

**Twelfth Triennial Convention
Women of the ELCA
September 19-21, 2023
Phoenix, Arizona**

MEMORIALS COMMITTEE

(nine members, including chair)

Purpose of the committee:

1. To review all memorials submitted to the triennial convention from the conventions of the Synodical Women's Organizations.
2. To report all such memorials to the convention with recommendations.

Duties of the chair:

1. To participate in pre-convention online meetings.
2. To call any subsequent committee meetings.
 - a. Set time of committee meetings.
 - b. Obtain room assignment for committee meetings from convention office.
 - c. Notify members and resource persons individually by convention business bulletin board notices or telephone of time and place of committee meetings.
 - d. Give in writing time and place of committee meetings to convention secretary.
3. To convene all committee meetings. Communicate to committee members the purpose of the committee, their duties, and the amount of time available for completing them.
4. To appoint a recorder.
5. To arrange for the preparation of the report(s) of the committee to be printed in the *Convention Program and Reports* or to be distributed to the convention floor.
6. To present the report(s) of the committee to the convention, as scheduled in the agenda in the *Convention Program and Reports* or as requested by the president or presiding officer.
7. To prepare a brief, concise evaluative report of the work of the committee, suggestions for improved procedures, etc. Please submit this report to the convention office by the end of the convention.

Duties of committee members:

1. To participate in all pre-convention online meetings.

2. To read memorials submitted prior to the first meeting.
3. To review policies and procedures of Women of the ELCA as defined in the Women of the ELCA and the ELCA Constitutions and Bylaws, and in other documents as may be helpful.
4. To attend on-site hearings, if any, related to the subjects of memorials.
5. To attend all committee meetings and actively participate in all committee proceedings to carry out the committee's purpose.
6. To be alert to discussion and actions during the convention which are related to the memorials under consideration.
7. To be alert during convention for announcements or notices of meetings.
8. To assist the chair of the committee, when requested, in preparing the report of the committee to be printed in the *Convention Program and Reports* or on the convention floor, and in carrying out other tasks.

Five options for responding to memorials from synodical organizations:

1. The committee could recommend that the convention adopt the memorial as originally submitted.
2. The committee could recommend that the convention adopt the memorial as amended by the committee. (For example, the recommendation might include calling upon the entire churchwide organization and/or synodical women's organizations and the executive board for implementation).
3. The committee could recommend that the convention adopt a substitute memorial.
4. The committee could recommend that the convention not adopt the memorial.
5. The committee could recommend that the convention refer the memorial to the executive board for further study and action. A provision could be added stating that the board make a report on the study of a particular issue and report back at the next convention.

NOTE: Whenever a memorial involves an expenditure of funds, it shall be referred to the executive board. (See Rules of Procedure printed in the *Convention Program and Reports*)

Resource person:

A churchwide staff member is assigned to the committee as a resource person. She provides information about policies and procedures, as necessary, to the committee. She is not a committee member, but she must participate in all committee meetings. Therefore, she must be notified of all committee meetings.

Materials to be provided:

1. Memorials submitted by synodical women's organizations.
2. Staff responses to the memorials, if any.
3. A copy of the current *Robert's Rules of Order*.
4. A copy of the Women of the ELCA Constitution and Bylaws.
5. A copy of the ELCA Constitution, Bylaws and Continuing Resolutions.