

BISHOP AND DEPUTY  
HANDBOOK  
FOR  
THE 74TH  
GENERAL CONVENTION  
OF  
THE EPISCOPAL CHURCH



**JULY 30 TO AUGUST 8, 2003**  
**MINNEAPOLIS, MINNESOTA**

**BISHOP AND DEPUTY HANDBOOK**  
**74<sup>TH</sup> GENERAL CONVENTION**  
**MINNEAPOLIS, MINNESOTA**

**INTRODUCTION**

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In preparation for the 74th triennial meeting of the General Convention of The Episcopal Church we offer this handbook as a tool. The contents are intended to give each deputy and bishop a guide to the work at hand and the process through which we will accomplish this work. Our gathering is in fact a council of our church. We come together seeking the wisdom that will lead us forward in a planned and informed way as we seek to engage in mission together.

It is the responsibility of each participant to give full and prayerful attention to the matters that will come before us. In that spirit we listen to the debates on the floor and in committee. The range of issues under consideration is indeed broad and diverse. Some diocesan deputations have found it helpful to divide the work of researching the resolutions and offer the work to the whole group for consideration. The core responsibility is to be well informed on the life of the Episcopal Church and the matters before the Convention.

**WHAT IS GENERAL CONVENTION?**

The General Convention is the governing body of The Episcopal Church. The Convention includes the House of Deputies, which has more than 800 members (up to four clergy and four lay persons from every diocese), and the House of Bishops, which consists of nearly 300 active and retired bishops.

The Convention meets every three years for a ten-day legislative session. Its powers are established by the first article of the Church's constitution.

**Responsibilities for bishops and deputies** at General Convention include:

- Adopting legislation on many diverse areas of concern for the Church.
- Amending the Book of Common Prayer, or the Constitution, or the Canons of the Church.
- Adopting a budget for the Episcopal Church for the upcoming triennium.
- Electing persons to various offices or committees for the coming triennium.

**Preparation by bishops and deputies for General Convention** includes studying the reports and proposed legislation from the Committees, Commissions, Agencies and Boards (CCABs) of the General Convention that are published in *The Blue Book*. Individual dioceses and provinces may also provide opportunities to learn about the different issues and concerns facing the General Convention. Each participant also receives the budget proposal for the upcoming triennium. Additional information, including pre-filed resolutions, is available on the GC website: <http://www.episcopalchurch.org/gc2003>

The Archives of The Episcopal Church is a good resource for researching previous actions of the General Convention: <http://www.episcopalarchives.org>

In the following pages General Convention is explained in more detail, including:

- The Two Houses of Convention
- The Legislative Process and Legislative Committees
- Convention Schedule, Elections and the Triennium Budget
- The Close of Convention
- Convention Support Staff, Publications and A Brief History
- Terms to Know

## THE TWO HOUSES OF GENERAL CONVENTION

Two Houses—Bishops and Deputies—comprise General Convention. The Houses meet and act separately, but both must concur in order to adopt legislation.

Joint Sessions may be held. The Canons call for a joint session for the budget presentation. It is scheduled for the eighth day of Convention. Even though no legislative proposals are acted upon at joint sessions, they are considered regular sessions of the General Convention.

### HOUSE OF DEPUTIES (HD)

The House of Deputies is comprised of deputations from each ECUSA diocese. A diocesan deputation may include up to four clergy and four lay members. This House meets every three years at Convention and members are elected by their dioceses. The Rules of Order for the House of Deputies (HDRO) begin on page 191 in the *2000 Constitution and Canons*.

#### Officers

A simple majority elects the **President of the House of Deputies** for a three-year term commencing at the end of the Convention. A **Vice President** and a **Secretary** are elected. After confirmation in the House of Bishops, the Secretary also serves as the Secretary of the Convention, supporting the work of both Houses. A **Treasurer** is elected to oversee the Convention's financial matters.

#### Deputies Daily Calendar

HDRO III.5, pg. 191

1. Opening Prayer.
2. Report of the Certification of the Minutes, or Reading of the Journal.
3. Communications from the President.
4. Report of the Committee on Elections.
5. Report of the Committee on Dispatch of Business (The President may recognize this committee for further reports, as required, at any time.)
6. Reports of the other Legislative Committees, in numerical order, as given in Rule 7.
7. Reports of Special Committees.
8. Reports of Joint Committees and Joint Commissions in the following order: 1) JC on Program, Budget and Finance; 2) Other Joint Committees and 3) Joint Commissions.
9. Introduction of Resolutions.
10. Business on the Calendar.

### HOUSE OF BISHOPS (HB)

All Bishops of The Episcopal Church, active or retired, constitute the House of Bishops. Because this House is comprised of one Order, there are some differences in its organization from the House of Deputies. One difference is in its voting procedures. The HB meets twice a year during the triennium and the record of these meetings is included in the *Journal of the General Convention*. The Rules of Order for the House of Bishops (HBRO) begin on page 177 in the *2000 Constitution and Canons*.

