**Upper New York Annual Conference**

**Committee on Petitions and Resolutions**

2018 Writing and Submission Guidelines

The opportunity is here, once again, for clergy and laity to offer petitions and resolutions for consideration at the 2018 session of the Upper New York Annual Conference. Appropriate petitions and resolutions will be in accord with the Conference's purpose and seek actions that advance its vision.

1. Definitions: A **resolution** is a formal statement expressing the opinion, will or intent of the Conference. A **petition** is a formal statement requesting the Conference (through its staff, commissions, committees, teams, boards or agencies) to take a certain action.
2. Eligibility for submission: Any clergy or laity may submit a resolution or petition for consideration by the Annual Conference during its session. Appropriate petitions and resolutions will be in accord with the Conference's purpose and seek actions that advance its vision. If the submitted resolution or petition is properly in order, it will be placed before the Annual Conference by the Committee on Resolutions and Petitions for deliberation. In accordance with Conference Rules, once the resolution or petition has been stated by the Presiding Officer, the resolution and petition is the property of the body.
3. Submission format: (See form entitled Petition & Resolution Submit form).Each resolution or petition should follow that standard format:
   1. A brief rationale for submission
   2. One or more brief introductory statements (usually indicated with the phrase “whereas . . .”) providing the rationale and main arguments for the action(s) sought.
   3. A concise directive (usually indicated with the phrase “therefore . . .”) describing the specific action(s) to be taken by the Annual Conference.
   4. Each resolution or petition shall address only one topic or area.
   5. Each resolution or petition may indicate the appropriate Conference agency or staff designated to implement it and to report on its status in the future.
   6. If a resolution or petition directs the Annual Conference secretary to write a letter, the resolution or petition shall include the complete title(s) and postal address(es) of the person(s) to receive the letter.
   7. If a resolution has financial implications for the Conference, those estimated implications must be included in the resolution or petition. Submitters are welcome to consult with the Conference treasurer prior to submission. NOTE: Any resolution or petition with financial implications will automatically be referred to the Conference Council on Finance and Administration.
   8. Complete identifying information, including name, address and phone number of petitioner(s) (see “2018 Petitions and Resolutions Template”)
   9. The Committee on Petitions and Resolutions will be available to assist any individual, local church, district, agency, etc. in the writing of petitions or resolutions. Such assistance must be requested prior to the submission deadline.
4. Role of Committee on Petitions and Resolutions:
   1. The Committee will review each petition and/or resolution to ensure it is properly in order (i.e. that it is submitted by an eligible originator, in the appropriate format determined by the General Conference, by the date stipulated, and in compliance with the *Book of Discipline* and Conference Rules).
   2. The Committee may combine into one motion similar resolutions and petitions submitted by separate originators. The names of the originating petitions and resolutions shall be cited by the Committee.
   3. The Committee may engage the originator in conversation with Conference standing commissions, committees, teams, boards or agencies to discover if the matter at hand can be resolved in a mutually satisfying fashion prior to Annual Conference.
   4. The Committee will present petitions and/or resolutions to the Annual Conference
5. Submission deadline: Petitions and resolutions for consideration by the Annual Conference shall be submitted by the originators in electronic form to the Committee on Petitions and Resolutions by **February 15, 2018**. Due to the volume of submissions and the processing required, late submissions cannot be accepted. Send all submissions via email to [DCMOffice@unyumc.org](mailto:DCMOffice@unyumc.org). If the petition/resolution cannot be submitted electronically, please contact Cherish McGowan for assistance at (315) 898-2000, ext. 2012 or cherishmcgowan@unyumc.org. **Do not submit in PDF format.**
6. Printing and distribution: Petitions and resolutions to be considered by the Annual Conference will be published in the Pre-Conference Booklet.