

General Convention of The Episcopal Church 2024 Archives' Research Report

Resolution No.: 2024-A149
Title: Amending Daily Session Schedule for House of Deputies
Proposer: President of the House of Deputies
Topic: General Convention, House of Deputies, Rules of Order

Directly Related: (Attached)

2022-A048 Amend Canons and Rules of Order to Implement Task Force on Budget Process
Recommendations
2015-A152 Adopt New Rules of Order for the House of Deputies

Indirectly Related: (Available in the [Acts of Convention](#) database, searchable by resolution number)

None

In preparing this report, the Archives researched the resolutions in the Acts of Convention database for the period 1973 through 2022, selecting “direct” resolutions that have a substantive bearing on the proposed legislation. The “direct” resolutions are attached and “indirect” resolutions are available in the Acts of Convention database. Committee members who require other research assistance should contact the Archives through the [Research Request Form](#).

A149 - Amending daily session schedule for House of Deputies

Final Status: Not Yet Finalized

Proposed by: President of the House of Deputies

Supported by: HOD Special Committee on Rules of Order

Has Budget Implications: No

Cost:

Amends C&C or Rules of Order: Yes

Requests New Interim Body: No

Changes Mandate Of Existing Ib: No

Directs Dfms Staff: No

Directs Dioceses: No

Directs Executive Council: No

HiA: HD

Legislative Committee Currently Assigned: 01 - Rules of Order/HoD

Completion Status: Incomplete

Latest House Action: N/A

Supporting Documents: No

Resolution Text

Resolved, the House of Deputies amends Rule VI.C.1 of its Rules of Order as follows:

<Amended text as it would appear if adopted. Scroll below the line of asterisks (***) to see the version showing all deleted and added text.>**

Rule VI.C.

1. Business placed upon the Consent Calendar. A Consent Calendar will be maintained by the Secretary and voted upon as the first legislative order of each session.

******* <Proposed amended resolution text showing exact changes being made:>**

Rule VI.C.

1. Business placed upon the Consent Calendar. A Consent Calendar will be maintained by the Secretary and voted upon ~~once a day~~ as the first legislative order of *each session*. ~~the day~~.

And be it further,

Resolved, the House of Deputies amends Rule VI.A.1. of its Rules of Order as follows:

<Amended text as it would appear if adopted and concurred. Scroll below the line of asterisks (***) to see the version showing all deleted and added text.>**

Regular schedule. The regular Order of Business of each session of the House will be as follows, unless modified by the House in the schedule adopted by the House.

- i. Opening Prayer
- ii. Report of the Certification of the Minutes
- iii. Report from the Committee on Credentials
- iv. Communications from the President
- v. Messages from the House of Bishops
- vi. Report of the Committee on the Dispatch of Business
- vii. Report on Elections
- viii. Consent Calendar
- ix. Late Resolution Motions
- x. Committee Reports and Legislation

******* <Proposed amended resolution text showing exact changes being made:>**

Rule VI.A.

Regular schedule. The regular Order of Business of each session of the House will be as follows, unless modified by the House in the schedule adopted by the House.

- i. Opening Prayer
- ii. Report of the Certification of the Minutes
- iii. Report from the Committee on Credentials
- iv. Communications from the President
- v. Messages from the House of Bishops

vi. Report of the Committee on the Dispatch of Business

vii. Report on Elections

viii. Consent Calendar

ix. Late Resolution Motions

x. Committee Reports and Legislation

Explanation

During the 79th General Convention, it became clear there was a need to conduct consent calendar votes at each legislative session rather than limiting them to once a day in the morning. This becomes especially important as resolutions need to be sent to the House of Bishops and provide enough time for them to calendar them before the end of Convention. Deputies will still have a 24-hour window to review the consent calendar thoroughly before casting their votes or requesting the removal of specific items. This approach was used under the Special Rules of Order at the 80th General Convention. We also introduced a set time on the order of business for the house to vote on whether to consider any late resolutions.



Resolution Number: 2022-A048
Title: Amend Canons and Rules of Order to Implement Task Force on Budget Process Recommendations
Legislative Action Taken: Concurred as Amended
Final Text:

That Canons I.1.2.m, I.1.2.o, I.1.8, I.1.9, I.1.11, I.1.13, I.2.6, I.2.8, I.4.3, I.4.5, I.4.6.a, I.4.6.c, I.4.6.i, I.5.5, I.9.10; House of Bishops Rule of Order V.D.d and VIII.I; House of Deputies Rule of Order VI.C.3.v.a and IX.A.1.ii.a.1; and Joint Rules of Order II.10, IV.14, and VII.21, be amended as follows:

Canon I.1.2.m

~~m. Every Commission whose Report requests expenditure out of the *budget funds of the The Episcopal Church budget General Convention* (except for the printing of the Report) shall include that request in its report to the General Convention and in accordance with Canon I.4.6 present to the Joint Standing Committee on Program, Budget, and Finance its written request, on or before the first business day of the session. Resolutions requiring additional expenditures shall be immediately referred to the Joint Standing Committee on Program, Budget, and Finance. No resolution involving such expenditures shall be considered unless so presented and until after report of the Joint Standing Committee on Program, Budget, and Finance.~~

Canon I.1.2.o

~~o. Following the adjournment of a General Convention, and subject to budgeted funds available for the purpose, the Presiding Bishop and the President of the House of Deputies, having reviewed the resolutions adopted by the General Convention that provide for any study or further action, shall thereupon recommend to the Executive Council, the creation of such study committees and task forces as may be necessary to complete that work. Any Executive Council resolution creating a task force or study committee shall specify the size and composition, the clear and express duties assigned, the time for completion of the work assigned, to whom the body's report is to be made, and the amount and source of the funding for the body. The members of each such body shall be jointly appointed by the Presiding Bishop and the President of the House of Deputies, and the composition of such committees and task forces shall reflect the diverse voices of the Church and a balance of the Church's orders consistent with the historic polity of the Church. Those committees and task forces so appointed shall expire at the beginning of the next General Convention following, unless reappointed by the Presiding Bishop and President of the House of Deputies and reauthorized by the Executive Council.~~

Canon I.1.8

Sec. 8. The General Convention shall adopt, at each regular meeting, a budget for *The Episcopal Church, including to provide* for the contingent expenses of the General Convention, the stipend of the Presiding Bishop together with the necessary expenses of that office, the necessary expenses of the President of the House of Deputies including the staff and Advisory Council required to assist in the performance of the duties and matters related to the President's office, and the applicable Church Pension Fund assessments. To defray the expense of this budget, an assessment shall be levied upon the Dioceses of the Church in accordance with a formula which the *General Convention* shall adopt as part of ~~this *The Episcopal Church budget Expense Budget*~~. It shall be the duty of each Diocesan Convention

~~to pay its assessment forward to the Treasurer of the General Convention according to the schedule established by the Executive Council annually, on the first Monday of January, the amount of the assessment levied upon that Diocese.~~

Canon I.1.9

Sec. 9. The Treasurer of the General Convention shall have authority to borrow, in behalf and in the name of the ~~Executive Council~~ **General Convention**, such a sum as may be judged by the Treasurer to be necessary to help ~~paydefray~~ the expenses of ~~the Episcopal Church budget adopted under Canon I.1.8~~ **General Convention**, with the approval of the ~~Presiding Bishop and the Executive Council.~~

Canon I.1.11

~~The Treasurer shall submit to the General Convention at each regular meeting thereof a detailed budget in which the Treasurer proposes to request appropriations for the ensuing budgetary period and shall have power to expend all sums of money covered by this budget, subject to such provisions of the Canons as shall be applicable.~~

Canon I.1.13

Sec. 13.

a. There shall be an Executive Office of the General Convention, to be headed by a General Convention Executive Officer to be appointed jointly by the Presiding Bishop and the President of the House of Deputies with the advice and consent of the Executive Council. The Executive Officer shall report to and serve at the pleasure of the Executive Council.

b. The Executive Office of the General Convention shall include the functions of the Secretary of the General Convention and the Treasurer of the General Convention and those of the Manager of the General Convention and, if the several positions are filled by different persons, such officers shall serve under the general supervision of the General Convention Executive Officer, who shall also coordinate the work of the Committees, Commissions, Boards and Agencies funded by ~~the~~ *The Episcopal Church* ~~General Convention Expense Budget budget.~~

Canon I.2.6

Sec. 6. The stipends of the Presiding Bishop and such personal assistants as may be necessary during the Presiding Bishop's term of office for the effective performance of the duties, and the necessary expenses of that office, shall be fixed by the General Convention and shall be provided for in the budget to be submitted by the ~~Treasurer~~ *Executive Council*, as provided in the Canon I.4.6, entitled, ~~"Of the General Convention."~~²

Canon I.2.8

Sec. 8. Upon the acceptance of the Presiding Bishop's resignation for reasons of disability prior to the expiration of the term of office, the Presiding Bishop may be granted, in addition to whatever allowance may be received from The Church Pension Fund, a disability allowance to be paid by the Treasurer of the General Convention in an amount to be fixed by the ~~Executive Council~~ **Joint Standing Committee on Program, Budget, and Finance**, and ratified at the next regular meeting of the General Convention.

