



THE MINNESOTA CONFERENCE UNITED CHURCH OF CHRIST

122 WEST FRANKLIN, SUITE 323, MINNEAPOLIS, MN 55404 PHONE:(612) 871-0359 FAX: (612) 870-4885
MN PHONE: 1-800-684-1718 WEB SITE: [HTTP://WWW.UCCMN.ORG](http://www.uccmn.org)

TOGETHER, WE WILL BE RENEWED!

MINNESOTA CONFERENCE UNITED CHURCH OF CHRIST 47TH ANNUAL MEETING
05-07 JUNE 2009
COLLEGE OF ST. BENEDICT, ST. JOSEPH, MN

December 1, 2008

CALL FOR RESOLUTIONS FOR 2009 ANNUAL MEETING

TO: All Minnesota Conference UCC Congregations
All Authorized Ministers who hold standing in the Conference
Members of the Board of Directors
Chairs of Conference Committees, Teams, Task Forces, and Work Groups
Annual Meeting Planning Work Group Members

FROM: Maureen Engelhardt, Resolutions Coordinator
Annual Meeting Planning Work Group

It's time to begin preparing for our 2009 Annual Meeting! On Friday, June 5 through Sunday, June 7, 2009, we shall meet on the campus of The College of St. Benedict in St. Joseph, MN. Our meeting theme is "Together, we will be renewed!"

Enclosed please find the following: **The Resolution Process** (four pages) and **The Resolution Process: A Worksheet** (one page). Please read and carefully follow these guidelines in preparing resolutions for the 2009 Annual Meeting.

Be sure to select a presenter (interpreter) of your resolution who is committed to attending all parts of the Annual Meeting where your resolution will be discussed (resolutions hearing and plenary sessions). **Please note that resolutions in Classes I, II, III, and IV proposed for the Annual Meeting must be in the office of the Minnesota Conference by March 2, 2009.** Only those resolutions that fit into Classes V, VI, and VII will be considered after March 2, but do **submit all resolutions to the MN Conference Office, 122 West Franklin, Suite 323, Minneapolis, MN 55404.**

If you need further help in this process, please contact me or any member of the Annual Meeting Planning Committee. I may be contacted at mc2e@lycos.com

Thank you,

Maureen Engelhardt
Resolutions Coordinator

KAREN SMITH SELLERS
Conference Minister
122 W. Franklin, Suite 323
Minneapolis, MN 55404
Phone: (612) 871-0359
karens@uccmn.org

ELENA LARSEN
Associate Conference Minister
122 W. Franklin, Suite 323
Minneapolis, MN 55404
Phone: (612) 871-0359
elenal@uccmn.org

RICHARD WAGNER
Associate Conference Minister
122 W. Franklin, Suite 323
Minneapolis, MN 55404
Phone: (612) 871-0359
rickw@uccmn.org

DEE DRESSLER
Managing Director
Pilgrim Point Camp
P.O. Box 305
Alexandria, MN 56308
Camp Phone: (320) 846-2852
Office: (320) 763-6549
Cell: (320) 241-1394
deed@uccmn.org

WADE ZICK
Ashley Minister
of Faith Formation
for Children and Youth
122 W. Franklin, Suite 323
Minneapolis, MN 55404
Phone: (612) 871-0359
wadez@uccmn.org

The Resolution Process

(Adopted by the Board of Directors to comply with the timeline required for submission to the next Annual Meeting.)

A. Introduction to Resolutions:

Resolutions are expressions of opinion, will or intent considered by any convened assembly. Resolutions adopted by the Annual Meeting of the Minnesota Conference of the United Church of Christ become the position statements of that meeting. The Conference Minister interprets the views of the delegates at that Annual Meeting and conveys to the churches and to others, as directed, the resolve adopted by the delegates in the Annual Meeting. Resolutions, other than courtesy, timely and responsive resolutions, must be submitted to the office of the Minnesota Conference in advance of any meeting, in order that copies may be made and sent to delegates for study and review. Resolutions intended for General Synod consideration must be adopted in even-number years in order that they may be available to General Synod delegates according to their time-line.

B. The Categories of Resolutions are as follows:

Class I, Social Actions: Proposed resolutions on issues, problems or concerns of society about which the assembly chooses to address itself, either by study within its constituency, or so that the Annual Meeting may adopt a statement expressing a view on the issue, problem or concern.

Class II, Structural: Proposed resolutions designed to change the bylaws, structures or operations of the Minnesota Conference. Any resolution that is meant to amend the bylaws of the Minnesota Conference must follow the rules for an amendment, as outlined in the bylaws of the Minnesota Conference.

