Diocese of Nova Scotia & Prince Edward Island

INSTRUCTIONS FOR WRITING AND SUBMITTING A DIOCESAN SYNOD RESOLUTION

1. **Submission Deadline**
   All resolutions must be submitted in advance, in writing, to the Executive Secretary of Synod, at least three months before the meeting of Synod. For the 2027 Synod, the deadline is Friday, January 29, 2027 at 5:00 pm. Please use the attached **Resolution Submission Form** when submitting your resolution.

2. **Wording of Resolutions**
   Each resolution shall begin with "RESOLVED, that", or "MOVED, that", followed by a clear and concise statement of what is proposed.

3. **Supporting Commentary**
   Commentary on the resolution should follow, but should remain separate from the resolution itself. This is an opportunity to explain the reasons for the proposed resolution, its impact on programs, its relationship to the Diocesan Vision, or any other relevant background information. If the resolution has a budgetary impact, please include an estimated cost.

4. **Movers and Sponsor Information**
   Please include the name, parish, and contact information of the mover and/or sponsor. Contact information should include an email address (if available), and telephone number.

   If the mover and seconder have not yet been finalized when the resolution is submitted, please identify a sponsor who is familiar with the resolution and can speak knowledgeably about it with the Resolutions Committee.

5. **Format**
   Resolutions should not include a preamble, introductory statements, or "WHEREAS" clauses. Please present the formal resolution in **bold print** to make it easy to identify. Please submit all resolutions using Arial, 12-point font to ensure consistency and accessibility.

   A Sample Motion

   Resolution that the Diocese of Nova Scotia and Prince Edward Island Synod 2027 grants Ecumenical Visitors be granted courtesies of the House.

   Mover: Rev'd Paul Jennings, Seconder: Edith Marshall

   Resolved that ecumenical visitors be granted courtesies of the House.

   Commentary:
   This resolution acknowledges ecumenical visitors and grants them courtesies of the House which includes a voice but no vote.

6. **Changes to Canons of the Constitution**

   If your resolution proposes a change to a Canon or the Constitution, please include the current wording of the canon. Any wording that is to be deleted should be crossed out, and any proposed additions should be underlined.

   Example

   Current canon *- If your resolution proposes a ~~change~~ addition to a Canon or the Constitution, please include the current wording of the canon. Any wording that is to ~~to~~ be deleted should be crossed out, and any proposed additions should be underlined.*

7. **Review by the Resolutions Committee**

   The Resolutions Committee does not decide on the merits of the proposed resolution/motion. However, the Committee may return a resolution for further work if it does not meet the submission guidelines or if it is unclear, ambiguous, inaccurate, or cannot reasonably be carried out.

   The Resolutions Committee will advise the mover or sponsor if a resolution has been rejected or referred.

8. **Information webinars**

   Zoom information webinars will be held before Synod, giving delegates the chance to ask questions and discuss the proposed motions. Both the mover and seconder of each resolution are asked to attend the webinar to provide background information and answer any questions.

9. **Submissions**

   Resolutions may be delivered to the Synod Office or emailed directly to the Executive Secretary of Synod, Rev'd Julia Ford, at **execsecsynod@nspeidiocese.ca**.

Thank you for taking the time to prepare and submit your resolutions. Following these guidelines will help the Resolutions Committee review submissions and support a smooth and productive Synod.

The Right Reverend Sandra Fyfe, Diocesan Bishop
1340 Cathedral Lane, Halifax NS B3H 2Z1
Phone 902-420-0717 | Fax 902-425-0717 | bishopsoffice@nspeidiocese.ca
www.nspeidiocese.ca

Diocese of Nova Scotia & Prince Edward Island

Resolution Submission Form

Submitted by:

Parish:

Email (if available):

Phone:

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Motion

Resolution that:

Mover: _____ Seconder:_____

Resolved that …….

Commentary:

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Ensure:

- ☐ If this motion contains financial implications, a budget estimate has been included.
- ☐ The name, parish, email (if available), phone number of the Mover, the Seconder and/or the Sponsor have been included.
- ☐ The Mover, the Seconder, and/or the Sponsor will make themselves available for pre-Synod information zoom webinars.

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