

Appendix C

Standardized Reporting Form for Advisory Committees

Synod Name and Year

Advisory Committee Name **Committee Designation**

Materials: From the list of assigned materials (page xx)

Chairman: Rev. Xxx Xxxx

Reporter: Rev. Zzz Zzzz

General Format:

Committee designation (in bold 18 point type)

List the Advisory Committee number and the letter of the report. Succeeding reports will keep the same Advisory Committee number but will be lettered consecutively (6-A, 6-B, 6-C, etc.)

Materials (bold and underline)

List only the materials that are specifically dealt with in this report. Cite the page number from the agenda where they are found.

Chairman and Reporter (bold and underline)

Summary (bold)

Recommendations (bold and underline)

List recommendations numerically.

Use left hanging indent (as under Procedural Notes, below).

Grounds (bold and italic)

List grounds alphabetically (using lower case).

Use left hanging indent.

Pagination: Page n of x

Procedural Notes:

1. If the Advisory Committee is dealing with a Committee report, there is no need to request the permission of the floor for the committee members, if they are delegates to synod.
 2. If the Advisory Committee is recommending a change the Church Order, they should note that this requires a 2/3 vote of synod. They should also recommend a date by which the change be ratified (usually at least 6 months after synod).
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Example #1

If the matter is an overture, there are several possible recommendations

Synod Nyack 2012

Overtures

Committee 4-A

Materials: Overture 1 (page 39)

Chairman: Rev. John Calvin

Reporter: Rev. Martin Luther

Summary

Give a brief summary of the issues involved in the materials. For example, “This overture seeks to address the following situation . . .”

Recommendations:

1. That Synod accede to Overture #1 *with* its grounds.
-In this case, it is helpful for the Advisory Committee to QUOTE the overture and its grounds (unless it is very lengthy).
2. That Synod accede to Overture #1 *without* its grounds.
-In this case, it is helpful for the Advisory Committee to QUOTE the overture, and may then choose to give its own grounds for the decision.
3. That Synod not accede to Overture #1.
-In this case, it is helpful for the Advisory Committee to QUOTE the overture. Then the Advisory Committee should give grounds for their recommendation.

Grounds:

- a. The overture is unnecessary/unwise because . . .
4. That Synod . . . (take the following action.) Then explain the committee response to overture #1. This will include giving grounds for the recommendations. These may be the same as the grounds for the overture or they may be your own. [Note: Do not recommend that Synod *amend* the overture. The overture cannot be amended. However, the Advisory Committee can offer its own suggestion as to how to address the matters raised in the overture. Also, if the committee offers a response that is different than the original overture, the following recommendation should also be made: “That this be Synod’s answer to Overture #1.”]
5. That this be Synod’s answer to Overture #1.

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Example #2

If the matter is a committee report, there are several possible recommendations

Synod Nyack 2012

CERCUC

Committee 6-A

Materials: CERCUC Report (page 107-131)

Chairman: Rev. John Smith

Reporter: Rev. Bob Wesson

Summary

Give a brief summary of the issues involved in the materials. For example, “The CERCUC committee has continued the work of their mandate in our ecumenical relations with other churches. . . .”

Recommendations:

1. That Synod accede to Recommendation #1, “QUOTE the recommendation.”

Grounds:

- a. This recommendation . . .
2. That Synod not accede to Recommendation #1, “QUOTE the recommendation.”

Grounds:

- a. This recommendation . . .
3. That Synod . . . (take the following action). Then explain the committee response to recommendation #1. This will include giving grounds for your recommendations. These may be the same as the grounds of the committee or they may be your own.

[Note: If the Advisory Committee is dealing with an *ad hoc* or study committee report which has fulfilled its mandate, it is proper to conclude with the following recommendation:

6. That the committee be dismissed with the thanks of Synod.

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Example #3

If the matter is an appeal, there are several possible recommendations

**Synod Nyack 2012 Appeals
Committee 7-A**

Materials: Appeal #1 (page ___)

Chairman: Rev. John Calvin

Reporter: Rev. Martin Luther

Summary

Give a brief summary of the issues involved in the materials. For example: “This appeal is from the decision of [assembly that rendered the appealed decision] regarding [summarily state the appealed decision].

The appellant has alleged Specification of Errors as follows: _____”

Recommendations:

1. That Synod find Specification of Error # _____ is [sustained/not sustained]

Grounds:

- a. [In the grounds, it is helpful to cite key documentary evidence and/or biblical and confessional authorities. The advisory's committee's grounds need not be any of the grounds cited by the appellant]

2. That Synod [sustain/not sustain] Appeal # _____. [If no Specification of Error is sustained, then the appeal is not sustained. If a Specification of Error was sustained, the appeal still may either be sustained or not sustained).

Grounds:

- a. [If recommending sustaining the appeal, state grounds showing how the Specification of Errors warranted sustaining the appeal.]
- b. [If not recommending sustaining the appeal, state grounds explaining either no Specification of Error was sustained, OR why the sustained Specification of Error(s) did not warrant sustaining the appeal]

3. [If sustaining the appeal]: That Synod direct [assembly which rendered the appealed decision] to [select one]: reverse the appealed decision; modify the appealed decision in a particular manner; or re-adjudicate the appeal.

Grounds: