**PROPOSAL TO GENERAL CONVENTION OF SYNOD**

Please use this template when preparing resolutions for LCA Convention of General Synod. All resolutions will need to be submitted by email to synod@lca.org.au by 15 May 2018.

If you have any questions about the completion of the form, please contact the LCA Business Manager, Debbie Venz, debbie.venz@lca.org.au or 08 8267 7300.

**SECTION 1 – PROPOSED RESOLUTION**

**BE IT RESOLVED**

*Please ensure that the wording is clear and succinct.*

**SECTION 2 – REASON FOR PROPOSAL**

*This section needs to clearly outline the purpose and rationale of the proposal. For ease of reference, please format so that each point is numbered.*

**SECTION 3 – SUBMITTING BODY AND AUTHORISATION**

*It is important that this information is completed to ensure it is clear who the submitting body is and that the resolution has been properly authorised.*

**Respectfully submitted on the** ………….……... **day of** ………………… **20**…...

**by** …………………………………………………………………………………………...­. (name)

**Congregation/board** ……………………………………………………….……... (place)

**Phone** …………………………………………………… **Email** ………………………………………………………………….................................

**We confirm that this resolution has been adopted by a properly convened meeting of our congregation/parish/board**

(SIGNED) Chair …………………………………………………………………. Secretary ….……­……………………………………………………..

(PRINT NAMES) Chair …………………………………………….……………..­ Secretary ….…………………………………………………………..

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