



**Here are some guidelines for the Floor Committee Chairman:**

1. Floor Committees are made up of convention delegates - pastors, teachers, staff ministers, and lay delegates. Every delegate has been assigned to serve on a floor committee or in some other capacity at the convention. Please refer to the Convention 'Committee Assignments' list to see who is serving on your committee.
2. Your committee is assigned to a specific section of the *Report to the Twelve Districts (RttD)*. The presenter from your committee will have the task of presenting your committee's resolutions and/or report to the convention. He is to receive input from delegates and work with your committee to formulate a report and/or final resolutions from your assigned area.
3. Prior to the convention, we are asking you to contact your committee members via e-mail (or, by telephone, if any delegate doesn't have email). Encourage them to read through the material and develop key thoughts and potential resolutions that can be shared with each other via e-mail before the convention.
4. We are suggesting that each committee member consider the following thoughts as the material is read (this can serve as a guideline when you gather your floor committee and put together your report):
  - Celebrate: Cause for rejoicing in past and present blessings
  - Challenge: Note particular obstacles that need to be overcome
  - Pray: A list of items for delegates to pray for
  - Do: An invitation to the delegates to action
5. The presenter may also wish to follow this simple outline in his presentation to the convention floor when presenting the report and resolution(s) from the floor committee.
6. Your committee will be given a certain time slot in the convention. Part of that time may be used for presenters from our district or synod who will share information pertaining to the subject matter of your committee. For example, a WELS Board for World Missions representative will speak to the convention at some point in the proceedings about World Missions.
7. After the presentation to the convention, if necessary, the committee chairman will meet with committee members to receive input from delegates, further discuss key issues, and formulate final resolutions for printing and presenting to the convention. The meeting will be open for other delegates to offer ideas and suggestions. With this information in hand, the committee will prepare the final resolution(s) and/or report for presentation to the convention. The chairman should choose a secretary. A presenter, a member of your committee, has been assigned for your committee.

8. The chairman will seek as much input as possible from the members of his committee. He will not try to do all the talking in the committee meeting but will try to encourage the discussion of ideas and keep the meeting going. He will also be open to suggestions and discussion from other convention delegates who may wish to attend part of the committee meeting.
9. The chairman will want to avoid resolutions that are merely "thanking and praising God" for blessings received unless there are exceptional circumstances. Avoid resolutions that are merely informational in nature. Let there be debate about issues that need debate. Resolutions that offer guidance or suggested changes to the work of the WELS will be passed along to the appropriate leadership of the WELS, if our district is asking them to act on or consider something.
10. **Resolutions are to be prepared according to a specific format.** A sample resolution from a previous convention is included below and may be helpful to you and your designated secretary. A computer will be available to your committee secretary in the convention office. Or, if one of your committee members has a laptop with a thumb drive, he can transfer the information to the office computer for printing. The office will be open from 8 am to 10 pm on Monday and Tuesday. The district secretary will be on hand during the hours of the general sessions (roughly 8 am to 5 pm).
11. **Resolutions are to be turned into the Resolutions Editor for editing.** Layman Brian Merken (Gethsemane, Los Angeles, CA) will serve as editor for the 2018 convention. When your resolutions are returned to you, make any necessary corrections, **save a copy of the final resolution on the office computer desktop** and notify our office secretary that it is ready for duplication and/or placement in the convention Dropbox folder. When the resolution has been made available to the delegates, the convention chairman will call on the presenter for your committee to present the resolutions to the delegates for debate and action.
12. Resolutions are to be read in their entirety, one at a time. At the end of each resolution, you may say, "Mr. Chairman, I move adoption." The chairman of the convention controls the debate; you may be asked questions to clarify the thinking of the committee.

A sample resolution is found on the next page. Note how the resolution is numbered. This sample resolution is Resolution: #2016-06-01. Here is an explanation of the numbering system:

- 2016 (the year of the convention)
- 06 (the floor committee number)
- 01 (which resolution of this floor committee)

A second resolution by this floor committee would be numbered: Resolution #2016-06-02.

Please number your resolutions this way for consistency with the resolutions at the convention.

Also, please follow the sample resolution for how the resolution is to be formatted (capitalization, wording, punctuation, underlining, etc.)

*(SAMPLE RESOLUTION ON THE NEXT PAGE)*



Arizona-California  
**DISTRICT**  
Wisconsin Evangelical Lutheran Synod

**District Committee on  
Constitutional Matters**

**Resolution 2016-06-01**

WHEREAS 1) the Lord, in his grace, has provided gatherings of faithful believers within our fellowship in Cornville, Arizona; Fresno, California; and Clovis, California; and

WHEREAS 2) these groups have clearly expressed their desire to be recognized as independent congregations within our district; and

WHEREAS 3) our District Committee on Constitutional Matters has received governing documents for each of these congregations, reviewed them thoroughly, and found them to be in good order; therefore be it

Resolved, a) that we receive these congregations (Our Shepherd, Cornville, Arizona; Faith, Fresno, California; and Christ's Gospel, Clovis, California) into membership in our district and synod; and be it further

Resolved, b) that we continue to thank God for these brothers and sisters in Christ, pray for them, and encourage them as they carry out their gospel ministry as part of our district.

Respectfully Submitted,

Pastor John Doe, chairman  
Teacher Joe Smith, secretary