#### Officers

The Presiding Bishop is the **President of the House of Bishops**. The House of Bishops elects a **Vice-President** and a **Secretary**.

#### Bishops Daily Calendar

HBRO Daily Orders I, pg. 178

1. Devotions.
2. Roll call or late registrations.
3. Minutes of the previous meeting.
4. Presentation of new Members.
5. Communications from the Presiding Bishop.
6. Report of the Committee on Dispatch of Business.
7. Petitions and Memorials.
8. Messages from the House of Deputies not yet disposed of.
9. Motions of Reference.
10. Reports of Legislative Committees in the order in which the Committees are named in General Rule 1.
11. Reports of Commissions.
12. Reports of Special Committees.
13. Miscellaneous Business.

## **LEGISLATIVE PROCESS**

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Each House's legislative routine is of resolutions presented and referred to committees, reports from legislative committees to each House, debates, votes and actions taken in each House.

### **THE ROAD TO AN ACT OF CONVENTION**

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The four sources for Resolutions are: "A" resolutions submitted by Committees, Commissions, Agencies and Boards (CCABs) and published in *The Blue Book*. "B" resolutions from bishops, "C" from dioceses/provinces and "D" from deputies.

Each resolution is assigned to a Legislative Committee of each House for discussion and debate. One House is designated as the **House of Initial Action** (HIA). The assigned Committee holds one or more public hearings on the resolution. Hearing times are posted at least four hours in advance. Resolutions may also be reviewed by the committees on Constitution or Canons for form, and Program, Budget and Finance, if funding implications are present.

After hearings and discussion, the committee can recommend a resolution be:

1. Adopted
2. Adopted, but with amended or substituted text.
3. Rejected
4. Referred to a CCAB
5. Or that the committee be Discharged from further consideration of it.

The resolution is then placed on the Daily Calendar for floor debate and vote, or the Consent Calendar—which means it is voted on without discussion in the full House.

The HIA may then accept the committee recommendation or provide its own. If the House rejects the resolution, it dies.

If adopted, it goes to the second House's legislative committee, and goes through the same process. If the Second House amends the resolution, it goes back to the first House.

A resolution only becomes an **Act of Convention** after both Houses adopt it in the same form.

### **LEGISLATIVE COMMITTEES**

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Legislative Committees with identical numbers and names in both Houses are referred to as "cognate committees." There are 22 "cognate" legislative committees.

### **COMMITTEE APPOINTMENTS**

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Legislative Committee appointments are made prior to Convention. The President of the House of Deputies appoints the deputies. The Presiding Bishop appoints the bishops. A Chair, Vice-Chair and Secretary are designated for each committee.

In the House of Deputies, the appointment process begins when each diocese notifies the General Convention Office of the election of its deputies and alternates. Data Sheets containing committee preferences are collected from each deputy and are used extensively in the appointment process. Committees benefit from new, as well as from experienced members, 60 percent of deputies are appointed to Legislative Committees.

### **COMMITTEES PREPARE LEGISLATION**

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The Presiding Officers refer each resolution to a Legislative Committee for initial action. An information copy distributed to its cognate committee facilitates joint hearings and discussion.

Legislative Committees must consider every assigned resolution, hold hearings, discuss their proposal with the cognate committee and develop a recommendation to report to the HIA for consideration.

## LEGISLATIVE COMMITTEES AND CHAIRS

The Legislative Committee Chairs for the 74<sup>th</sup> General Convention are listed in this table. The Chair and Vice-Chair of PB&F are included because it is a joint committee of both Houses. Special Committees may be appointed at the discretion of the Presiding officers to deal with subjects not covered by the Legislative Committees. This includes Committees of Conference, and courtesy committees to represent the Houses at religious or civic functions, or to take greetings to other organizations.

