, VT 05060.
3. Submitters will be contacted to confirm receipt of their resolution and to clarify any items. If multiple resolutions on the same issue are received, submitters will be asked to contact each other to see if one version can be agreed on. Obviously, the earlier resolutions are received, the more helpful the committee can be.
4. If there are questions, get in touch with the chair of the Resolutions Committee, Rev. Doug Carter at [dcarter36@charter.net](mailto:dcarter36@charter.net).