Canon I.4.3

Sec. 3. Upon joint nomination of the Chair and the Vice-Chair, the Executive Council shall elect an Audit Committee of the Council and the Domestic and Foreign Missionary Society. The Committee shall be composed of six members: one from the Executive Council committee with primary responsibility for financial matters; ~~one from the Joint Standing Committee on Program, Budget, and Finance;~~ and the remaining ~~four~~ *five* from members of the Church-at-large having experience in general business and financial practices. The members shall serve for a term of three years beginning on January 1 following a regular meeting of the General Convention or immediately following their appointment, whichever comes later,

and continue until a successor is appointed, and may serve two consecutive terms, after which a full triennium must elapse before being eligible for re-election. Annually the Audit Committee shall elect a Chair of the Committee from among its members. The Audit Committee shall regularly review the financial statements relating to all funds under the management or control of the Council and the Domestic and Foreign Missionary Society and shall report thereon at least annually to the Council.

Upon recommendation of the Audit Committee, the Executive Council shall employ on behalf of the Council and the Domestic and Foreign Missionary Society an independent Certified Public Accountant firm to audit annually all accounts under the management or control of the Council and Domestic and Foreign Missionary Society. After receipt of the annual audit, the Audit Committee shall recommend to the Council and the Domestic and Foreign Missionary Society what action to take as to any matters identified in the annual audit and accompanying management letter. The responsibilities of the Audit Committee shall be set out in an Audit Committee Charter. The Audit Committee shall review, at least annually, the Committee's Charter and recommend any changes to the Executive Council for approval.

Canon I.4.4

~~Sec. 4. The Executive Council may establish by its By-laws Committees and *ad hoc* working groups or task forces, which may include or consist of non-members, to be nominated jointly by the Chair and Vice-Chair and appointed by the Council, as may be necessary to fulfill its fiduciary responsibility to the Church. All Committees and *ad hoc* working groups and task forces of Executive Council will cease to exist at the close of the next General Convention following their creation unless extended by Executive Council. Executive Council may revoke, rescind, or modify the mandate or charter of all Executive Council Committees, *ad hoc* working groups and task forces not otherwise created by Canon.~~

Following the adjournment of a General Convention, and subject to budgeted funds available for the purpose, the Chair and the Vice-Chair, having reviewed the resolutions adopted by the General Convention that provide for any study or further action, shall thereupon recommend to the Executive Council, the creation of such study committees and task forces as may be necessary to complete that work. Any Executive Council resolution creating a task force or study committee shall specify the size and composition, the clear and express duties assigned, the time for completion of the work assigned, to whom the body's report is to be made, and the amount and source of the funding for the body. The members of each such body shall be jointly appointed by the Chair and Vice-Chair, and the composition of such study committees and task forces shall reflect the diverse voices of the Church and a balance of the Church's orders consistent with the historic polity of the Church. Those study committees and task forces so appointed shall expire at the beginning of the next General Convention following, unless reappointed by the Chair and Vice-Chair and reauthorized by the Executive Council.

Canon I.4.6

Sec. 6

~~a. Following open and accessible budget hearings, At least four months prior to the next regular meeting of the General Convention, the Executive Council shall submit to the Secretary of the General Convention a proposed Episcopal Church budget for the ensuing budgetary period (as used in this Section 6, the "budget"). The ensuing budgetary period shall comprise the calendar years starting with the January 1st following the adjournment of the most recent regular meeting of the General Convention and ending with the December 31st following the adjournment of the next regular meeting of the General Convention. The Executive Council shall submit to the Joint Standing Committee on Program, Budget, and Finance the proposed Budget for The Episcopal Church for the ensuing budgetary period, which budgetary period shall be equal to the interval between regular meetings of the General Convention. The~~

~~proposed Budget shall be submitted not less than four months before the ensuing General Convention is convened.~~

~~b. Revenue to support the bBudget for The Episcopal Church shall be generated primarily by a single assessment of the Dioceses of the Church based on a formula which the General Convention shall adopt as part of its Budget process. If in any year the total anticipated income for bBudget support is less than the amount required to support the bBudget approved by the General Convention, the canonical portion of the bBudget for The Episcopal Church shall have funding priority over any other budget areas subject to any decreases necessary to maintain a balanced bBudget.~~

~~c. After the preparation of the Budget, the Treasurer shall, at least four months before the sessions of the General Convention, transmit to the Bishop of each Diocese and to the President of each Province a statement of the existing and the proposed assessments necessary to support the proposed Budget for The Episcopal Church. The Joint Standing Committee on Program, Budget, and Finance shall also submit to the General Convention, with the Budget, a plan for the assessments of the respective Dioceses of the sum needed to execute the Budget.~~

~~d. c. Following open and accessible legislative hearings on the budget held within 90 days of the General Convention and also at General Convention, there shall be joint sessions of the two Houses for the presentation of the bBudget for The Episcopal Church; and thereafter consideration shall be given and appropriate action taken thereon by the General Convention.~~

~~e. d. Upon the adoption by the General Convention of a bBudget for The Episcopal Church and the planned assessments for the budgetary period, the Council shall formally advise each Diocese of its share of the total assessments to support the bBudget for The Episcopal Church.~~

~~f. e. Full payment of the diocesan assessment shall be required of all Dioceses, effective January 1, 2019.~~

~~g. f. Effective January 1, 2016 Council shall have the power to grant waivers from the full annual assessments of Dioceses within the limit established by the General Convention. Any diocese may appeal to Executive Council for a waiver of the assessment, in full or in part, on the basis of financial hardship, a stated plan for working toward full payment, or other reasons as agreed with the Executive Council. Effective January 1, 2019, failure to make full payment or to receive a waiver shall render the diocese ineligible to receive grants or loans from the Domestic and Foreign Missionary Society unless approved by Executive Council.~~

~~h. g. The Council shall have the power to expend all sums of money covered by the bBudget and estimated bBudgets approved by the General Convention, subject to such restrictions as may be imposed by the General Convention, including but not limited to the priority declaration set forth in Section 6.b of this Canon. It shall also have power to undertake such other work provided for in the bBudget approved by the General Convention, or other work under the jurisdiction of the Council, the need for which may have arisen after the action of the General Convention, as in the judgment of the Council its income will warrant.~~

~~i. h. In respect of the bBudget for The Episcopal Church the Executive Council shall have the power to consider and vote to make such adjustments therein, or additions thereto, as it shall deem to be necessary or expedient, and which, in its judgment, available funds and anticipated income will warrant subject to such restrictions as may be imposed by the General Convention. It shall also have power to approve other initiatives proposed by the Chair or otherwise considered by Council, in consultation with the Chair of the Joint Standing Committee on Program, Budget and Finance, between meetings of the General Convention, as in the judgment of the Council are prudent and which the Church revenues will be adequate to support.~~

~~j. i.~~ Each Diocese shall annually report to the Executive Council such financial and other information pertaining to the state of the Church in the Diocese as may be required in a form authorized by Executive Council.

~~k. j.~~ Each Diocese shall report annually to the Executive Council the name and address of each new congregation, and of each congregation closed or removed by reason of any of the following:

1. dissolution of the congregation;
2. removal of the congregation to another Diocese due to cession or retrocession of geographic territory in which the congregation is located, pursuant to Articles V.6 or VI.2 of the Constitution;
3. removal of the congregation to a new physical location or address, identifying both the location or address from which the congregation has removed, and the successor location or address; and
4. merger of the congregation into one or more other congregations, in which case, the Diocese shall include in its report the names of all congregations involved in the merger, and the physical location and address at which the merged congregations shall be located.

