

New Hampshire Conference, United Church of Christ  
**Guidelines for Proposed Resolutions**

These guidelines for the Resolution process are designed to give all groups in the Conference a way of bringing Proposed Resolutions to the attention of the Conference in an orderly and timely manner.

A resolution is:

1. a statement of Christian Witness on a matter of moral or social principle.
2. a Prudential Instruction to establish or revise procedure,
3. a General Resolution not one of the above

A Proposed Resolution may be submitted by:

- an official action of a local church,
- an elected Committee of a local Church,
- an Association of the New Hampshire Conference, or
- a Ministry, Mission Group, Committee, or Board of Directors of the Conference.

A Proposed Resolution may be submitted for consideration at any regularly scheduled meeting of the Conference Board of Directors. Notice of an intention to submit a Proposed Resolution should be given to the Conference President and Associate Conference Minister at least four weeks before the Board of Directors meeting. In addition to a copy of the Proposed Resolution, the notice should include the following information:

1. A statement indicating what type of Proposed Resolution is being submitted (see classifications above):
2. A Plan of Action associated with the Proposed Resolution that provides clear directions for implementation, and indicates which parties will be responsible for carrying out the Plan of Action. The plan of action should include a strategy for communicating, seeking responses, and soliciting support in a timely manner from the local churches of the Conference.

It should be noted that only the Resolution itself, called the "Statement" in the attached "How to Submit a Proposed Resolution", is voted upon.

The Executive Committee will review the Proposed Resolution and take one of the following actions.

- It may forward the Resolution for discussion and vote by the Board of Directors.
- If the subject matter has been recently addressed by another Resolution, the Executive Committee may return the Proposed Resolution to the sponsors or refer the Proposed Resolution to the appropriate committee, Ministry, or Mission Group for discussion and action.
- If the Resolution is best suited for discussion, workshop or educational setting, the Executive Committee may recommend it to the appropriate setting, but not submit it to the Board of Directors for a vote.
- If accepted for discussion and vote, it will be placed on the Agenda of the next regularly scheduled meeting of the Board of Directors.
  - The Board of Directors may decide to forward the Proposed Resolution to the Annual Meeting Planning Committee to be included in the Agenda of the next Annual Meeting of the Gathered Conference.
  - The Board of Directors may choose to vote on the Proposed Resolution. If the Resolution is adopted, the entire text of the Resolution and Plan of Action will be shared with the member congregations of the Conference as soon as possible, utilizing all Conference-authorized *electronic* means of communication (Weekly News, website, Facebook, etc.).
  - A full report of all Proposed Resolutions received by the Executive Committee will be presented to the Annual Meeting of the Gathered Conference.

*Adopted March 21, 2013 by the Conference Council*

## How to Submit a Proposed Resolution

**TITLE:** Indicate the type of Resolution being proposed (Witness/Prudential/General)

*Example: "A Resolution of Christian Witness in support of..."*

**SOURCE:** A Resolution may be proposed by an official action of a local church, an elected Committee of a local Church, or a Ministry, Mission Group, Committee, or Board of Directors of the Conference of the NH Conference. The source of the Proposed Resolution shall be identified in the Resolution.

*Example: "Proposed by the First Congregational Church of Granite Station by vote of the Congregation on January 25/ 2009."*

**SUBMITTED ON:** Indicate the date materials are submitted. *Example: "July 9, 2012."*

**CONTACT:** Please provide contact information for persons who can answer questions, provide additional materials, or arrange for necessary revisions. If possible, please include an email address.

**SUMMARY:** Please include a paragraph that identifies and defines the issue or concern the Proposed Resolution seeks to address.

**BACKGROUND STATEMENT:** Please provide background information that is important for consideration of this Proposed Resolution. Are there other resolutions from our Conference or National setting of the United Church of Christ that undergird or inform this Proposed Resolution? Are there any historical or current circumstances which help to frame the conversation around this particular issue?

**RATIONALE:** This is traditionally where the "Whereas" phrases are inserted. These may include:

- references to current events, (*"Whereas the situation in Darfur ..."*)
- actions undertaken by religious leaders or committees, (*"Whereas the Commission for Witness and Action has ..."*),
- biblical or theological references, (*"Whereas Jesus declared in Luke 6 ..."*),
- and historic references to our common church heritage, (*"Whereas our Protestant forbearers affirmed ..."*).

**STATEMENT:** This is the statement that the will be voted upon. Usually the statement begins with *"Be It Resolved...."* If there is more than one statement, then the other statements begin with *"Be It Further Resolved..."*

## How to Submit a Plan of Action

**TITLE:** Indicate the Proposed Resolution that is connected to this Plan of Action.

*Example: "A Plan of Action for the Resolution of Christian Witness in support of..."*

**SOURCE:** Use the same information as stated in the Proposed Resolution.

**SUBMITTED ON:** Use the same date stated in the Proposed Resolution.

**CONTACT:** Use the same information as stated in the Proposed Resolution.

**IMPLEMENTING BODY:** Identify the committee, staff person, or other body within the Conference that will be expected to develop the strategies and programs needed to carry out the intent of the Proposed Resolution. If no action needs to be taken, please state this fact. In most cases it should be stated that the particular group given responsibility for the plan of action is also given the authority for oversight and strategy for implementation. The Implementing Body should follow the Plan of Action's strategy for communicating, seeking responses, and soliciting support in a timely manner from the local churches of the Conference.

**ANTICIPATED COSTS:** This is a statement outlining any anticipated costs (or future cost implications) which will be associated with the Proposed Resolution and the Plan of Action. If no costs are anticipated, please state this fact.

**DIRECTIONAL STATEMENTS AND GOALS:** These include what needs to be done and what follow-up reports or actions, if any, are expected. They could also indicate the length of time that will be required for the Proposed Resolution to be effectively addressed (i.e., 1 year, 3 years, from this time forward, etc.).

## ADDITIONAL INFORMATION

**SUBMISSION FORMAT:** Send your Proposed Resolution(s) and Plan of Action(s) materials to the attention of the Rev. Dr. Charles Buck, Transitional Conference Minister, either by email at [cbuck@nhcucc.org](mailto:cbuck@nhcucc.org) or by mail to NHCUCC, 140 Sheep Davis Road, Pembroke NH 03275.

**QUESTIONS:** If you have questions during the process, please contact the Rev. Dr. Charles Buck by email - [cbuck@nhcucc.org](mailto:cbuck@nhcucc.org) -or phone - (603) 225-6647, ext. 1101.