

**Eastern Pennsylvania Annual Conference  
The United Methodist Church**

**2021 RESOLUTIONS  
Submission Instructions & Requirements**

The Rules of Order for the Eastern Pennsylvania Annual Conference state that the deadline for resolutions to be submitted shall "be set by the Conference Secretary and shall be at least thirty days prior to Annual Conference." The Rules of Order also require that resolutions "shall be printed and distributed to the members of Annual Conference at least ten days prior to the Annual Conference session." In recent years we have made the printed resolutions available at the District Conferences (April 18, 2021 4 PM), and not just 10 days before the Annual Conference session. To make this possible, the deadline for submission of resolutions has to be moved beyond the 30-day window.

It has been a long tradition of the Eastern PA AC to have spirited debate during sessions of Annual Conference using resolutions. On a ZOOM platform it is challenging. At the urging of Bishop Johnson, conference members are asked to keep the resolutions to a minimum or not to submit any at all and wait until we are in person again. Conference committees are encouraged to simply send in written reports about what is important for people to know and do. As time allows a short video could also be submitted. In this way we are sharing information, urging action but not engaging in tedious Parliamentary procedures in the chat function.

This year's session will include resolutions with legislative debate and amendments allowed. But the plan is to reduce the amount of session time given to debate and amendments by urging members to read resolutions once they are published and respond promptly with any questions and suggested revisions to resolution authors.

All resolutions are due to the Conference Secretary, the Rev. Jacqueline Hines, by **March 5**. Any revisions the authors make to their initial resolutions, in response to questions and suggestions, will be due to the Conference Secretary by **April 2**. Perfected resolutions will be published by **April 13**. The Conference Commission on Sessions made these and other decisions to ensure efficiency and fairness at its Jan. 12 meeting.

Resolutions must meet the following submission requirements and format:

**Requirements:**

1. Resolutions are to be submitted by email to the Conference Secretary as a Word document attachment (.doc or .docx format).
2. Resolutions are to be submitted by a conference member, member of a conference church, conference church, or conference related organization or institution.
3. Resolutions must list the person who will present the resolution.
4. If the resolution requires the Conference Secretary to contact people or agencies, names and addresses must be submitted as a separate Word document attachment at the same time the resolution is submitted.

**Format:**

1. Word document (using .doc or .docx format)
2. Letter size; 8.5" x 11"
3. Portrait Orientation
4. No spacing before or after paragraphs
5. Single Line Spacing
6. 1" margins, with no indentations of paragraphs
7. Arial 12-point font
8. CAPITALIZATION of certain words and phrases, as displayed in the sample.

**SAMPLE RESOLUTION FORMAT:**

**RESOLUTION 2020 - X (The Conference Secretary will assign the resolution number)**

**RESOLUTION to the 2020 ANNUAL CONFERENCE SESSION**

**Relating to Rental/Housing Allowances for Retired or Disabled Clergypersons Presented by Board of Pension and Health Benefits**

**WHEREAS**, the religious denomination known as The United Methodist Church (the "Church"), of which this Conference is part, has in the past functioned and continues to function through ministers of the gospel (within the meaning of Internal Revenue Code section 107) who were or are duly ordained, commissioned, or licensed ministers of the Church ("Clergypersons");

**WHEREAS** the practice the Church and of this Conference was and is to provide active Clergypersons with a parsonage or a rental/housing allowance as part of their gross compensation;

**THEREFORE BE IT RESOLVED**, that an amount equal to 100% of the pension or disability payments received from plans authorized under The Book of Discipline of The United Methodist Church ("the Discipline"), be and hereby is designed as a rental/housing allowance for each such Clergyperson; and

**Person responsible for presenting this resolution:** Tom Smith