Canon I.5.5

~~Sec. 5. The expenses of the Archives of The Episcopal Church shall be shared by~~ *included in the General Convention budget for The Episcopal Church* ~~and the Executive Council.~~

Canon I.9.10

~~Sec. 10. The Synod of a Province may take over from the Executive Council, with its consent, and during its pleasure, the administration of any given work within the Province. If the Province shall provide the funds for such work, the constituent Dioceses then members of, and supporting, such Province shall receive proportional credit therefor upon the quotas assigned to them for the support of the Program of the Church, provided that the total amount of such credits shall not exceed the sum appropriated in the budget of the Executive Council for the maintenance of the work so taken over.~~

RULES OF ORDER

House of Bishops Rules of Order

Note: Under House of Bishops Rule of Order V.O.2, those Rules of Order may only be amended by the House of Bishops – not by the General Convention. The Task Force, and the Bishops serving on it, recommend that the House of Bishops amend its Rule of Order V.D.d as follows.

House of Bishops Rule of Order V.D.d

~~d. Before final consideration by the House, the Joint Standing Committee on Program, Budget, and Finance (PB&F) shall have been informed by the Committee considering any proposed action which, if adopted by General Convention, would require an appropriation of funds and PB&F shall have acknowledged receipt of such information by endorsement on the committee report or by other appropriate means. Implementation of any such resolution is subject to funding in the budget.~~

House of Bishops Rule VIII.I

I. Whenever the House shall make a determination under Article I.2 of the Constitution that a resigned Bishop shall or shall not retain a seat and vote in the House, the following understanding of the intent of the pertinent terms of that provision of the Constitution shall apply:

1. “advanced age” shall mean at least 62 years of age;
2. “bodily infirmity” shall mean either a condition for which one is eligible for disability retirement benefits from the Church Pension Fund or Social Security Administration, or

a physical or mental impairment that a physician or psychiatrist (approved by the Presiding Bishop) certifies would likely result in eligibility for such disability retirement benefits should the Bishop continue in active episcopal ministry;

3. “office created by the General Convention” shall mean a ministry funded by the General Convention Budget *The Episcopal Church budget* and approved by the Presiding Bishop; and

4. “mission strategy” shall mean a strategy that would allow the election of an indigenous member of the clergy of a non-domestic diocese as Bishop, or that would allow a diocese to implement a new mission strategy as determined by the Presiding Bishop, or that would allow a transition in episcopal leadership after a Diocesan Bishop or Bishop Suffragan has served 10 or more years in either or both of those offices.

House of Deputies Rules of Order

Note: Under House of Deputies XIX.A, those Rules of Order may only be amended by the House of Deputies – not by the General Convention. The Task Force, and the Deputies serving on it, recommend that the House of Deputies amend its Rules of Order VI.C.3.v.a and IX.A.1.ii.a.1, as follows.

House of Deputies Rule of Order VI.C.3.v.a

3. Placing items on the Consent Calendar. Every Committee Reports on Resolutions or other matters will be placed on the Consent Calendar automatically unless:

- i. the committee votes to exclude it from the Consent Calendar;
- ii. it is removed in accordance with these Rules;
- iii. the Rules of Order, the Joint Rules of Order, the Canons, or the Constitution require a different procedure for considering the item;
- iv. the item has been set by a Special Order of Business; or
- v. the item is one of the following:
 - ~~a. a report from the Joint Standing Committee on Program, Budget and Finance;~~
 - ~~b.a.~~ an election;
 - ~~c.b.~~ a Resolution of privilege or courtesy;
 - ~~d.c.~~ the confirmation of the election of the Presiding Bishop.

House of Deputies Rule of Order IX.A.1.ii.a.1

A. General Rules on Other Committees

1. Appointment and Creation

- i. The President may designate other Committees for the work of the House of Deputies at General Convention no later than 90 days before the first legislative day of General Convention except that Conference Committees will be appointed during General Convention as needed.
- ii. The Committees may include the following and any others that the President designates:

a. Resolution Review

1. The Resolution Review Committee will review all Resolutions submitted prior to General Convention to review that they are consistent with the polity of this Church, and that they are in the form required by the Canons, ~~and to assess whether they have funding implications.~~

Joint Rules of Order

Pursuant to Joint Rule of Order X.25, the Task Force Recommends that the Joint Rules of Order be amended as follows.

Joint Rule of Order II.10

II: Joint Standing Committee on Program, Budget, and Finance

10.

~~a. There shall be a Joint Standing Committee on Program, Budget, and Finance, consisting of 27 persons being members of the General Convention (one Bishop, and two members of the House of Deputies, either Lay or Clerical, from each Province), who shall be appointed not later than the fifteenth day of December following each regular Meeting of the General Convention, the Bishops to be appointed by the Presiding Bishop, the Deputies by the President of the House of Deputies.~~

~~The Secretary of the General Convention and the Treasurer of the General Convention and the Chief Financial Officer of the Executive Council shall be members ex officio, without vote.~~

~~The Joint Standing Committee may appoint advisers, from time to time, as its funds warrant, to assist the Joint Standing Committee with its work.~~

~~b. Organization. The Joint Standing Committee shall elect its Chair from its membership, and such other officers as needed.~~

~~The Joint Standing Committee shall be organized in Sections, which shall conform to the major subdivisions of the Budget, as well as Sections on Funding and Presentation, the size and composition of the several Sections to be determined by the Joint Standing Committee. The Chairs of each Section shall be elected by the Joint Standing Committee; the several Sections shall elect their own Secretaries from among their own membership.~~

~~The Joint Standing Committee may refer to a Section any of the duties imposed upon it by this rule; *provided, however,* that final action on Budget shall be taken only by the full Committee, either in meeting assembled or by a vote by mail.~~

~~c. During the interim between regular Meetings of the General Convention, the Joint Standing Committee shall act in an advisory capacity to the officers of the General Convention and to the Executive Council, holding such meetings as may be deemed necessary for the purpose. Meetings of the Joint Standing Committee shall be called by the Chair, or upon the request of any five members thereof.~~

~~In respect of the Budget for The Episcopal Church, the Joint Standing Committee shall have the power to consider, and either by a vote by mail, or in meeting assembled, to make such adjustments therein, or additions thereto, as it shall deem to be necessary or expedient, and which, in its judgment, available funds and anticipated income will warrant; and it shall likewise have the power to adjust the annual askings of Dioceses within the limit established by the General Convention.~~

~~With regard to the General Church Program, the Joint Standing Committee shall:~~

- ~~i. Meet and consult with the Executive Council, or its Administration and Finance Committee, on adjustments to the program priorities, and on alternate income generating resources;~~
- ~~ii. Receive from the Executive Council, not less than four months prior to the meeting of General Convention, the proposed General Church Program for the upcoming triennium, including a proposed detailed Budget for the year next following that of such Convention;~~
- ~~iii. Meet in such places as it shall determine, sufficiently in advance of the next General Convention to expedite its work;~~
- ~~iv. Conduct hearings upon such proposed Program and Budget; and~~
- ~~v. Consider such proposed Program and Budget and report thereon to the next succeeding General Convention.~~

~~d. Not later than the third day prior to the adjournment of each regular meeting of the General Convention, the Joint Standing Committee shall report to a Joint Session, pursuant to Canon, a proposed Budget for The Episcopal Church for the ensuing Convention period, subject to the approval of the said Budgets subject also to increase, reduction, or elimination~~

~~of items, based on open hearings held during the General Convention and by subsequent concurrent action by the House of Deputies and the House of Bishops.~~

~~Joint Rule of Order IV.14~~

~~IV: Supplemental Money Bills~~

~~14. After the adoption of the Budget for The Episcopal Church, any resolution calling for the expenditure of any moneys (or containing implied funding) shall be unfunded.~~

~~Subsequent sections V - X should be renumbered.~~

~~Joint Rule of Order VII.21~~

~~VII.21.~~

~~a. The Joint Standing Committee on Nominations, through the Office of the Secretary of General Convention, will secure background checks on its and any other nominees for Secretary of the General Convention, Treasurer of the General Convention, President of the House of Deputies, Vice President of the House of Deputies, Executive Council, and Trustee of The Church Pension Fund. These background checks will cover criminal records checks and sexual offender registry checks in any state where a proposed nominee has resided during the prior seven (7) years, any appropriate professional licensing bodies with jurisdiction over a nominee's professional status and any violations of state or federal securities or banking laws. The records checks of proposed nominees from outside the United States will cover the same information from comparable authorities in the place of principal residence of the proposed nominee.~~