LEGISLATIVE COMMITTEE	BISHOPS	DEPUTIES
<b>01 Dispatch of Business</b>	Rt. Rev. Kenneth L. Price Jr.	Mr. J. P. Causey Jr.
<b>02 Certification of Minutes</b>	Rt. Rev. John L. Rabb	Mrs. Ruth T. Foose
<b>03 Rules of Order</b>	Rt. Rev. Bertram N. Herlong	Mrs. Pauline Getz
<b>04 Constitution</b>	Rt. Rev. Stacy F. Sauls	Mrs. Rosalie Simmonds Ballentine Esq.
<b>05 Canons</b>	Rt. Rev. Orris G. Walker Jr.	Mr. Russell V. Palmore Jr.
<b>06 Structure</b>	Rt. Rev. Don A. Wimberly	Mr. David R. Pitts
<b>07 Consecration of Bishops</b>	Rt. Rev. Chester L. Talton	Rev. Carolyn S. Keil-Kuhr
<b>08 World Mission</b>	Rt. Rev. Clifton Daniel III	Rev. Cecily P. Broderick y Guerra
<b>09 National and International Concerns</b>	Rt. Rev. M. Thomas Shaw III, SSJE	Rev. Reynolds S. Cheney II
<b>10 Social and Urban Affairs</b>	Rt. Rev. Robert W. Ihloff	Rev. Randolph K. Dales
<b>11 Church in Small Communities</b>	Rt. Rev. Larry E. Maze	Rev. Susan E. McGarry
<b>12 Evangelism</b>	Rt. Rev. Michael Bruce Curry	The Very Rev. James B. Lemler
<b>13 Prayer Book, Liturgy &amp; Church Music</b>	Rt. Rev. Henry Louttit Jr.	Rev. Francis H. Wade
<b>14 Ministry</b>	Rt. Rev. John P. Croneberger	Rev. Canon Anne W. Robbins
<b>15 Education</b>	Rt. Rev. William E. Smalley	Dr. Scott E. Evenbeck
<b>16 Church Pension Fund</b>	Rt. Rev. James E. Folts	Rev. Canon Rayford B. High Jr.
<b>17 Stewardship and Development</b>	Rt. Rev. Gordon Paul Scruton	Rev. Howard R. Anderson
<b>18 Ecumenical Relations</b>	Rt. Rev. Edwin F. Gulick Jr.	Rev. Gregory A. Jacobs
<b>19 Communications</b>	Rt. Rev. David C. Jones	Rev. Gay C. Jennings
<b>20 Miscellaneous Resolutions</b>	Rt. Rev. James H. Ottley	Ms. Lynn J. Funk
<b>21 Privilege and Courtesy</b>	Rt. Rev. James H. Ottley	Mr. Nigel A. Renton
<b>22 Committees and Commissions</b>	Rt. Rev. Edward L. Salmon Jr.	Rev. Deacon Tina Campbell
<b>23 Credentials</b>	HD only	Mr. Russell C. Babcock
<b>24 Sergeant-at-Arms</b>	HD only	Mr. R.P.M. Bowden
<b>25 Program, Budget and Finance</b>	Rt. Rev. Russell E. Jacobus (VCh)	Ms. Bonnie Anderson, (Chair)

## CONVENTION SCHEDULE, ELECTIONS, AND THE BUDGET

The three Joint Standing Committees—Planning and Arrangements, Nominations and Program, Budget and Finance (PB&F)—of the two Houses provide key elements to the work of General Convention. Much of the work of the first two is conducted between Conventions. Although, PB&F meets twice during the triennium and is represented, by invitation, on the Administration and Finance Standing Committee of Executive Council, most of PB&F’s work is during Convention.

### CONVENTION SCHEDULE

The Joint Standing Committee on Planning and Arrangements plans each Convention and proposes a schedule, which is in the committee’s *Blue Book* report. A first act of Convention is to approve the schedule. A draft is printed in this handbook.

### 2004-2006 TRIENNIUM BUDGET

The Joint Standing Committee on Program, Budget, and Finance (PB&F) is responsible for preparing the final budget for General Convention to adopt. During the triennium preceding General Convention, the Executive Council with advice from PB&F, develops a budget proposal which is sent to PB&F four months prior to General Convention. Bishops and Deputies also receive a copy of the budget proposal.

PB&F is responsible for presenting a proposed budget in a Joint Legislative Session on the 8<sup>th</sup> legislative day of Convention. Prior to the budget’s presentation, PB&F holds open hearings on both the Funding (Income) and Program/Mission (Expense) and Canonical (Expense) sections of the proposed budget.

The budget for The Episcopal Church is voted on by the House of Deputies and the House of Bishops on the 9<sup>th</sup> Legislative Day.

### ELECTIONS

The House of Deputies and House of Bishops elect persons for various tasks in the coming triennium. The Joint Standing Committee on Nominations prepares a slate of nominees which are included in the *The Blue Book*. For some offices, nominations are also accepted from the floor.

