

PROCEDURE FOR SUBMITTING A RESOLUTION
TO THE 177th DIOCESAN CONVENTION

NOTE: Convention does not use a “Whereas” format. Any resolution using a “Whereas” will be returned to the author for rewriting. The explanatory information that would have been placed in the preamble clauses should instead go into the Explanation section, using plain English.

FORMAT:

[Title of Resolution, *e.g.*, “**NOB HILL PARKING**”]

Resolved, That the 176th Convention of the Diocese of California [state whatever it is that you are doing or want done, *e.g.*, “*expresses its dismay over the lack of parking spaces on Nob Hill*”];

Resolved, That [state whatever else it is that you want done, *e.g.*, “*this Convention urges the City and County of San Francisco to reform its parking permit system in accordance with the recommendations of the Penultimate Report on Parking and the Environment*”]; and

Resolved, That [conclude with language setting forth how the resolution should best be implemented. Examples: “*the Secretary of Convention shall forward a copy of this resolution to the Mayor of San Francisco and the Director of the Department of Parking and Traffic.*” OR “*Executive Council shall enter into discussions with appropriate officials from the City and County of San Francisco to improve parking on Nob Hill, particularly during Convention.*”]

Explanation: [write a brief explanation as to why the Diocesan Convention is an appropriate forum for consideration of this resolution and give the most important reasons Convention should adopt it. Give a clear, fact-based rationale, not an emotional declamation. The rationale should consist of background material that is concise and presents factual information necessary to inform a decision. Proper references in the body of an explanation provide guidance to both those legislating—the delegates— and to those who must interpret and act on the action in the future, such as Executive Council. References should be specific; *e.g.* in this model resolution there would be a discussion of the pertinent factual findings and recommendations of the hypothetical *Penultimate Report* mentioned in the second paragraph.]

Submitted By: [list sponsor(s), who must be a cleric, an elected lay delegate or alternate, or any parish, mission, deanery, or other officially recognized diocesan organization. Contact information for at least one sponsor must be provided. The contact person(s) must be able to discuss and agree to changes to the resolution in conversation with the Committee on Resolutions and to present the resolution at pre-Convention deanery meetings. Examples: *Individual Submission: Submitted By: Mr. Matt Dillon, Delegate, St. Swithun’s, San Francisco [email address]; Organizational submission: Submitted By: The Official Diocesan Committee to Fix the Parking Mess For Ever; Contact: Mr. M. Dillon [email address];*

You may follow the ***Submitted By:*** section with endorsements using an ***Endorsed By:*** heading.

PROCESS:

All convention resolutions must be received by Saturday, July 25, 2026. Submit resolutions by email to the Chair of the Committee on Resolutions at frangquist@acm.org. If email cannot be used, call the Chair, Dave Frangquist, at 415.407.9965 to make other arrangements. Please do not mail resolutions to the diocesan office.

The Committee will review all resolutions, may propose revisions or amendments, and will attempt to combine similar resolutions. Proposed resolutions received after the deadline may be considered by the Convention, if at all, only upon a 2/3 vote of Convention. For this reason, it is better to timely submit a “skeleton” resolution that can be revised during the editing process than to file after the deadline. Better still, submit the most complete resolution you can well before the deadline.

The Committee on Resolutions *does* encourage early filing. This year, we will continue to post resolutions in draft form—*i.e.* prior to their final revision by the Committee and sponsors—on the Convention website prior to pre-Convention deanery meetings, so that delegates and others can see what is being proposed and how it is evolving, as well as to encourage online comments to improve the content. To the extent possible, the final version of resolutions will be posted on the website before the first day of Convention.

The Committee on Resolutions takes many other considerations into account in addition to early filing, and it has enumerated some of these considerations in its [Guidelines for Handling Resolutions by the Committee on Resolutions](#). However, in selecting the up to five resolutions that the Committee may submit to Convention, the Rules of Order effectively require the Committee to exercise its informed discretion, rather than to apply guidelines or rules mechanically. This practice will continue.

For specific provisions governing this process, see Canons 6.01 and 6.08, Rules of Order Section 1 and Special Order-Committee on Resolutions in the Appendix below.

If you are considering submitting a resolution to the Diocesan Convention, please do the following when preparing it:

1. Call 415.407.9965 or, preferably, email (frangquist@acm.org) the Chair of the Committee on Resolutions for any assistance you need.
2. Follow the sample resolution format shown above.
3. Do not include footnotes/endnotes, links or bullet points in the body of the resolution. The simplest resolution is the best resolution. Links and footnotes may be included in the Explanation section, but are NOT legal parts of a resolution, and constitute mere information for the Convention. To the extent they are regarded as extraneous, the Committee reserves the right to delete them.
4. Review past positions taken by the Diocesan Convention on the topic you are considering in order to determine whether further action is actually needed. Many past resolutions are on the Convention website in the [Archives](#) section.
5. To keep the resolutions focused, ask the following questions:
 - a) Does the Convention have authority over the subject matter of the resolution, and, even if it does, would the subject better be handled in a way other than by resolution? Examples: action by the Bishop or Executive Council.