~~b. The required background check will be done prior to accepting a proposed nomination.~~

~~c. Background check results will be reviewed by the Office of the Secretary of General Convention. If that Office, after consultation with the Chief Legal Officer, determines that the results should preclude a person from holding the office sought, the Office shall share the determination with the proposed nominee and remit that determination, but not the background check results, to the nominating authority. Background check information shall not be shared beyond the Office of the Secretary of General Convention, the Chief Legal Officer, and proposed nominees who request their own information. The cost of background checks under this rule shall be covered by the General ConventionThe Episcopal Church budget.~~

Citation:



Resolution Number: 2015-A152
Title: Adopt New Rules of Order for the House of Deputies
Legislative Action Taken: Adopted as Amended
Final Text:

Resolved, That pursuant to Canon I.1.2, the House of Deputies hereby repeals its existing Rules of Order and adopts the attached Rules of Order, which are to remain in force until amended or repealed by the House.

PROPOSED RULES OF ORDER OF THE HOUSE OF DEPUTIES

I. The Holy Scriptures

A. Placement of Holy Scriptures

1. **The President and Secretary will ensure that a copy of the Holy Scriptures is reverently displayed at all meetings of the House of Deputies.**

B. Daily Prayers

1. **The daily session of the House will begin with prayers.**
2. **The President may call for prayers at other times.**
3. **Any Deputy may ask the President to call for prayer at other times.**

II. General Rules

A. Duty of Deputies

1. **Deputies will prepare for and give their attention to the business of the House.**
2. **Deputies will attend all sessions of the House unless excused by the President.**

B. Communications Devices

1. **The President may allow Deputies to bring cell phones, computers, and other communication devices to the House, except as provided in these rules during closed sessions.**
2. **No talking on communications devices is allowed while the House is in session.**
3. **All communications devices will be set to the silent mode.**
4. **Deputies will respect those around them as they use such devices.**

C. Distribution of Printed, Digital, and Other Materials

1. **Only official reports, papers, and documents necessary for the business of the House may be distributed to the House, except with the approval of: (i) the President; or (ii) the House by a majority vote.**
2. **These rules apply to physical materials on the floor and digital materials distributed through official legislative software or devices.**

D. Quorum

1. **To transact business the Constitution, Article I Sec. 4, requires:**
 - i. **a majority of the Dioceses entitled to representation in this House must have at least one clerical Deputy present; and**
 - ii. **a majority of the Dioceses entitled to representation in this House must have at least one lay Deputy present.**

- E. **Minutes**
1. **The Minutes of the House will be kept by the Secretary or Assistant Secretaries and reviewed by the Committee on the Certification of Minutes.**
 2. **The Committee on the Certification of Minutes will review, approve, and publish the final Minutes for each day before the start of the next day's session.**
 3. **The Committee on the Certification of Minutes will report its action at the next scheduled session.**
 4. **The House may require that the Minutes for any session be approved by the House.**

III. Deputations

- A. **Chair of Deputation**
1. **At least one year before the first legislative session of the General Convention, each Deputation will:**
 - i. **designate a Chair; and**
 - ii. **notify the Secretary of the House of Deputies of the name of the Chair.**
 2. **The Deputation Chair will:**
 - i. **serve as the primary contact for House of Deputies communications;**
 - ii. **certify the Deputation's votes by orders;**
 - iii. **certify changes in the Deputation during General Convention;**
 - iv. **perform other duties as directed by the President.**
- B. **Certification of Alternate Deputies as Deputies**
1. **Alternate Deputies may not sit or vote with their Deputations, unless and until certified by the Committee on Credentials as a substitute for a Deputy.**
 2. **The Committee on Credentials will certify Alternate Deputies as Deputies before each session.**
 3. **The procedures for certification will be those determined by the Secretary of the House of Deputies.**
 4. **An Alternate Deputy will serve for one or more legislative sessions as Deputy but only until the Deputy for whom he or she substituted is able to resume their seats.**
 5. **The Committee on Credentials will hear and decide any disputes on certification of Deputies and will report their decision to the House.**

IV. Floor Privileges and Arrangements

- A. **Floor Privileges. No one will be admitted to the floor except Deputies, officers of the House, and:**
1. **the Treasurer of the General Convention;**
 2. **other persons authorized by the President or Secretary, to assist in the conduct of the business of the House;**
 3. **other persons invited or authorized by the President.**
- B. **Seat and Voice. The following will have seat and voice on the floor of the House:**
1. **two ordained persons and two lay persons who are duly authorized representatives of the Episcopal Church in Liberia;**
 2. **members of the Official Youth Presence;**
 3. **other persons authorized by the Joint Rules, the Constitution, or Canons.**

- C. **Platform.** Only officers of the House of Deputies, designated members of the Committee on Dispatch of Business, and other persons authorized or invited by the President may be on the platform of the House.
- D. **Placement of Deputations and Others.** Deputations will be seated together on the floor of the House in random order, except that:
 - 1. Deputations with members serving on the platform may be seated near the platform;
 - 2. Deputations requiring language interpretation or with other needs may be seated in proximity to one another; and
 - 3. the President may seat deputations and others as necessary to assist in the business of the House.
- E. **Seating Adjacent to the Floor**
 - 1. The President and the Secretary will designate a visitor's gallery.
 - 2. The President and Secretary may designate areas adjacent to the floor of the House of Deputies as seating for Alternate Deputies, members of Executive Council, and others.
- F. **Revocation of Floor Privileges**
 - 1. Any person, including Deputies and officers, may be excluded for good cause from the floor of the House by a two-thirds vote.
 - 2. Any motion to exclude must specify the length of time, up to the final adjournment, that the person is excluded from the floor.
 - 3. The motion may provide that the person discontinues serving as a member of a committee during the person's exclusion from the floor.

V. Officers

- A. **President.** The President of the House of Deputies will be elected in accordance with the Canons.
 - 1. The President will preside over all meetings of the House, unless the President relinquishes the Chair for a temporary period.
 - 2. If the President relinquishes the Chair:
 - i. the Vice-President will preside; or
 - ii. if the Vice-President is unable or unwilling to Preside, the President may appoint any Deputy to preside.
 - 3. If the President has relinquished the Chair, the President may resume the Chair at any time.
- B. **Vice-President.** The Vice-President of the House of Deputies will be elected in accordance with the Canons.
 - 1. The Vice-President will preside over all meetings of the House in the absence of the President.
 - 2. If the Vice-President is presiding and wishes to relinquish the Chair, the Vice-President may appoint any Deputy to preside.
 - 3. If the Vice-President has relinquished the chair to a Deputy, the Vice-President may resume the chair at any time.
- C. **Secretary and Assistant Secretaries**
 - 1. The Secretary of the House of Deputies will be elected in accordance with the Canons.
 - 2. The Secretary may appoint Assistant Secretaries with the confirmation of the House.

- D. Parliamentarian**
1. The President may appoint one or more Parliamentarians and Vice-Parliamentarians to advise the President or presiding officer on parliamentary procedure.
 2. A Parliamentarian may be a member of the House or another person at the discretion of the President.
 3. The Parliamentarian may address the House or any committee of the House at the direction of the President or presiding officer to facilitate the business of the House.
- E. Chaplain**
1. The President may appoint one or more Chaplains to the House, who may, but need not be, members of the House. The President will specify the duties of the Chaplain.
- F. Sergeant-at-Arms**
1. The President may appoint a Sergeant-at-Arms and necessary assistants.
 2. The Sergeant-at-Arms and assistants may be members of the House or other persons at the discretion of the President.
 3. The President will specify the duties of the Sergeant-at-Arms. Duties may include:
 - i. locating Chairs of legislative committees and escorting them to the platform;
 - ii. escorting distinguished visitors and performing ceremonial duties;
 - iii. maintaining order and decorum in the House;
 - iv. ensuring only authorized persons are seated on the floor during sessions of the House except when there is a Joint Session of both Houses; and
 - v. ensuring that only authorized persons are present during Closed Sessions.

