

Submitting a Resolution for Consideration at the Annual Conference Session

Frequently Asked Questions

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1. What is a resolution?

A resolution is an invitation to Holy Conferencing by the session of the annual conference. Resolutions state a position on a matter of current concern, passage of which reveals the position of the annual conference. Resolutions are binding for only one year unless otherwise specified in the resolution (unless revoked by a subsequent session of the annual conference).

2. Who can submit a resolution?

The following persons or groups may submit a resolution:

- Any group of 10 members of the annual conference, including clergy members (full members, provisional members, and licensed local pastors actively serving), and laity elected as members of the annual conference either by their local church or charge, their district, or by virtue of a conference position.
- Any board or agency of the annual conference.
- Any lay member of a local church in the annual conference, as long as the local church's governing board or council has endorsed the resolution.

3. How do I submit a resolution?

Submissions may come electronically using the form available at [this link](#), or by email to resolutions@vaumc.org. Resolutions submitted by email must conform to the requirements outlined below.

4. What are the requirements for a resolution to go before the annual conference?

A resolution is properly submitted if

- It complies with *The Book of Discipline* and the conference's Standing Rules (unless the resolution recommends an amendment to the *Discipline*);
- Its submitter(s) have standing according to the Standing Rules (see above);
- It addresses only one issue, and no more than one paragraph of the *Discipline* (unless multiple paragraphs are closely related regarding the issue raised in the resolution and need to change for consistency);

- It is formatted in a “Whereas..., Whereas ..., Therefore be it resolvedTherefore be it further resolved...” format.
- Does not exceed 1,000 words;
- If submitted by email, is submitted in Microsoft Word, in 12 point, Times New Roman font, with the following margins: 1.25” top margin; 1” bottom margin; 1” left hand margin; 1.25” right hand margin;
- Includes signatures and contact information for every person submitting the resolution, as well as official minutes if submitted by a conference board or agency, or endorsed by a local church.

5. What is the deadline for submission?

The deadline for resolutions to be considered at the June 2025 session is January 31, 2025. For issues that arise after January 31, resolutions must be submitted as soon after the issue arises as possible, and no later than 14 days in advance of the beginning of the annual conference session. Such late submissions result from matters that were not foreseeable before the deadline (for example, a world or national event).