Class III, Procedural: Proposed resolutions having to do with the operations of the Annual Meeting of the Minnesota Conference.

Class IV, Church Concerns: Proposed resolutions addressed to the local churches of the Minnesota Conference, or to the United Church of Christ, including its national bodies, on matters other than social issues. This includes actions on structural matters submitted to the Conference by the United Church of Christ. Resolutions sent from bodies outside the Minnesota Conference must be co-sponsored by an individual or body referred to in Section C.

Class V, Courtesy: Resolutions acknowledging appreciation and gratitude for services such as preparations for the Annual Meeting, years of service, years ordained, etc. Courtesy resolutions need not be submitted in advance of the Annual Meeting, but shall be submitted to the Moderator and Secretary in writing, at the earliest possible time.

Class VI, Timely: Resolutions dealing with issues, problems or concerns about which there was no possible knowledge or information before the resolution deadlines and where a delay would render the resolution moot. Timely resolutions shall be presented to the Annual Meeting as early as possible or at the time of the adoption of the agenda and accepted for inclusion in the resolution process. The nature of the timely issue, problem or concern shall be specified in the resolution.

Class VII, Responsive: Resolutions that arise out of the sense of resolve within the Annual Meeting. Responsive resolutions shall be submitted in writing to the Moderator and Secretary of the Annual Meeting. All responsive resolutions will be reviewed by the Resolutions Group (see description below) of the Annual Meeting Planning Work Group for determination as to whether it will be submitted to the delegates. If so, delegates will vote on whether to admit this resolution to the agenda. All responsive resolutions submitted to the delegates before the Hearing Process on Resolutions shall have a resolution hearing. All responsive resolutions submitted after the Hearings Process will not have a resolution hearing. All responsive resolutions submitted after the Hearing Process will be presented and debated on the floor of the Annual Meeting according to the rules outlined below.

C. Preparations of Resolutions:

Resolutions may be prepared and introduced by the following individuals and/or organizations:

1. Any local church of the Minnesota Conference of the United Church of Christ, provided the resolution has been approved for submission by the congregation or by the official governing body of that congregation; certification of any vote must be reported by the church when the resolution is submitted;
2. Any structural entity created by the bylaws of the Minnesota Conference of the United Church of Christ;
3. The Board of Directors of the Minnesota Conference of the United Church of Christ; and/or
4. At least any five (5) delegates, certified and/or elected to an Annual Meeting of the Minnesota Conference of the United Church of Christ.

D. Submitting Resolutions:

All resolutions must be submitted in writing. Persons or organizations submitting resolutions shall be clearly identified in the body of the resolution. Resolutions shall state clearly what action or position is contemplated, indicate who bears the responsibility for implementation, and confirm that those responsible for implementation have been notified of their proposed role in implementation should this resolution be passed as proposed. Wording, insofar as possible, shall avoid conflicting or ambiguous interpretation. Resolutions must be concise. They shall be typed with line numbers. Any improperly drafted resolution will be returned for re-writing. These will be resubmitted to the Conference Office by March . Any accompanying statements, not to exceed one page (8 ½ X 11, one side, single spaced with at least ten point type) must include Biblical and/or theological rationale and must be submitted with the resolution. Any accompanying statements will be published with the official minutes of the Annual Meeting but will not be subject to action or vote.

Resolutions in Classes I, II, III, and IV must be received by the office of the Minnesota Conference by the first Monday of March, so that all local churches and other parties may have adequate time for their consideration before the Annual Meeting of the Minnesota Conference.

All resolutions will be referred to the Resolutions Group of the Annual Meeting Business Committee. The Resolutions Group is made up of the Annual Meeting Planning Work Group Chair or designee, the Moderator or designee from the Board of Directors, and the Conference Minister. If the Resolutions Group receives more than one resolution with essentially the same position or action on the same issue, the Resolutions Group will seek to arbitrate, through the writers and/or representatives involved an acceptable single resolution for presentation to the delegates. The resolutions group may edit any resolution for form and clarity, so long as the substance of the resolution is not changed. If the resolution repeats substantively an earlier resolution adopted by an Annual Meeting or current policy of the Conference, it will be returned to the sponsor with the earlier resolution or policy and not be forwarded to the Annual Conference.

The Annual Meeting Business Resolutions Group will report acceptable resolutions to the Annual Meeting delegates without recommendation. Resolutions will not be forwarded if they duplicate current policy, contain personal attacks or blatantly offensive language, or are inconsistent with the polity of the Minnesota Conference and the United Church of Christ. People who wish to dispute the ruling of the resolutions group may ask for agenda time to present their resolution to the board of directors prior to the annual meeting.