VI. Regular Session Schedule

- A. Regular Order of Business**
1. The regular Order of Business of each session of the House will be as follows, unless modified by the House in the schedule adopted by the House.
 - i. Opening Prayer
 - ii. Report of the Certification of the Minutes
 - iii. Report from the Committee on Credentials
 - iv. Communications from the President
 - v. Messages from the House of Bishops
 - vi. Report of the Committee on the Dispatch of Business
 - vii. Report on Elections
 - viii. Committee Reports and Legislation
 2. Order of Committee Reports. The order of legislation and Committee Reports will be determined as follows:
 - i. The Committee on Dispatch will adopt and publish a daily legislative calendar the day before each legislative session.
 - ii. During the time allotted for daily Committee Reports and legislation, Resolutions will be considered in the order on the published calendar.
 - iii. Following the adjournment for the day, the Committee on Dispatch will update the calendar for the subsequent day and modify the order of Committee Reports and legislation as necessary to consider high priority legislation.

- iv. **Once legislation is added to the Calendar, the legislation will remain on the Calendar unless removed or acted upon by the House.**
- B. Special Order of Business**
- 1. **Priority over regular business. If the House adopts a Special Order of Business, it will have priority over any other item of business, including any pending motions, reports, or Resolutions.**
 - 2. **Vote. A Special Order of Business requires a two-thirds vote to be adopted or amended.**
 - 3. **Special Consideration of Business. The President at any time no other Matter is being considered, may present any Matter to the House for its immediate consideration and action.**
- C. Consent Calendar**
- 1. **Business placed upon the Consent Calendar. A Consent Calendar will be maintained by the Secretary and voted upon once a day as the first legislative order of the day.**
 - 2. **Publishing the Consent Calendar.**
 - i. **The Consent Calendar must be published at least twenty-four hours before the beginning of the session at which the Consent Calendar is to be voted upon.**
 - ii. **The Consent Calendar must be posted by the Secretary either:**
 - a. **online, to the General Convention web site; or**
 - b. **in hard copy, at a preannounced place and distributed to the Deputies.**
 - 3. **Placing items on the Consent Calendar. Every Committee Reports on Resolutions or other matters will be placed on the Consent Calendar automatically unless:**
 - i. **the committee votes to exclude it from the Consent Calendar;**
 - ii. **it is removed in accordance with these Rules;**
 - iii. **the Rules of Order, the Joint Rules of Order, the Canons, or the Constitution require a different procedure for considering the item;**
 - iv. **the item has been set by a Special Order of Business; or**
 - v. **the item is one of the following:**
 - a. **a report from the Joint Standing Committee on Program, Budget and Finance;**
 - b. **an election;**
 - c. **a Resolution of privilege or courtesy;**
 - d. **the confirmation of the election of the Presiding Bishop.**
 - 4. **Who may remove items from the Consent Calendar. An item may be removed from the Consent Calendar any time before the final vote on the Calendar by:**
 - i. **the Legislative Committee proposing the action;**
 - ii. **the Chair of the Committee on Dispatch of Business;**
 - iii. **the proposer of the Resolution or Memorial;**
 - iv. **any three Deputies;**
 - v. **the President of the House.**
 - 5. **Procedure to remove items from the Consent Calendar. An item may be removed by:**
 - i. **providing notice to the Secretary; or**
 - ii. **announcement on the floor of the House.**
 - 6. **Voting on the Consent Calendar. When voting on the Consent Calendar, the House will vote on all items at once. A majority vote is required to adopt the calendar.**

- i. **Affirmative Vote.** A vote to adopt the Consent Calendar is a vote to take the action recommended by the respective Legislative Committees for all items on the Consent Calendar.
- ii. **A Negative Vote.** If the House rejects the Consent Calendar, all items on the Consent Calendar will be placed on the Calendar by the Committee on Dispatch.

VII. Resolutions and Memorials

- A. **Resolutions.** Resolutions are matters by which the House or the General Convention speaks to a particular subject or concern, amends the Constitution or Canons, or expresses the mind of the House.
- B. **Memorials**
 1. **Memorials are statements about matters of great importance that urge General Convention to take action on a particular topic.**
 2. **Memorials are referred to a legislative committee to inform the committee's work and deliberation.**
 3. **A committee may propose a Resolution in response to a Memorial.**
- C. **Form.** A Resolution or Memorial will take the form prescribed by the Secretary.
- D. **Proposing.** A Resolution or Memorial may be proposed by:
 1. **a Deputy, if:**
 - i. **two other Deputies endorse the Resolution or Memorial; and**
 - ii. **the Deputy proposes no more than a total of three Resolutions and three Memorials.**
 2. **the President of the House of Deputies;**
 3. **a House of Deputies Legislative Committee;**
 4. **a Message from the House of Bishops;**
 5. **a Diocese;**
 6. **a Province;**
 7. **a Standing Commission, Task Force, or body required to report to the General Convention; or**
 8. **the Executive Council.**
- E. **Submission Deadline.** No Resolution or Memorial may be first submitted to the House after the end of the second legislative day, unless it is:
 1. **a Resolution of privilege or courtesy;**
 2. **proposed by a House of Deputies Legislative Committee;**
 3. **proposed by the President of the House of Deputies;**
 4. **a Message from the House of Bishops; or**
 5. **voted on by the House to consider it.**

VIII. Legislative Committees

- A. **General Rules on Legislative Committees**
 1. **Appointment and Creation**
 - i. **No later than 90 days before the first legislative day of General Convention, the President will appoint Legislative Committees for the work of the House of Deputies at General Convention.**
 - ii. **The Legislative Committees may include the following and any others that the President designates:**

- a. **Rules of Order.** Reviews and proposes Resolutions to revise the rules that govern the House.
- b. **Constitution & Canons.** Receives and proposes Resolutions that propose amendments to the Constitution or Canons.
- c. **Governance & Structure.** Receives and proposes Resolutions that address the governance and structure of the Church including General Convention, Executive Council, and the Anglican Communion.
- d. **World Mission.** Receives and proposes Resolutions on mission personnel, world mission strategy, and covenant relationships with other Anglican Provinces or bodies.
- e. **Social Justice & International Policy.** Receives and proposes Resolutions on social justice issues in the Church's extra-US dioceses and the international peace and justice work of the Church, including engagement with the Anglican Communion.
- f. **Social Justice & United States Policy.** Receives and proposes Resolutions on social justice issues facing the United States, including its international engagement.
- g. **Congregational Vitality.** Receives and proposes Resolutions on the health, development, and redevelopment of congregations and faith communities including church planting, college and university communities, and new and non-traditional contexts.
- h. **Evangelism & Communications.** Receives and proposes Resolutions on evangelism within the Church's jurisdictions; receives and proposes Resolutions on communication strategies and technologies to strengthen the Church's communication of the Gospel and opportunities for information management and exchange within the Church.
- i. **Prayer Book, Liturgy & Music.** Receives and proposes Resolutions on the Book of Common Prayer, liturgy, and music of this Church.
- j. **Formation & Education for Ministry.** Receives and proposes Resolutions on Christian formation and education for all the baptized, and all matters related to ordained ministry.
- k. **Church Pension Fund.** Receives and proposes Resolutions on the purpose, scope, structure, and work of the Church Pension Fund including, but not limited to, pensions, disability, health insurance, other insurance and products for lay and ordained employees of the Church, insurance for Church institutions, and publishing.
- l. **Stewardship & Development.** Receives and proposes Resolutions on stewardship, stewardship education, development, and planned giving.
- m. **Ecumenical & Interreligious Relations.** Receives and proposes Resolutions on relations between the Church and other Churches, the Church and other religions, interchurch cooperation and unity, and interreligious dialogue and action.
- n. **Environmental Stewardship & Care of Creation.** Receives and proposes Resolutions on environmental stewardship and the care of creation.