- b) Does it direct that action be taken, specifying what and by whom? If it does not, the proposed resolution may be a waste of Convention's time.
- c) Does it help the Diocese to move forward to accomplish its goals and vision? If not, it may be a mere "feel good resolution," with no impact whatsoever.
- d) Does it state a new internal position for the Diocese, or does it address public policy?
- e) Does it amend an existing position of the Diocese?
- f) Does it call for the creation of a Task Force, and if so, does it state when the Task Force is to report as required by the rules?
- g) Does it call for reporting actions, stating who should communicate with whom?
- h) Does it require changes in the canons or constitution? (Proposed changes to existing provisions must be shown in detail and a copy of the proposal must be timely submitted by Saturday, **July 25, 2026** to the Secretary of the Convention (secretary@diocal.org) for consideration by the Committee on Canons. The Committee on Resolutions lacks jurisdiction over constitutional and canonical amendments. See Canon 21.01)
- i) Does it require changes to the assessment formula? (These changes should have been submitted to Executive Committee's Department of Finance before April 1, 2026. The Resolutions Committee lacks jurisdiction over formula changes. See Canon 18.02(e))

Since the Committee on Resolutions will work to combine similar resolutions proposed by different parties, you should prepare to coordinate your efforts and seek support of others concerned about the same issue. Proposals refined through such discussion and cooperation will foster informed debate and thoughtful decision-making. Failure by all involved parties to discuss -- in good faith -- the combining of their similar or overlapping resolutions may result in the Committee's decision not to refer one or more such resolutions to Convention.

After the Committee receives your draft resolution, it will assign two or more of its members to work with you on drafting issues until final agreement on language is reached. You should **make certain** that you or another proponent of the resolution is available and fully authorized to participate in the process until editing is complete. Please schedule vacations accordingly or be ready to continue the editing discussions and revisions during any vacations. Likewise, you must be prepared to present your resolution to the Deaneries in the weeks before Convention. (In most cases, meetings with the Committee and Deaneries can be arranged to occur electronically.) **Failure to comply may result in the Committee's decision not to refer your resolution to Convention.**

Those submitting resolutions are reminded that Rule 1.5 prohibits the Committee from submitting more than five resolutions to Convention except in special, limited circumstances. Thus, whenever it receives more than five resolutions, it must exercise its judgment as to which to submit and which to exclude. In addition, the Committee reserves the right to refuse to submit to Convention any resolution that it deems inappropriate, better dealt with in another forum, or in need of further study and/or drafting.

APPENDIX: CANONS AND RULES REGARDING RESOLUTIONS

Canons

Sec. 6.01 Regular Committees. The Regular Committees of Convention shall consist of the . . . Committee on Resolutions [and other committees].

Sec. 6.08 Committee on Resolutions. The Committee on Resolutions, the duties of which shall be as set forth in the Rules of Order, shall consist of four Clerics and six lay persons.

Rules of Order

Extract from

Rules of Order for the Convention of the Diocese of California

Last modified by the 175th Convention on October 26, 2024

Before Convention

Section 1 - Procedure for Resolutions

Rule 1.1. Any resolution to be considered by the Convention, other than those necessary matters of procedure and business of the Convention, must be received by the Chair of the Resolutions Committee at least ninety (90) days prior to the opening of Convention. Resolutions may be submitted by any canonically resident cleric, any elected lay delegate or alternate, or by any congregation, deanery, or other recognized diocesan organization. In questions concerning eligibility of any submitter, the Committee may rely on a determination by the Secretary. Included on the copy of the proposed resolution shall be the name and address of the proposer of the resolution. In the case of resolutions submitted by an organization, the resolution shall state the name of the Rector, Vicar, Chair, or other person duly authorized by that organization to respond to questions and accept amendments to such resolutions. It shall be open to other persons or organizations to be listed as supporters of a resolution.

Rule 1.2. When a task force or other temporary committee established by the Convention submits a report requesting action by the Convention, the proposed action shall be included in the report's recommendations in the form of a resolution, and that resolution shall be submitted to the Committee on Resolutions for its review according to these rules. The Committee on Resolutions shall not be required to review the content of the report other than the proposed resolution.

Rule 1.3. The Committee on Resolutions shall meet not less than seventy-five (75) days prior to the opening of Convention to consider resolutions submitted in timely fashion. The Committee may make such editorial changes as may appear necessary for accuracy or clarification. Substantive changes in resolutions shall not be made without the consent of the proposer. However, at its option, the Committee may make suggestions or recommendations concerning resolutions, which may be incorporated in the pre-Convention materials furnished to the Deaneries. Copies of all resolutions, in their original form, or as modified by the Resolutions Committee shall be filed with the Secretary of the Convention and shall be included in the pre-convention materials distributed to the six deaneries.

