

**The Kansas-Oklahoma Conference
of the
United Church of Christ**

**Guidelines for the Presentation & Consideration of Resolutions
Revised May 14, 2011**

- (1) **Definition.** A Resolution is a formal expression of intent which establishes policy, institutes or revises structure or procedures, authorizes programs, approves directions, or requests actions by a majority vote of the delegates of the Annual Meeting of the Kansas-Oklahoma Conference; or an expression of the Conference concerning a moral, ethical, or religious matter confronting the church, the nation, or the world, to be adopted for the guidance of the Conference. The text of the proposed Resolution should be so phrased as not to bring into question the Christian commitment of those who do not agree.

- (2) **Sources.** A Resolution may be submitted by Annual Meeting delegates, local congregations, and Conference Program Units.

- (3) **Procedures for Submitting Proposed Resolutions.**
 - a. Proposed Resolutions must be submitted before the following deadlines:
 - i. A copy of the proposed Resolution must be sent to the Kansas-Oklahoma Conference office by July 1 before the Fall opening of Annual Meeting.
 - ii. A Resolution that could not have been anticipated or submitted in conformance with the above deadline must be received by the Kansas-Oklahoma Conference office at least three weeks prior to the opening session of the Annual Meeting at which it is to be considered. If the Resolution is not received by the Conference office in time to be included in the Annual Meeting Report, the presenter must provide at least 200 copies of the proposed Resolution, a copy to be presented to each delegate.
 - iii. A Resolution that could not have been anticipated or submitted three weeks prior to the opening session of the Annual Meeting may be presented to the Executive Council on the opening day of the Annual Meeting, provided that there will remain twenty-four hours for study before action is taken by the delegates to the Annual Meeting. In this event the presenter must provide at least 200 copies of the proposed Resolution, a copy to be presented to each delegate.
 - b. Resolutions shall be referred to the Executive Council of the Conference. The Executive Council shall either (1) recommend the resolution be presented to the Annual Meeting, or (2) assign it to a committee or other group for review and recommendation to the Annual Meeting.

- (4) **Format.** Resolutions shall include the following information:
- a. Action being requested of the Annual Meeting (placed in a box with a summary statement “Be it Resolved...”)
 - b. Title/Subject of the Resolution
 - c. Names of persons or groups submitting the Resolution
 - d. Background leading up to the submission of the Resolution
 - e. The wording of the Resolution
 - f. Theological/Biblical perspective
 - g. Program implications for the Conference, the Associations, and/or local congregations of the Conference
 - h. Budget implications for the Conference
 - i. Time frame for achievement of the requested action
 - j. Relationship to present Conference rules and/or practices
 - k. Contact person who can be reached for further information (name, address, phone, local church)
- (5) **Hearings.** Hearings will be scheduled at the annual meeting for each Resolution presented, said hearings to be held prior to the discussion of the Resolution on the floor during the plenary sessions.
- (6) **Voting Requirement.** Passage of a Resolution requires an affirmative vote of a majority of the assembled voting delegates of the Annual Meeting.
- (7) **Financial Implications.** Any Resolution that comes before the Annual Meeting that has financial implications which are not included in the budget may be adopted with the provision that such Resolution will be referred to the Conference Council which will implement the Resolution if the monies for implementation can be identified.
- (8) **Parliamentary Authority.** Debate and disussion of proposed Resolutions will be conducted in accordance with Robert’s Rules of Order, Newly Revised.