



East Ohio Conference of The United Methodist Church

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Guidelines for Submitting Resolutions to Annual Conference

Definition: Resolutions are matters for consideration by the Annual Conference which are not motions for action or proper amendments to reports by Conference agencies, but which call for expression of opinion by the Annual Conference on issues of concern to the membership of the church and the general public. Resolutions may be submitted by any member of a United Methodist Church or an annual conference organization of the East Ohio Conference.

Full rules concerning Resolutions can be found beginning on page 8-27 (§ 2.I) of the 2019 East Ohio Conference Journal.

Submitted Resolutions should include:

1. **Resolution title.** A number will be assigned to the Resolution by the Conference Secretary.
2. **Funding source** if not specifically included in the budget.
3. **“Whereas” statements**, giving rationale for the resolution.
4. **“Resolved” statements**, giving the specific stance or action called for.
5. **Submitter’s name, cell phone number and e-mail address.** If the Resolution is submitted by a group, then an individual contact person should be indicated.

Resolutions may be edited, not for content but, for production consistency. Please follow these Grammar-Punctuation Guidelines:

1. “The” is capitalized in our denomination’s name – The United Methodist Church.
2. Use cardinal numbers for dates (June 10), and not ordinal numbers (June 10).
3. A comma should be used between the day of the week and the month when using both to promote dates (Monday, June 10).
4. Use lower case letters and periods when denoting times (5:30 p.m.).
5. Capitalize titles and departments when they precede a person’s name (Conference Secretary Cindy Patterson).
6. Capitalize only departments when title and department follow a person’s name (Cindy Patterson, Conference secretary).

Resolutions must be submitted by March 15 to be included in the printed Pre-Conference Workbook. Submit Resolutions to Cindy Patterson, Annual Conference secretary, at cpatterson@eocumc.com .

Resolutions that become timely after the March 15 deadline can be submitted to Cindy Patterson by 5:00 p.m. on the Sunday of Annual Conference. The Annual Conference will have the opportunity to vote to consider Resolutions submitted after the deadline.