- o. **Confirmation of the Presiding Bishop.** Receives the Report from the House of Bishops regarding the election of a Presiding Bishop, and recommends action regarding confirmation.
- iii. **Special Legislative Committees.** The President will appoint the following Special Legislative Committees for the work of the House of Deputies at General Convention no later than 90 days before the first legislative day of General Convention. These committees are not required to hold hearings under these Rules before taking any action.
 - a. **Dispatch of Business.** Proposes the agenda for the House, determines the Calendar of the Day, proposes Special Orders of Business, and schedules elections.
 - b. **Certification of Minutes.** Reviews the Minutes of the previous legislative day, corrects the Minutes and reports on their completion to the House.
 - c. **Privilege & Courtesy.** Receives and proposes Resolutions that commend individuals or organizations and proposes Resolutions that express the House's appreciation for groups or persons.
 - d. **Credentials.** Registers Deputies and reports on the number of voting members in the House of Deputies at each session and acts as tellers for elections.
- 2. **Membership and Composition**
 - i. The President will determine the size of each Legislative Committee and appoint the members.
 - ii. All members of Legislative Committees must be Deputies.
 - iii. The President is a member of all Legislative Committees, *ex officio*.
 - iv. The President will seek to balance the committee members across the provinces of the Church, where feasible.
- 3. **Committee Officers and Assistants**
 - i. The President will appoint the Chair, Vice-Chair, Secretary, and any other officers deemed necessary, of each Legislative Committee.
 - ii. The President must appoint the officers of Legislative Committees no later than 90 days before the first legislative day of General Convention.
 - iii. The President may appoint Legislative Aides to assist Legislative Committees in the conduct of business prior to and during General Convention.
- 4. **Publication of Committee Appointments**
 - i. The Secretary of the House of Deputies will make the information about Legislative Committees known to the Church.
- 5. **Role and Authority of Legislative Committees.** Each Legislative Committee will have the following roles and responsibilities:
 - i. Consider Resolutions, Memorials, and other matters referred to it for action or information.
 - ii. Propose Resolutions on subjects that have not been referred to it for action but which are within the scope of the description of their responsibilities in Rule VIII.A.1.ii or as assigned by the President.
 - iii. Hold hearings.
 - iv. Prepare reports and recommend actions on Resolutions, Memorials, and other matters referred to it.

6. **Committee Meetings**
 - i. **The Secretary of the House will arrange a meeting space for each Legislative Committee.**
 - ii. **The meeting location for each Legislative Committee will be made available to the House and the public by the Secretary of the House.**
 - iii. **The President may direct any Legislative Committee to convene and consider matters referred to it prior to the time set for legislative committee meetings at the General Convention site by the Joint Standing Committee on Planning and Arrangements. Such meetings may be held electronically in a way that all members can hear all other members.**
 - iv. **A meeting may be called by the Chair or by a majority of the members.**
 - v. **In accordance with Canon V.3.2 a quorum will be a majority of all the members.**
 - vi. **Legislative Committees may, but are not required to, meet with a parallel House of Bishops Legislative Committee assigned to consider the same matter or matters. The House of Deputies Legislative Committee must always vote separately on the final action on any matter referred to it.**
 - vii. **Only members of the Legislative Committee may speak during meetings, unless the Chair invites other persons to speak.**
 - viii. **All meetings of Legislative Committees will be open to the public unless the Committee votes to hold a closed meeting.**
 - ix. **A Legislative Committee may hold a closed meeting upon a two-thirds vote of the members present. Any motion to enter a closed session must specify the topic to be discussed. No final action on a matter referred to the Committee may be taken during a closed meeting.**
 - x. **Before entering a closed session to discuss a Resolution, the Committee must first hold a public hearing on the Resolution.**
 7. **The Secretary of the Legislative Committee will keep (or cause to be kept) a record of:**
 - i. **time and place of each meeting;**
 - ii. **attendance of Committee members at each meeting;**
 - iii. **Resolutions and other matters considered at each meeting and all actions taken on them; and**
 - iv. **all other motions and actions of the Committee.**
 8. **The Secretary of the Legislative Committee will file the record of each Legislative Committee meeting with the Secretary of the House. The record will be delivered by the deadline set by the Secretary of the House.**
- B. Legislative Committee Hearings**
1. **Hearings Required**
 - i. **Legislative Committees must hold a hearing on every Resolution, Memorial, and other matter referred to them for action or proposed by them before taking final action.**
 - ii. **Legislative Committees should try to schedule all Resolutions, Memorials, or other matters on the same subject for hearing at the same time.**
 - iii. **Hearings may be held by Legislative Committees as early as two (2) days before the first legislative day of General Convention.**
 2. **Notice of Hearings**
 - i. **Two Days before the First Legislative Day. For hearings to be held two days prior to the first legislative day of General Convention, a Legislative**

Committee will deliver a Notice of Hearing to the Secretary of the House of Deputies at least seven (7) days before the hearing. Upon receipt the Notice of Hearing will be posted by the Secretary on the General Convention website.

- ii. **During General Convention and One Day before the First Legislative Day.**
For hearings to be during or not more than one day before the first legislative day of General Convention, a Legislative Committee will deliver the Notice of Hearing to the Secretary of the House of Deputies so that it can be posted by the Secretary on the General Convention website at least eight (8) hours before the hearing. For hearings scheduled before 10:00 a.m., the Notice of Hearing must be posted by the Secretary by 6:00 p.m. of the day before the hearing.
- iii. **The Secretary of the House of Deputies will specify the form for the Notice of Hearing.**

3. Testimony at Hearings

- i. **Any person may testify at a hearing before the Legislative Committee.**
- ii. **All persons who wish to testify at a hearing before the Legislative Committee must register by signing a witness sheet.**
- iii. **Persons testifying must identify themselves by name, status (Deputy, Bishop, Alternate, or Visitor), Diocese, organization represented, if any, and the Resolution or matter on which they wish to testify.**
- iv. **The Chair may limit the number of persons who may testify, set time limits, alternate pro and con, give preference to Deputies or other groups of persons and otherwise regulate the hearing.**

4. Record of Hearings

- i. **The Secretary of the Legislative Committee will keep (or cause to be kept) a record of the:**
 - a. **time and place of each hearing;**
 - b. **attendance of Committee members at each hearing;**
 - c. **Resolutions and other matters considered at each hearing; and**
 - d. **name and identifying information of each person testifying before the Legislative Committee and the Resolution or matter upon which each spoke.**
- ii. **The Secretary of the Legislative Committee will file the record of each Legislative Committee hearing with the Secretary of the House at the conclusion of each hearing.**

C. Legislative Committee Reports

- 1. **Each Legislative Committee must take final action on every Resolution and other matter referred to it for action to recommend that the House takes one of the following actions:**
 - i. **adopt as proposed;**
 - ii. **adopt as amended by the Committee; all amendments made by a Committee will apply automatically to the Resolution and the matter before the House when the Resolution is considered will be the Resolution as amended by the Committee;**
 - iii. **adopt a substitute Resolution:**
 - a. **A substitute Resolution must be on the same subject as the Resolution referred to the Legislative Committee for action.**

- b. **A substitute Resolution may only cover one Resolution referred to the Legislative Committee for action.**
 - c. **If the House declines to adopt a substitute, the original Resolution will be automatically referred back to the Committee for additional consideration.**
 - iv. **adopt a consolidated substitute Resolution:**
 - a. **A consolidated substitute Resolution must be on the same subject as the Resolutions referred to the Legislative Committee for action.**
 - b. **Its report on the final action on that Resolution must identify all the other Resolutions the substitute is intended to cover.**
 - c. **A vote by the Legislative Committee to recommend adoption of a consolidated substitute Resolution will be an automatic recommendation to take no further action on all other Resolutions the consolidated substitute Resolution is intended to cover.**
 - d. **If the House declines to adopt a consolidated substitute Resolution, the original Resolutions will be automatically referred back to the Committee for additional consideration.**
 - v. **reject;**
 - vi. **refer to a specified Standing Commission, General Convention Task Force, Executive Council or other body of the Church for study, action, or to make recommendations on the subject to the next General Convention;**
 - vii. **take no further action because:**
 - a. **the matter has already been dealt with by action of the House of Deputies at this meeting of General Convention;**
 - b. **the matter is covered by a Resolution of a prior General Convention;**
 - c. **for other reasons.**
 - viii. **If the Resolution or matter has been acted on by the House of Bishops:**
 - a. **concur with the action of the House of Bishops;**
 - b. **concur as proposed to be amended by the House of Deputies Legislative Committee;**
 - c. **concur with substitute as proposed by the House of Deputies Legislative Committee;**
 - d. **not concur and take a different action;**
 - e. **not concur.**
 - ix. **A House of Bishops Message to discharge will be treated as take no further action.**
- 2. **Minority Report**
 - i. **If there is a minority position on a final action on a Resolution or other matter and the minority requests to make a minority report to the House, the Chair will include the minority report in the Legislative Committee's report on the final action on the Resolution or other matter.**
 - ii. **A minority position consists of at least one-quarter (1/4) of the members of the Legislative Committee present and voting on the Resolution, Memorial, or other matter.**

