



Motion Form Instructions

General Information

1. The assembly's Reference and Counsel Committee will provide help in preparing the motion. The committee chairs can be contacted through the secretary's deputy.
2. All motions from the floor (except procedural motions) must be submitted electronically or using the printed Motion Form, which is available from the secretary's deputy.
3. Motions from voting members, after review by the Reference and Counsel Committee, if applicable, will be distributed to voting members:
 - a. If the motion is of such length or complexity that the text must be available; and
 - b. If the motion has been scheduled by the presiding officer for presentation in plenary session.
4. Submission of the motion to the Reference and Counsel Committee or the secretary's deputy does not bring the matter before the assembly; the motion must be formally moved and seconded by the appropriate voting members.

Required Support

1. Motions proposing amendments to the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, the *Constitution for Synods*, or the *Model Constitution for Congregations* may be submitted electronically or using the printed Motion Form.
 - a. Amendments to Constitutional Provisions.
ELCA 22.11.b. stipulates:
An amendment [to a constitutional provision] may be proposed by 25 or more members of the Churchwide Assembly. The proposed amendment shall be referred to the Committee of Reference and Counsel for its recommendation, following which it shall come before the assembly. If such an amendment is approved by a two-thirds vote of members present and voting, such an amendment shall become effective only if adopted by a two-thirds vote of the members present and voting at the next regular Churchwide Assembly.
 - b. Amendments to Bylaw Provisions.
ELCA 22.21. stipulates:
Bylaws not in conflict with this constitution may be adopted or amended at any regular meeting of the Churchwide Assembly when presented in writing by the Church Council or by at least 15 members of the assembly. An amendment proposed by members of the assembly shall immediately be submitted to the Committee of Reference and Counsel for its recommendation. In no event shall an amendment be placed before the assembly for action sooner than the day following its presentation to the assembly. A two-thirds vote of the members present and voting shall be necessary for adoption.
 - c. A separate page to document required support of proposed constitutional and bylaw amendments is available electronically and on page 2 of the printed Motion Form. Additional copies are available from the secretary's deputy and must accompany the motion.
2. Certain motions may require a second to place the motion before the assembly. See the Rules of Organization and Procedure (in Section I of the *Pre-Assembly Report*) for details.

Deadlines

1. Certain motions must be submitted in accord with deadlines stipulated by the Rules of Organization and Procedure. All required support must be obtained prior to submission.
2. A motion not meeting the deadline can only be placed before the assembly by a separate motion to suspend the rules.

Writing a Motion

1. A motion should be written clearly and concisely and submitted in addition to the Motion Form.
2. Avoid inflammatory words and generalizations. Keep adjectives and adverbs to a minimum. Build the text, using straightforward nouns and verbs. Avoid flowery rhetoric.
3. Whereas clause(s), if included, should describe the issue, concern, problem or reason for the motion. Each reason should be presented in a separate Whereas paragraph.
4. The RESOLVED paragraph(s) should address: What should be done? Who should act? What entity should bear the cost, if any, and what cost is anticipated? When should the action be done? To whom should the results be reported?
5. Test the motion by asking yourself: Is my information complete and accurate? Is this a matter that pertains to the life and work of this church? Is this a matter of such significance that it requires consideration by this Churchwide Assembly? Is the action requested one that this church can appropriately undertake and reasonably fulfill?
6. The motion should separate each of those considerations, so that the assembly, in acting upon the motions, may deal with each point separately and decide, if members so choose, to amend the separate elements.
7. If the motion requires a change in the *Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, the proposed change(s) also must be stipulated in the RESOLVED paragraph(s). Support is required as described above.

Format

1. If a motion is being prepared that requires one action, use the following format:
RESOLVED, that _____.
2. If a motion requires more than one action, use the following format:
RESOLVED, that _____; and be it further
RESOLVED, that _____.
3. If a motion is being prepared that is preceded by one reason for submitting the motion, use the following format:
Whereas, _____; therefore, be it
RESOLVED, that _____.
4. If a motion is preceded by several reasons, use the following format:
Whereas, _____; and
Whereas, _____; and
Whereas, _____; therefore, be it
RESOLVED, that _____.