



Preparing & Submitting a Resolution

Format of general and canonical resolutions: resolutions should be formatted with the action to be taken at the top (the Resolve or Resolves). Material formerly included in preambles or whereas clauses (except in the case of memorials, greetings, or resolutions of appreciation) should instead be included in an explanation section following the resolves. This helps convention to focus on the question of the action taken, rather than wordsmithing the preambles or whereas clauses, which are simply commentary on the resolution itself.

The word RESOLVED should be in all caps and underlined, followed by a comma and the word “That,” which should be capitalized. Each paragraph may end with a period or with a semicolon and the words “and be it further” before another resolve.

The explanation should set forth as clearly and concisely as possible the reasons for the proposed resolution.

Format of Resolutions of Appreciation: Because these resolutions are written to be read aloud and to draw the attention of convention to some affirmative action in the moment, they may contain traditional “whereas clauses” but require no explanation. The resolves should be written as described above.

Sample Resolution:

Resolution Title: Resolution to Affirm the Name of the Diocese of Tennessee and Clarify Proper Spelling

Proposed by: Jane Doe

A member of: St. Swithun’s by the Spring

In: Anytown, TN

Additional Sponsors: John Doe (St. Swithun’s), The Rev. Janne Smith (St. Mellitus)

RESOLVED, That the 194th Annual Convention of the Diocese of Tennessee affirm that it continue to be called the Diocese of Tennessee; and be it further

RESOLVED, That Tennessee should always be spelled with two Ns and two Ss in addition to the other appropriate letters.

Explanation: Tennessee has two Ns and two Ss.

*Please return the text of your resolution, along with the form below, by **December 9th**, to convention@edtn.org, or submit online at edtn.org/convention.*

**A Resolution Submitted for Consideration by the 194th Annual Convention of the
Diocese of Tennessee**

January 23-24, 2026

RESOLUTIONS DUE: DECEMBER 9, 2025

Resolution Title: _____

Proposed by: _____,

A member of (parish or mission): _____,

In (city): _____

_____.

If there are additional sponsors of this resolution, please list them separated by a comma:

Text of Resolution (attach/upload additional documents as needed):