**2025 Resolution Guide**

The Diocese of East Tennessee remains committed to providing time and space for healthy and productive dialogue embodied in the resolutions process. We welcome resolutions from the community for the purpose of creating a unified voice in the diocese. Please note the following information as a helpful guide as we prepare for the 41st Annual Convention.

**When is deadline for submitting resolutions?**

Proposed resolutions must be received at Diocesan House no later than January 10, 2025 to be posted on our convention website and included in convention packet. Resolutions proposed after January 10, will be made from the floor of convention with a requirement of a 2/3rds vote from the convention to be considered immediately.

**How does one write a resolution?**

All resolutions include the following detail form:

1. The Title
2. The Resolution

The word “Resolved” is capitalized and underlined, and it is followed by a comma and the word “That,” which is capitalized. Each resolving paragraph may end with a period or with a semicolon and the words “and be it further.” NOTE: “Therefore be it” and “and be it further” *end* a clause. They are *not* used at the beginning of a “Resolved” clause.

1. The Explanation

Here should be clearly and succinctly set forth the reasons for the proposed action called for in the resolution, and the anticipated financial impact (if any) on the diocese or congregations.

THE WHEREAS CLAUSE

Reasons and justifications for resolutions should be included in an explanation following the resolution, so it is clear that a vote is being taken only on the substance of the resolution. A “whereas clause” should not be used.

RESOLUTION OF COURTESY OR APPRECIATION

Resolutions of Courtesy or Appreciation, which are written to be read aloud, may have “whereas clauses,” but they should not include an explanation following the resolution. The form is the same as for resolutions.

**Please be sure to include your name, e-mail address and phone number (or that of your group’s representative) in your proposed resolution.**

**What does a sample resolution look like?**

THE EPISCOPAL CHURCH IN EAST TENNESSEE

**2025 DIOCESAN CONVENTION**

**TITLE:** Humor

**PROPOSED BY:** The Rev. I M. Fun, rector, Our Lady of Perpetual Laughter, Witville

**REPRESENTATIVE’s CONTACT INFORMATION:**

The Rev. I. M. Fun

20 Jocularity Lane, Witville, TN 00001

555-244-5653

[rector@ourladyofperpetuallaughter.net](mailto:rector@ourladyofperpetuallaughter.net)

**REPRESENTATIVE AT CONVENTION:**

The Rev. I. M. Fun

**DATE:** (Of submittal)

**RESOLVED,** That this 41st Annual Convention of the Episcopal Church in East Tennessee endorses and commends a sense of humor to each of the Bishops, Priests, Deacons and Laypersons of the Diocese; and be it further

**RESOLVED,** That the Secretary of convention, without delay, transmit this resolution to the clergy of this Diocese not present at convention so that all areas of the Diocese will swiftly and strictly adopt a sense of humor without delay.

**EXPLANATION OF RESOLUTION:**

The Episcopal Church in East Tennessee has endorsed a variety of good qualities, but has never endorsed this quality, which we recognize as being good for our spiritual and physical well-being. We are mindful of our negligence.

***For Office Use Only***

Number

Date Received

***Due at Diocesan House by Jan. 10, 2025***

THE EPISCOPAL DIOCESE OF EAST TENNESSEE

814 Episcopal School Way, Knoxville, TN 37932

**What Canon governs resolutions?**

**Diocesan Canon** *Title I, Canon 3, Sec. 10. Any Delegate, Vestry, the Bishop and Council, the Chancellor, the Chair of the Committee on Constitution and Canons, and the Registrar of the Diocese may submit resolutions for consideration by the Convention by delivering them to the Secretary of the Convention at least thirty days prior to the date set for the Convention. They may also introduce resolutions at the Convention in accordance with the Rules of Order.*

**Convention Rules of Order**

**IV. RESOLUTIONS**

*• Rule 3.01: Resolutions are submitted as the Canons may prescribe.*

*• Rule 3.02: All Resolutions and amendments proposed thereto shall be in writing and shall contain the name, parish, and city of the proponent and meet the deadline as set forth in Title I, Canon 3, Sec. 10.*

*• Rule 3.03: The Bishop shall refer all Resolutions to appropriate Convention Committees for consideration, recommendation and report to the Convention, provided, however, upon a vote of two-thirds (2/3) of the delegates present, a Resolution may be considered immediately. Consistent with the provisions of Title II, Canon 7, Sec. 2, setting forth the responsibility of the Bishop and Council to exercise all powers of the Convention between meetings of the Convention other than certain enumerated powers, any resolution, other than Courtesy Resolutions, may, under the direction of the Bishop, be referred to Bishop and Council, which may take up the resolution for consideration in the interim following the 41st Annual Meeting or refer the matter for consideration at the 42nd Annual Meeting of the Convention.*

*• Rule 3.04: Where two or more Resolutions deal basically with the same subject, they shall be referred to the same General Resolutions Committee. The Committee shall make every effort to consolidate them or otherwise assure their compatibility and should also make every effort to obtain the concurrence of the proponents concerned.*

*• Rule 3.05: Each Convention Committee to which a Resolution has been referred, after providing for an open hearing held remotely in the days leading up to the convention, shall consider the form and substance of the Resolution and in making its report shall recommend (a) for adoption, (b) for adoption with amendment, (c) for adoption of a substitute drafted by the Committee, (d) for rejection, or (e) for discharge from further consideration because the subject matter has been included in another Resolution. The Committee’s recommendation to the Convention shall be in the form of a motion to adopt the Committee’s recommendation. The Committee Chair or other representative shall state the reasons for the Committee’s recommendation. Thereafter, the proponent of the original Resolution, which is the subject of the Committee’s recommendation, shall be recognized first if the proponent so desires. Amendments may be offered, including an amendment to substitute the proponent’s original Resolution for that recommended by the Committee.*

**What about resolutions that impact our Constitutions and Canons?**

Resolutions impacting The Constitution or Canons will be referred to The Constitutions and Canons Committee. When this happens the sponsor of the proposed resolution will be notified and given an opportunity to either amend or rewrite the resolution.

**What about resolutions that impact the diocesan budget?**

If a resolution has a significant monetary impact on the diocese, the resolution will be referred to Bishop and Council for consideration. When this happens the sponsor of the resolution will be notified and given an opportunity to either amend or rewrite the resolution.

**What happens after a resolution is submitted?**

A week after the submission deadline, the Resolutions Committee will meet to review all proposed resolutions. Once reviewed, the committee will contact the sponsor of the resolution for the purpose giving feedback and asking any clarifying questions as necessary. During the week of the convention, a hearing will be scheduled allowing the sponsor to fully explain the resolution and answer any questions asked by the those in attendance of the hearing.

**Who do I contact with additional questions?**

Please send all questions and inquiries to [Secretary@dioet.org](mailto:Secretary@dioet.org).