



TO: Clergy, Senior Wardens, Convention Lay Delegates
RE: Resolutions to the 104th Annual Convention of
The Episcopal Diocese of Western North Carolina
FROM: The Rev. Gaelyn Evangreene, Secretary of Convention
DATE: June 2026

It is time to submit resolutions for the 104th Annual Convention of the Diocese at Lake Logan Conference Center, North Carolina, Saturday, November 7, 2025. It is essential for delegates to review resolutions prior to convention. Therefore, the deadline for submitting a resolution requiring the expenditure of funds is **Thursday, September 24** and for a resolution not requiring the expenditure of funds the deadline is **Friday, October 9**. Resolutions and nominations will be published on the diocesan website on **Monday, October 19, 2026**. *Canon 2.6a and b.*

PROCEEDURE: Using the online [Resolution Submission Form](#), please submit your resolution or discussion paper in the format provided online. All fields must be complete in order to submit the resolution or discussion paper, including all contact information for individual submitting the form and speaking to the resolution or discussion paper.

Online Resolution Submission Form can be found on the Diocesan Convention page
or by clicking the link above.

Helpful Information on Resolutions and Discussion Papers

What is a resolution?

A resolution is a written proposal, put in form for debate, amendment, clarification and eventual vote.

What is a discussion paper?

A discussion paper is an alternative to a formal resolution with the specific intent of introducing a topic for conversation only. Discussion Papers are not voted on come up but are submitted to the delegates for their consideration.

Guidelines regarding resolutions and discussion papers

Any church member can write a resolution or discussion paper concerning the mission and ministry of our church, but to become a part of the convention's business, it must be sponsored or endorsed by at least one or more of the following:

- A delegate, lay or clergy
- A commission or committee of the diocese
- A parish vestry
- A deanery

- A resolution or discussion paper sponsored by a commission, committee, vestry, or deanery must designate an individual who will represent that organization at the hearing on the resolution and be prepared to speak regarding the resolution.
- If implementation of a resolution would require action by the Diocese or any committee, commission, parish, worshipping community, task force, or working group of the Diocese, the movers of the resolution must have discussed it with the affected group(s) prior to submission.
- There will be no “unfunded mandate” resolutions. If a resolution requires the expenditure of funds, it must also provide for the funding of the resolution.

How does the process work?

Resolutions will be introduced by the Bishop to a committee. If needed the resolution will be assigned to a committee. Committees will hold hearings, either before Convention or at Convention or during the period in between conventions, to discuss resolutions assigned to them. Those delegates who wish to address a particular resolution should attend the committee meeting and express their views at that time. Convention will discuss the resolutions and vote on them.

What happens in committee?

The committee can make amendments, clarifications and other edits as necessary. The committee can also consolidate several resolutions addressing the same issue; however, the committee cannot write a completely new resolution. The committee recommends the resolution for adoption, rejection, discharge, or tabling.

When and where do I submit a resolution?

Resolutions and discussion papers ***must be submitted prior to the deadlines listed on the previous page of this memo*** using the online form found on the diocesan website. All resolutions and discussion papers are collected by the Rev. Gaelyn Evangreene, Secretary of Convention or the Rev. Canon Augusta Anderson, Chair of Dispatch of Business and forwarded to Bishop José for review.

In some rare instances, it will be impossible or impractical to submit a resolution or discussion paper before the deadline. In that event, the resolution must include a written Motion to Suspend the Rule showing good cause as to why the deadline could not be met. Late resolutions that do not include such a Motion are out of order. A PDF document of the resolution and Motion to Suspend the Rule must be provided to Canon Anderson by 8:45 a.m. Saturday morning of convention. In order for the deputies to consider the resolution, they must first vote on the Motion to Suspend the Rule, which must pass by a two-thirds majority.

Helpful guidance in writing a resolution or discussion paper

Please carefully and review this information. In order for resolutions or discussion papers to be accepted, they must comport with the format provided in the online submission form. Official resolution clauses will appear automatically on the online form.

Resolved, that the One Hundred Second Convention of the Diocese of Western North Carolina [state the action you want. Confine your motion to things that can be accomplished by the Church. Argument or rationale goes in separate space.]

Be it further resolved that [if the resolution requires additional action, state each additional action requested in a separate “Be it further resolved” paragraph].

Rationale: [Please include a *brief* statement in support of the resolution.]