

# 2025 RESOLUTION SUBMITTAL FORM

*Nebraska Women of the Evangelical Lutheran Church in America*

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## 2025 Nebraska Women of the ELCA Convention

### 1. INSTRUCTIONS

Please use the following instructions and format when writing resolutions.

**PREAMBLE:** A preamble is a brief statement of background or rationale coming before the resolving clause(s). Each clause in a preamble is written as a separate paragraph. It begins with the "WHEREAS" followed by a comma, with the next word beginning with a capital letter. The preamble, regardless of how many paragraphs it has, should never contain a period. Each clause ends with a semicolon. The last paragraph of the preamble should close with a semicolon, after which the connecting expression "now, therefore, be it" is added.

**RESOLVING CLAUSES:** A resolving clause indicates what action(s) is to be taken given the "WHEREAS" clause(s) in the preamble. Each resolving clause, written as a separate paragraph, begins with the word "RESOLVED" followed by a comma and the word "that" with a capital "T". If there is more than one resolving clause, each of them should begin with the words "RESOLVED, That" just as in the first resolving clause.

**FORMAT EXAMPLE:**

WHEREAS, That ... [text of the first preamble clause];  
WHEREAS, ... [text of the next to the last preamble clause]; and  
WHEREAS, ... [text of the last preamble clause], now, therefore be it  
RESOLVED, That ... [stating the action to be taken];  
RESOLVED, That ... [stating further action to be taken]; and  
RESOLVED, That ... [stating the last action to be taken].

### 2. THE RESOLUTION

*WHEREAS,*

*WHEREAS,*

*WHEREAS,*

*now, therefore, be it*

*RESOLVED, That*

*RESOLVED, That*

*RESOLVED, That*

### 3. CONTACT INFORMATION

NAME: \_\_\_\_\_

CONGREGATION: \_\_\_\_\_

LOCATION: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

### 4. SUBMISSION

***Resolutions are due August 1, 2025.*** Resolutions received after August 1, 2025, will be considered late resolutions. Late resolutions are brought forward to the Assembly and require a two-thirds vote to be considered on the floor and a two-thirds vote for passage (Rules of Procedures 10.d)

To submit your resolution:

- print this form and type/print the content into the form blanks as directed OR
- type the information requested in #2 and #3 in a separate document
- e-mail completed form or separate document to [nsw.expressions@gmail.com](mailto:nsw.expressions@gmail.com)

If you have any questions, contact the Nebraska Women of the ELCA at [nsw.expressions@gmail.com](mailto:nsw.expressions@gmail.com).