Rule 1.4. The several Deanery meetings at which such resolutions are considered shall be open to all interested persons. Advance written notice of the time, date and place of the meeting of such

Deanery shall be given by the Deanery Secretary to the proponents of the resolution and to other interested persons who have in writing requested such notice. It shall be open to the presiding officer at the Deanery meetings to call for a straw vote, if desired, on resolutions after appropriate discussion, but such vote shall not be binding on persons present who shall be entitled to vote at the Convention.

Rule 1.5. The Committee on Resolutions shall submit no more than five (5) resolutions to the Convention for its consideration. This rule shall not apply to

- a) routine or incidental motions required by the Canons or Rules of Order, including action on the budget and assessment formula;
- b) resolutions proposed by the Committee on the Bishop's Address;
- c) courtesy resolutions;
- d) proposed changes to the Constitution and Canons; except that if the Committee on Dispatch of Business determines that such proposed changes are sufficiently substantive as to require significant debate, then the proposed changes shall count as one resolution and the Committee on Resolutions shall submit no more than four (4) resolutions be reduced by one;
- e) resolutions placed in the Consent Calendar by the Committee on Dispatch of Business.

Rule 1.6. For purposes of Rule 1.5, a resolution or set of resolutions proposing both a resolution for General Convention and a substantially similar resolution governing or urging conduct or policy at the diocesan level may be regarded as a single resolution.

Rule 1.7. When, in the opinion of the Committee on Resolutions, the presentation of a resolution to Convention would be improved by the Committee's division of the resolution into two or more resolutions, the several resolutions resulting from such division may be regarded as a single resolution for purposes of Rule 1.5.

Rule 1.8. Rule 1.6 or 1.7 shall be applicable only if the Committee on Resolutions, with the consent of the Committee on Dispatch of Business, proposes a special order providing that debate on the set of resolutions shall be limited to the time normally allotted to a single resolution. The special order shall also provide that the question on the set of resolutions shall be decided by a single vote, unless the Convention votes to divide the question.

Rule 1.9. Any resolution proposing the creation of a task force or other temporary committee shall not be in order unless it includes a provision identifying the Convention at which the task force or committee is scheduled to make its final report and at which it shall be discharged according to Rule 4.17.

Rule 1.10. Any proposed resolution that does not meet the foregoing criteria may be considered by the Convention only upon the affirmative vote of two-thirds (2/3rds) of those present and voting in Convention. If the Convention agrees to consider a resolution, it shall be referred by the Chair to the Committee on Resolutions or other appropriate Committee of Convention.

Rule 1.11. Any proposed amendments to a resolution may be filed with the Secretary of the Convention on or before the opening of Convention, and shall promptly be referred by the Chair to the Committee on Resolutions or other appropriate committee.

Rule 1.12. Any resolutions submitted to the Committee on Resolutions and not submitted to the Convention, unless withdrawn, shall be identified by the Committee in its report. The report shall include the name or subject of each resolution, the name(s) of the proposer(s), and the reason it was not submitted to the Convention.

Special Order #2: Committee on Resolutions

(Note: Special Order #2 is from the 2025 Convention. Changes may be proposed by Committee on Dispatch of Business for the 2026 Convention.)

The Committee on Dispatch of Business moves that the Report of the Committee on Resolutions be governed by the following Special Order:

1. The Committee shall have five minutes to file with the Convention those resolutions which have been considered by the Deaneries (Rule 1.3), and received any amendments thereto.
2. Opportunity then shall be given for members of Convention to seek 2/3 consent of the House for consideration of other resolutions. Debate on a motion to consider an additional resolution shall be limited to five minutes*, during which time no speaker shall be allowed more than two minutes*. Such debate shall be confined to the advisability of considering an additional resolution and not go into the merits of the resolution.
3. These resolutions, together with any amendments, shall be referred to the Committee on Resolutions or other Special Committees for subsequent hearing and report to the House.
4. When the Committee reports, in accordance with Rule 1.4, two minutes shall be provided for presentation of each resolution.
5. Debate on each resolution shall be limited to fifteen minutes*, during which time no speaker shall be allowed more than two minutes*, unless the House by 2/3 majority resolves to extend the time.
6. Within the time allotted, no motion to limit debate shall be in order while anyone still wishes to speak. At the conclusion of the time period, votes shall be taken on all pending motions.

The Committee also reminds the House that all amendments or resolutions of any kind must be submitted in writing to the Secretary of Convention or by email to secretary@diocal.org before action can be taken on them (Rule 4.1)

* Time for debate is extended accordingly in all Special Rules when a speaker requires non-simultaneous translation, per Rule 4.15 of the Rules of Order:

In all Special Rules governing debate of any motion before the Convention, if any member of Convention requires non-simultaneous translation, the allotted time for the member to speak to the motion shall be doubled to allow time to hear the translation, and the total time for debate shall be increased accordingly.