

Upper New York Annual Conference Committee on Petitions and Resolutions

2020 Writing and Submission Guidelines

The opportunity is here, once again, for clergy and laity to offer petitions and resolutions for consideration at the 2020 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 must use that standard format.** *A sample finished petition is included for reference.*
 - a. The **petition/resolution number** will be filled in by the committee. Do not fill in.
 - b. Include a **Suggested Title**.
 - c. If this in any way references a **Discipline and/or Resolutions paragraph** (§) include that paragraph number.
 - d. Each resolution or petition should indicate the appropriate **Conference Committee/Agency** or staff designated to implement it and to report on its status in the future.
 - e. Include any **financial implications** associated with the petition/resolution, if applicable.
 - i. 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 Bob Flask, Conference treasurer, at (315) 898-2008 prior to submission.
 - ii. Any resolution or petition with financial implications will automatically be referred to the Conference Council on Finance and Administration.
 - f. Provide a **brief rationale** for submission.
 - g. One or more **brief** introductory statements (usually indicated with the phrase “**Whereas** . . .”) providing the rationale and main arguments for the action(s) sought. Be concise but you may use as many “whereas” clauses as necessary to articulate your rationale.
 - h. A concise directive (usually indicated with the phrase “**Therefore** . . .”) describing the specific action(s) to be taken by the Annual Conference.
 - i. Include the **date of submission** that the petition/resolution is sent to Petitions@unyumc.org

- j. Complete identifying **Submitted by** information including name, address, phone number email, and church/charge membership of all petitioner(s).
- k. **List of all other signees**, including the same contact information for each person as indicated above.
- l. 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.

4. Other submission information:

- a. Each resolution or petition shall address only one topic or area.
- b. **Email to Petitions@unyumc.org on or before February 3, 2020.**

5. Role of Committee on Petitions and Resolutions:

- a. 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).
- b. If it is submitted prior to or on the deadline date of February 3, 2020, and the Petitions and Resolutions Committee determines that there is a problem with the petition, the originator will have one week from the date of referral back to the originator to resubmit the petition. The P&R Com will specify by which exact date the originator must resubmit the petition.
- c. 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.
- d. 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.
- e. The Committee will present petitions and/or resolutions to the Annual Conference in an order determined by the Committee.

6. 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 on or before February 3, 2019. Due to the volume of submissions and the processing required, late submissions cannot be accepted. Send all submissions via email to Petitions@unyumc.org If the petition/resolution cannot be submitted electronically, please contact Judy Campany for assistance at (315) 898-2031 or judycampany@unyumc.org. **Do not submit in PDF format.**

7. Printing and distribution: Petitions and resolutions to be considered by the Annual Conference will be published in the Pre-Conference Booklet. A listing of all petitions and resolutions will be included along with contact information for the originator.

8. A space will be provided at the Annual Conference during the lunch hour on Thursday, May 28 for originators to be available (if they choose) to answer questions and provide clarification to the submitted petition/resolution.