

Procedures for Submission and Processing of Resolutions.

1. Individuals, congregations, or districts shall submit resolutions or recommendations for repeal of existing resolutions to the Conference Resolutions Committee. Resolutions will be accepted until 4:00 p.m., December 1, 2018.
 - a. Resolutions submitted after that deadline shall be returned to the author(s) of the resolution.
 - b. The Resolutions Committee shall review all submissions to assure their compliance with the guidelines outlined in Conference Rule of Order VII.K. Submitted resolutions that do not meet the criteria outlined in VII.K. will be returned to the author(s), to be resubmitted within thirty (30) days.
2. Conference Agencies may submit their own resolutions to the Conference Resolutions Committee. Resolutions will be accepted until 4:00 p.m., December 1, 2018.
3. The Resolutions Committee shall:
 - a. Reject any resolutions that:
 - (1). Are the same as or similar to an already existing General Conference or Iowa Annual Conference Resolution, unless cast as an amendment to the existing resolution. (Any request for a change to a General Conference Resolution or to the *Book of Discipline* should be cast as a petition to General Conference.)
 - (2). Do not contain footnotes to support factual claims made in the resolution.
 - (3). Are inconsistent with or contradictory to a current resolution, except in cases where the submission amends an existing resolution.
 - (4). Are in conflict with the current *Book of Discipline of The United Methodist Church*.
 - b. Notify the drafter of any resolution that is rejected of such rejection, including the reason for the rejection.
 - c. Submit all other resolutions to the editor of the *Pre-Conference Manual*.
 - d. Promote and interpret the resolution process at all levels of the Annual Conference.
4. Resolutions that are submitted after the deadline set forth above and that are determined by the Resolutions Committee to concern Urgent Issues shall be submitted by the Resolutions Committee to the *Pre-Conference Manual* editor prior to the beginning of Annual Conference Session.
5. All resolutions submitted shall:
 - a. Contain no more than 250 words, excluding title and footnotes.
 - b. Address only one subject matter.
 - c. Include paragraph or section references to the *Book of Discipline of The United Methodist Church*, the *General Conference Book of Resolutions* or the *Iowa Annual Conference Book of Resolutions*.

- d. Include book, chapter, verse and translation in all references to Scripture.
- e. State, when appropriate, that it is an amendment to an existing resolution, including the resolution number, and restate the language of the existing resolution with language to be removed and language to be added double underlined.
- f. State, as appropriate, the purpose of the motion (to appeal or amend) in the title, and refer to the resolution to be repealed or amended by Number and Title.
- g. Be typed and double spaced. Proposed resolutions may be submitted electronically in Microsoft Word format.

The accompanying document contains the form for submission of resolutions and guidance for composing resolutions. The form must be submitted when you submit your resolution.

Thank you,

The Resolutions Committee