E. Procedure at Annual Meeting:

The procedure adopted by the Board of Directors (**no need to have this here because the entire policy is by the Board of Directors**) for presenting resolutions at Annual Meetings shall be as follows:

There will be at least one hearing session for each resolution, followed by a reconciliation session to attempt a compromise, if conflicting views are expressed during the hearing. A neutral Moderator designated by the Annual Meeting Planning Work Group shall convene each hearing session. Hearings will be for informational purposes only. All individuals or groups desiring to formulate substitute resolutions or amendments to resolutions do so outside of the hearing process.

All resolutions and supporting statements will be printed in the minutes of the Annual Meeting kept for a period of one year.

All resolutions must have a person who represents the delegate or group submitting the resolution present at the hearing and at the plenary sessions of the Annual Meeting to serve as spokesperson for that resolution. Resolutions without a spokesperson present will not be considered. Any amendments and substitute resolutions presented following any reconciliation session shall be brought to the floor of the Annual Meeting as a compromise resolution for action at the time the resolution is scheduled for discussion. Amendments or substitute resolutions will not be considered until they are presented to the moderator in clearly written (preferably typed) form.

F. Debate on Resolutions: (This is a guideline based on previous passed rules, but this rule must be voted on at the beginning at the next Annual Meeting)

1. When necessary, due to the number of resolutions to be considered in the time available at the Annual Meeting, the Moderator may recommend, subject to the agreement of two-thirds of the voting delegates, the following limits on time:
 - a) Debate on each resolution shall be limited to three (3) minutes each for opening statements, pro and con.
 - b) Additional debate shall be limited to speeches of not more than two (2) minutes each.
 - c) Debate on any amendments shall be limited to two (2) minutes for any opening argument each, pro and con, and to one (1) minute supporting argument each, pro and con, per amendment; and
 - d) Debate shall alternate between pro and con and shall be closed after up to three pro and three con speakers.
2. By agreement of two-thirds of the voting delegates, the body may reconsider previous action and extend as well as limit debate. The body may decide to further limit debate or to postpone action on certain business items.

G. Forums:

Some issues or concerns may not be ready for presentation as resolutions; therefore, a forum may be held where issues or concerns are presented and discussed. Forum leaders may seek definitions and help to illuminate alternatives, allowing sufficient time for questions and suggestions from the participants and encouraging involvement in all aspects of the forum. Any forum, if a consensus exists among the participants, may present a Class VII Responsive resolution to the Annual Meeting.

Any church group or individual wanting to present a forum shall contact the Chairperson of the Annual Meeting Planning Work Group to make the necessary arrangements.

H. Rules for Presentation in Plenary:

A motion to postpone temporarily, "lay on the table," may be followed by a motion to resume consideration, "to take from the table," at the same or any subsequent plenary session during that Annual Meeting. All resolutions and motions, including amendments thereto, other than those dealing with procedural matters, shall be submitted in writing to the Secretary of the Annual Meeting immediately following presentation. *Robert's Rules of Order, Newly Revised*, unless otherwise provided for, shall govern all proceedings of the Minnesota Conference of the United Church of Christ. The Annual Meeting Planning Work Group shall propose to the assembled delegates at the Annual Meeting of the Minnesota Conference of the United Church of Christ such other rules as it deems necessary for the orderly processing of business regarding resolutions.

The Resolution Process: A Worksheet (Revised December, 2005)
Minnesota Conference of the United Church of Christ

Note: All proposed resolutions shall be submitted to the Minnesota Conference Office prior to the first Monday of March. Any improperly drafted resolution will be returned for re-writing. (And will be resubmitted by March 20.)

Please complete the following information. Please be brief, including items 1 through 5 on one page and item 6 on another page. Resolutions should be typed, with numbered lines in no smaller than ten point type. For further assistance, see the enclosed materials on the Resolution Process.

Title of Resolution:

Date Resolution is Submitted:

Name of Submitting Body or Persons: (Please include complete names, mailing addresses and telephone numbers of submitters and spokesperson.)

Summary Statement of Intent of the Resolution:

Background and Supporting Statement: (Please include historical facts concerning the issue or concern, as well as biblical and theological statements.)

Text of the resolution, which shall include the following:

Reasons for the proposed action;

The specific action to be taken;

The funding implications for the proposed action; and

Who is directed or requested to take the proposed action.