IX. Other Committees

A. General Rules on Other Committees

1. **Appointment and Creation**
 - i. **The President may designate other Committees for the work of the House of Deputies at General Convention no later than 90 days before the first legislative day of General Convention except that Conference Committees will be appointed during General Convention as needed.**
 - ii. **The Committees may include the following and any others that the President designates:**
 - a. **Resolution Review**
 1. **The Resolution Review Committee will review all Resolutions submitted prior to General Convention to review that they are consistent with the polity of this Church, that they are in the form required by the Canons, and to assess whether they have funding implications.**
 2. **The Committee will prepare an advisory report on each Resolution and provide it to the chair of the Legislative Committee to which the Resolution is referred for action. The Committee will continue the review process while General Convention is in session.**
 3. **The Committee may draft or redraft any matter in the proper language upon request by the President, a Legislative Committee, a Deputy, or the House.**
 2. **Membership and Composition**
 - i. **The President will determine the size of each other Committee and appoint the members.**
 - ii. **Members of other Committees need not be Deputies.**
 - iii. **The President is a member of all other Committees, *ex officio*.**
 3. **Committee Officers**
 - i. **The President will appoint the Chair, Vice-Chair, Secretary, and any other officers deemed necessary, of each other Committee.**
 - ii. **The Secretary of the House of Deputies will make the information about other Committees known to the Church.**
- B. **Committee Meetings**
1. **The Secretary of the House of Deputies will arrange a meeting space for each Committee.**
- C. **Conference Committees**
1. **Creation. A Conference Committee will be created:**
 - a. **by a vote by the House to refer legislation passed by the House of Bishops to a Conference Committee; or**
 - b. **when the House of Bishops has concurred, with amendment, on the legislation already acted on by the House, and the House does not concur with the House of Bishops' amendment.**
 2. **Appointment. The President will appoint a Chair and all members of a Conference Committee from the House of Deputies.**
 3. **Final Action. When a Committee of Conference has been formed, the final action upon the matter under consideration will be deferred until the Conference Committee has reported to this House.**

X. Special Committees

- A. **The President may designate Special Committees for the work of the House of Deputies at or between sessions of the General Convention.**
- B. **Membership and Composition**
 - 1. **The President will determine the size of each Special Committee and appoint the members.**
 - 2. **Members of Special Committees need not be Deputies.**
 - 3. **The President will be a member of all Special Committees, *ex officio*.**
- C. **Committee Officers**
 - 1. **The President will appoint the Chair, Vice-Chair, Secretary, and any other officers deemed necessary, of each Special Committee.**
 - 2. **The Secretary of the House of Deputies will make the information about Special Committees known to the Church.**

XI. Sessions of the House

- A. **Legislative Sessions**
 - 1. **Purpose. A Legislative Session is a regular session of the House of Deputies where the House considers Resolutions, hears reports from committees, and provides Deputies an opportunity to debate.**
- B. **Special Order Sessions**
 - 1. **Purpose. A Special Order Session is a session set by the House to consider a particular Resolution or other matter under special rules for deliberation and debate. Sessions can be used to consider important or strategic matters in an informal manner for conversation and connection.**
 - 2. **How brought. A Special Order Session may be scheduled by a two-thirds vote of the House.**
- C. **Closed Sessions**
 - 1. **Purpose. A closed session of the House has limited attendance and is used to discuss sensitive or pastoral matters. No action may be taken by the House in a closed session.**
 - 2. **How brought. The Deputies may vote to enter a closed session by a majority vote.**
 - 3. **Who may attend. Only the following may attend a closed session:**
 - i. **Deputies;**
 - ii. **Officers of the House of Deputies;**
 - iii. **persons given seat on the floor of the House;**
 - iv. **other persons authorized by the House;**
 - v. **other persons authorized by the President.**
 - 4. **Special Rules regarding Closed Sessions**
 - i. **Minutes will be kept by the Secretary for all Closed Sessions. Minutes taken during an closed session may only be reviewed and revealed in a closed session.**
 - ii. **Personal electronic devices may not be used to communicate or record during a closed session.**
 - iii. **Members are honor bound to keep the proceedings of a closed session confidential.**

XII. Debate

- A. **Deputies may debate.**

1. Any Deputy or person given seat and voice on the floor of the House may participate in debate, unless a Rule of the House specifies otherwise.
 2. Any Deputy or person participating in debate will provide their name and the Diocese they represent.
- B. Definitions**
1. **Debate.** Debates are an opportunity for Deputies to engage in discussion on any matter.
 2. **Matter.** A matter includes any Resolution, Memorial, motion, message from the House of Bishops, or Committee report, that is presented to the House to consider and act upon.
- C. Deputies may engage in debate on any matter except when:**
1. debate has been ended by a vote of the House;
 2. debate is not allowed due to a Rule of the House, a Joint Rule, a Canon, or the Constitution.
- D. Time Limits**
1. A total of 30 minutes is the maximum time allowed to debate on:
 - i. any matter; and
 - ii. all motions related to that matter.
 2. If a person rises to speak during the first six minutes of debate on a matter, no member may move the following unless no person seeks to debate on the matter:
 - i. amend the motion or Resolution;
 - ii. move a substitute;
 - iii. end debate.
 3. During a debate on any motion or other matter, a member may:
 - i. speak up to two (2) minutes, or up to four (4) minutes if translation is required, after being recognized by the Chair;
 - ii. speak twice.
 4. Debate will end following:
 - i. a successful vote to end debate;
 - ii. the end of the time allowed for debate by a Rule or Special Order; or
 - iii. by ruling of the President if:
 - a. at least three Deputies have spoken in favor of the matter and no one rises to speak against it; or
 - b. at least three Deputies have spoken against the matter and no one rises to speak in favor of it; or
 - c. no one rises to speak on the matter.

XIII. Motions

- A. How Made**
1. Motions may be made by any Deputy or other person authorized to make a motion by the Rules of the House.
 2. A Deputy wishing to make a motion must:
 - i. provide their name and the Diocese they represent;
 - ii. acknowledge his or her intent to make a motion in any queuing system; and
 - iii. be recognized by the President or presiding officer.

B. Types of Motion. Any Deputy may make one of the following motions and no other motions may be made on the floor of the House, except as otherwise provided by these Rules.

1. Motions that affect the general business of the House.

i. Adjourn or Recess:

- a. **is used to end (adjourn) a session or take a short recess;**
- b. **has the following characteristics:**
 - 1. **no debate is allowed;**
 - 2. **no amendments may be made;**
 - 3. **a majority vote is required.**

ii. Adjourn and reconvene at a specific time:

- a. **is used to end a session and set a time to reconvene;**
- b. **has the following characteristics:**
 - 1. **debate is only allowed on the time;**
 - 2. **amendments are only allowed on the time.**

iii. Appeal the ruling of the President or presiding officer:

- a. **is used to appeal any decision of the President or presiding officer on any question of procedure;**
- b. **has the following characteristics:**
 - 1. **debate is allowed;**
 - 2. **amendments are not allowed;**
 - 3. **a majority vote is required;**
 - 4. **must be made immediately after the Presiding Officer's ruling.**

iv. To Create a Special Order of Business or Change the Order of Business:

- a. **is used to create a Special Order of Business that is not included in the Convention schedule or change an existing Order of Business. It may also include special rules to govern how the order is to be carried out.**
- b. **Has the following characteristics:**
 - 1. **amendments are allowed;**
 - 2. **debate is allowed;**
 - 3. **a two-thirds vote is required.**

v. To Suspend the Rules:

- a. **is used to suspend or modify the Rules of the House that interfere with a particular goal of the House;**
- b. **has the following characteristics:**
 - 1. **amendments are allowed;**
 - 2. **debate is allowed;**
 - 3. **a two-thirds vote is required.**

2. Motions that affect debate on a Resolution or other matter.

i. End Debate and Vote Immediately:

