

GENERAL CONVENTION 2018 MINUTES OF LEGISLATIVE COMMITTEES

Introduction for Committee Secretaries

Apart from the legislation, the minutes and reports of Legislative Committees are the most important record of General Convention. The minutes support and explain their decisions to amend, merge, substitute, reject, or take no action on resolutions considered by the whole assembly. The House of Bishops and House of Deputies maintain distinct Legislative Committees that operate in parallel and usually meet together as one body to craft a recommendation. When meeting separately, each House should maintain a record of its separate votes and actions. The Committees may or may not agree to utilize one secretary to record the minutes for joint Committee meetings. The lead Secretary should secure and transfer the Committee minutes and witness sheets to the Archives in the Secretariat on the final day of General Convention. If the minutes are not finished, please go to the Secretariat and secure the last, best version of the minutes.

Keeping Minutes

Minutes should be kept for each committee session, hearing, or gathering, except for executive sessions when no decisions can be made (but note when the Committee enters into or rises from executive session). The narrative should include a general summary of the discussion as well as any actions taken to modify the legislation. Committees may prefer to keep minutes by meeting session or by day. Keeping a running document during Convention is risky unless backups and versions are carefully controlled. Please observe the following data conventions for keeping the minutes.

- Title and date. Header information is entered into a simple text document with the Committee name, number, and meeting information. This is a template that can be copied and updated for each session. A ready-to-go minutes template is available from Archives.
- The meeting agenda, including the order of business for resolutions and the hearing schedule.
- Attendance (members not present) and existence of a quorum should be noted.
- Consideration of each resolution:

Recommendations to the House of Initial Action to **Adopt, Reject, Refer, Take No Action**, or discharge and **Re-refer to [another] Committee**.

Amendments and substitutes. Record changes only as the Assistant Secretary will record the full resolution when entering the Committee's report into the LPO.

Discussion highlights should summarize the major points of view, or the essence of positions and/or Committee debate. Points of broad consensus or occasions when opinion is divided on a matter are worth noting.

Votes should be recorded for both House Committees (unless by unanimous consent). Speaker names and votes by House should be clearly recorded.

Additional information includes minority reports, divided votes, consent calendar decisions, observations on the legislative process, discussion of substitutes and reconsiderations, names of persons requesting to abstain, etc.

- Names of Bishops, Deputies and Witnesses should be identified whenever possible.
- Minority reports should be noted in the minutes, with the filer(s) identified. (Committees are responsible for filing minority reports in the LPO).
- Time of recess, and next scheduled meeting, should conclude the session's minutes.

Saving and Naming Minutes

Committee Secretaries will be recording meeting action in two ways. The Secretary will be entering text as a word-processed document, while the Assistant Secretary will enter the Committee's Reports on each resolution in the LPO. Secretaries may use their laptop computers to keep the minutes, while the Assistant Secretaries use the desktop computer to file Committee Reports. Some cross-training for both assignments is recommended. Secretaries should save minutes periodically throughout the session meeting and at the end of the day. The end-of-day (or meeting session) should be saved to the hard drive and to the USB drive provided by the Secretariat.

Please use the following standard for naming minutes: ##_Minutes_MM-DD-YYYY [where the number sign (##) is the Legislative Committee Number.] Multiple daily file saves should be numbered by meeting (mtng) number.

Example: 05_Minutes_06-24-2015_mtng1

Archiving Committee Minutes and Documents

Minutes and related documents, especially witness sign-in sheets, should be filed at the end of all Committee business and before the last day of Convention, if possible. Regardless of the draft status of the minutes, USB drives should be returned to the General Convention Secretariat. The Secretaries of both Houses will be asked to sign transmittals of authentication: either the signature page provided to them, or by signing a transmittal log in the Secretariat upon delivery of the minutes. The lead Secretary should arrange to file the final or draft final set of minutes **before 6:30 pm on the last day of Convention, Friday, July 13**. Secretaries who wish to complete or perfect minutes after close of Convention may download their files in the Secretariat and arrange with Archives curators to send the final perfected minutes later.

**Legislative Committee #10: Committee on Evangelism and Communications
June 26, 2015, Convened 11:30 AM.
Minute taker: Deputy Beverly Quick**

Attendance taken. The chair declared a quorum. The Chairs opened the floor to testimony on A102, A105, and A106. Chair opened the Hearing for testimony. No witnesses. The Committee proceeded to discussion.

Resolution A102: Discussion ensued, and Bishop Jones moved to delete lines 12-15. Following further discussion, a vote was taken.

Deputies voted 8 to 2 against the amendment.

Bishops voted 2 to 1 in favor.

The amendment failed.

Deputy Smith moved to amend by deleting the phrase in para. 2 "and require individuals" and replace it with "and urge that all Episcopalians". Bishop Byers seconded. Discussion suggested a strong consensus. A vote was taken and the amendment was adopted unanimously.

There being no further discussion, vote was taken on motion to recommend **Adopt** to the House of Deputies (HIA).

Deputies: 9 yes, 1 no

Resolution passes. Deputy Quick moved to lift A102 from the Consent Calendar. The Committee agreed without dissent.

Resolution A105...

Following prayers, the meeting was adjourned at 1:00pm.