- a. **is used to end the debate on a motion, Resolution, report, or other action item and force a vote. It is also sometimes known as "moving the previous question."**
- b. **has the following characteristics:**
 - 1. **affects only the matter being debated;**
 - 2. **no debate is allowed;**
 - 3. **a two-thirds majority vote is required.**

ii. Postpone Debating a Motion or Resolution until a Specific Time:

- a. is used to postpone debating and considering a motion or Resolution until a certain time, after a certain time has elapsed, or after an event has occurred. It cannot be used to postpone action until after General Convention has adjourned.
 - b. has the following characteristics:
 - 1. debate is allowed;
 - 2. amendments are allowed;
 - 3. a majority vote is required.
 - iii. **To Recall from a Committee:**
 - a. is used to bring something out of a legislative committee and immediately to the floor of the House;
 - b. has the following characteristics:
 - 1. may not be brought until the fourth legislative day;
 - 2. debate is allowed;
 - 3. no amendments are allowed;
 - 4. a two-thirds vote is required.
- 3. **Motions that affect what is done with a matter.**
 - i. **To Refer Back to the Originating Committee, a Different Committee, a Standing Commission, or Other Body:**
 - a. is used to refer a matter to a legislative committee or group to study the matter and report back suggested amendments or actions;
 - b. has the following characteristics:
 - 1. may be debated;
 - 2. may be amended as to the body referred;
 - 3. a majority vote is required.
 - ii. **Take No Further Action:**
 - a. is used to stop considering a particular Resolution or Memorial and remove it from further consideration at the current meeting of the House;
 - b. has the following characteristics:
 - 1. debate is allowed;
 - 2. no amendments are allowed;
 - 3. a majority vote is required.
 - iii. **To Amend or Substitute:**
 - a. is used to modify or change a Resolution or motion. This would include a technical change or a substantive change that would alter the meaning or the intent of a Resolution or motion. Amendments must be related to the item in the Resolution or motion that they are trying to change.
 - b. **Secondary Amendments are:**
 - 1. proposed changes to an amendment. Secondary Amendments must relate to the specific subject of an amendment and may not be used to alter other parts of a Resolution or parts not affected by an amendment.
 - c. has the following characteristics:
 - 1. debate is allowed;
 - 2. only Secondary Amendments are allowed;
 - 3. a majority vote is required.
 - iv. **To Divide the Matter:**

- a. **is used to divide a Matter or Resolution into separate parts and vote separately. If the Matter is easily divisible into separate subjects, it may be divided by the Chair at a request of a member.**
- b. **process to use this matter:**
 - 1. **first make the request to divide the question and explain where the question should be divided;**
 - 2. **the President then rules on whether the question is divisible or not;**
 - 3. **if the question is divisible, the House proceeds to debate and act on the divided parts of the question;**
 - 4. **If the President rules the question is not divisible, any Deputy may appeal the ruling.**
- v. **To Reconsider Something Previously Acted Upon:**
 - a. **is used to reconsider a Matter which was previously voted upon by the House at the current meeting of the General Convention;**
 - b. **has the following characteristics:**
 - 1. **any Deputy may move to reconsider a Matter;**
 - 2. **no amendments are allowed;**
 - 3. **debate is allowed if the Matter being reconsidered is debatable;**
 - 4. **a majority vote is required;**
 - 5. **a Matter may only be reconsidered once;**
 - 6. **if the motion for reconsideration is adopted, the Resolution is restored to where it was immediately before the previous action being reconsidered was taken by the House.**

XIV. Voting

- A. **Every Deputy must vote when a matter is put to a vote.**
- B. **The President may excuse a Deputy from voting on a matter, if:**
 - 1. **the Deputy has a conflict of interest; or**
 - 2. **for other good cause.**
- C. **Vote necessary to adopt a matter. The amount of votes necessary to pass a Resolution or other matter is:**
 - 1. **a majority vote consists of more than half of the votes;**
 - 2. **a two-thirds vote consists of at least two-thirds of the votes;**
 - 3. **a majority Vote by Orders consists of a more than half of the lay deputations and more than half of the clergy deputations.**
- D. **Counting the votes. The amount necessary to pass a matter will be determined by those present and voting.**
- E. **Vote by Orders under Art. 1 Sec. 5 of the Constitution.**
 - 1. **Procedure:**
 - i. **Vote by Orders will be taken on any matter at the request of the clerical or lay deputations of at least three separate dioceses or as required by the Constitution or Canons;**
 - ii. **the vote of each order, Clerical and Lay, will be counted separately and each order in each Diocese will have one vote;**
 - iii. **to carry in the affirmative any question being voted on by orders requires concurrence in the affirmative by both orders;**

- iv. **concurrence in the affirmative by an order requires the affirmative vote in that order by a majority of the Dioceses present in that order unless a greater vote is required by the Constitution or by the Canons;**
 - v. **an affirmative vote of a Clerical or Lay order requires a majority of the Deputies present in that order in that Diocese.**
2. **No vote. A no vote (i.e., not in the affirmative) occurs when the majority of a Clerical or a Lay deputation's vote is against a matter or is tied.**
 3. **Two-thirds vote. If a motion under the Rules requires a two-thirds vote, and a Vote by Orders is duly called, the motion will pass if there is an affirmative vote in each order of two-thirds of the Dioceses.**
 4. **Counting. The count on a Vote by Orders will be by either electronic and/or written means as required by the President or presiding officer.**
 5. **Publishing the results. The results of all Votes by Orders will be posted promptly in a manner that is readily accessible to the House and the public and includes how each order in each diocese voted.**
 6. **Polling. The vote of the individual Deputies of a Diocese must be stated and recorded when requested by a member of the Deputation.**

XV. Elections

A. Nominations

1. **Nominations by any two Deputies are permitted before any election by the House.**
2. **Each nomination is submitted in writing, in a form adopted by the Joint Standing Committee on Nominations, to the Secretary, no later than the third legislative day.**
3. **There are no nominating speeches for any office or position, except for the President and Vice-President of the House.**

B. Voting Requirements

1. **All elections will be by individual secret ballot, paper or electronic, except where there are no more nominees than open seats, in which case the vote may be by voice.**
2. **A majority vote is required to elect.**

C. Balloting Procedures

1. **In all elections in which there are eight or fewer nominees, after the third ballot there will be only two more nominees than the number of vacancies to be filled on the ballot. After the fifth ballot only one more nominee than the number of vacancies to be filled will be on the ballot.**
2. **In all elections in which there are more than eight nominees, after the third ballot there will be only four more nominees than the number of vacancies to be filled on the ballot.**
3. **After the fifth ballot there will be only one more nominee than the number of vacancies to be filled on the ballot.**

XVI. Confirmation of the Election of a Presiding Bishop

- A. **When the President receives the name of the bishop elected by the House of Bishops to serve as Presiding Bishop, the President will refer the name to the Legislative Committee on the Confirmation of the Presiding Bishop.**

- B. **The Legislative Committee on the Confirmation of the Presiding Bishop will make a recommendation to the House on whether to confirm or not to confirm the choice of the House of Bishops.**
- C. **The House may choose to receive the Committee's report to the House in a closed session.**
- D. **If the House chooses to receive the report in a closed session, the House may continue in a closed session for the purpose of debate.**
- E. **Following the end of debate, the House will move out of a closed session. The Committee will repeat its recommendation and the House will immediately vote on the recommendation.**
- F. **The House will vote by individual secret ballot, paper or electronic, unless a Vote by Orders is requested.**
- G. **A majority vote is required to confirm.**

XVII. Parliamentary Authority

- A. **The latest edition of Robert's Rules of Order, Newly Revised will govern the interpretation of these Rules and Procedures to the extent that Roberts is not inconsistent with these Rules.**
- B. **The Constitution, Canons, Joint Rules, and Rules of this House take precedence when there is a conflict with Robert's Rules of Order.**

XVIII. Supremacy and In Force Clause

- A. **These Rules are subordinate to the Constitution, Canons, and Joint Rules of Order of the General Convention.**
- B. **These Rules remain in force at each meeting until amended, revoked, or replaced by the House.**

XIX. Amendments to the Rules of Order

- A. **The House may amend these Rules at any time by a two-thirds vote of the members present.**
- B. **The Legislative Committee on Rules of Order will consider all proposed amendments to the Rules and make recommendations to the House.**
- C. **All amendments to these Rules take effect immediately unless expressly provided otherwise.**

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