<b>Nominations at this Convention</b>	
<i>Secretary of the GC and Treasurer of the GC</i>	
HD elects	HB confirms
<i>Church Pension Fund Trustees</i>	
HD elects 2 for 3 year term	HB confirms
HD elects 12 for 6 year term	HB confirms
<i>Executive Council</i>	
Bishops	
HB elects 2 for 6-year term	HD confirms
Lay Persons	
HD elects 6 for 6-year term	HB confirms
Priests/Deacons	
HD elects 2 for 6-year term	HB confirms
<i>General Board of Examining Chaplains</i>	
Bishops	
HB elects 1 for 3-year term	HD confirms
HB elects 2 for 6-year term	HD confirms
Lay Persons	
HB elects 3 for 6 year term	HD confirms
Priests with Pastoral Cures or in Specialized Ministries	
HB elects 3 for 6-year term	HD confirms
Members of Accredited Seminary Facilities or other Education Institutions	
HB elects 3 for 6-year term	HD confirms
<i>General Theological Seminary Trustees</i>	
Bishops	
HB elects 2 for 3-year term	HD confirms
Lay Persons and Priests/Deacons	
HD elects 2—each category for 3 yr terms	HB confirms

### OTHER ELECTIONS

By the 7<sup>th</sup> day, the House of Deputies must elect a President and Vice-President. Canon 1.1(b) provides that if the President is a priest or deacon, the Vice-President shall be a lay person, and vice versa. This means the President is nominated and elected first. The nomination and election of a Vice-President follows. At Convention’s adjournment they take office, continuing through the 2006 Convention even if not re-elected as deputies.

## ADDITIONAL LEGISLATIVE PROCEDURES

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### SPECIAL RULES

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The order of business specified by the Rules is followed, except when a House itself sets a Special Order of Business to consider a particular matter. Some special rules are:

- Messages from the other House have priority.
- Messages requiring no action may be received by Title.
- Messages communicating any legislative action on the part of one House are referred to the proper Committee unless the House decides to consider a message without reference.
- If the Committee to which a message is referred agreed with the cognate Committee's recommendation, and the initiating House adopted that recommendation, the Committee in the other House can file its report on the resolution without meeting again and it can be placed on the calendar for final action.
- If the Committee in the Second House did not agree with its Cognate's recommendation, or the initiating House has made changes, the second House Committee must meet, hold a hearing and prepare a report on the First House's message.

When a Committee reports on a message from the other House, "it shall continue to be the Order of the Day until final action thereon, and shall not be subject to any motion to postpone or lay on the table." Amendments may be made, but the final question on which the House votes is: "Shall this House concur in the action of the House of \_\_\_ as communicated by Message No.?" HDRO 46, 47 and HBRO General Rule XXI, XXII.

### FLOOR DEBATE

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Microphones in both Houses are located in the aisles. Those wishing to speak line up at them and wait to be recognized by the Presiding Officer. Debate in the House of Deputies is normally limited to three minutes for each speaker, but may be further limited or extended by vote of the House. Rules in both Houses stipulate that "no member shall speak more than twice in the same debate without leave of the House." HDRO 37 and HBRO General Rule V.

Amendments or Substitutes proposed from the floor must be presented in writing to the Secretary. The Secretariats have forms.

On important matters, the House may set a special order of business with special debate rules and a time limit to consider the subject. The House of Deputies may move into a Committee of the Whole, with a chairperson the President appoints. HDRO 53.

### VOTING

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Voting on most questions is by "voice vote," each bishop or deputy having a single vote. At the 74<sup>th</sup> General Convention, the House of Deputies interprets "voice vote" through the use of an electronic keypad. Electronic voting procedures are published separately and reviewed during Orientation.

On some matters, notably amendment of the Constitution, the House of Deputies votes "by Dioceses and Orders." Any matter may be subject to a "vote by orders" on request of the entire clerical or lay deputation from three dioceses.

In a vote "by Dioceses and Orders," each diocese has one vote each in clerical and lay orders. Adoption requires a majority in the affirmative in each order. If the diocesan vote in either order is divided, it is recorded and not added to the affirmative total, effectively counting in the negative.

## THE CLOSE OF CONVENTION

### THE LAST LEGISLATIVE DAY

On the last day of Convention, the House of Deputies and House of Bishops must complete all action on matters submitted to them, including matters sent from the other House. If time is lacking for adequate consideration of any important matter, it may be referred by concurrent action to a CCAB for further study. Any matter not so referred or otherwise disposed of by joint action is lost for that Convention.

A committee of two persons must be appointed by the Committee on Canons and by the Committee on Constitution to certify all changes in the Constitution and Canons as a result of Convention actions. They shall confirm the same to the Secretary, who oversees the publication of the revised *Constitution and Canons*, published in January, 2004.

Resolutions of courtesy and appreciation are normally adopted on the final day, as are “mind of the House” resolutions which do not require concurrent action. Whichever House completes its work first notifies the other House that it stands ready to adjourn. When a similar message comes from the other House, adjournment *sine die* is in order. The 74<sup>th</sup> General Convention will adjourn after joint prayers of the House of Deputies and the House of Bishops.

### LEGISLATION POST-CONVENTION

A *Summary* of concurred actions is published within 30 days after Convention. The full text is posted electronically and appears in the *Journal of the General Convention*.

Resolutions may be referred to a CCAB. These bodies are not the same as the Legislative Committees which serve a Convention and are discharged from further duties at the end of Convention.

Judgments about legislation on many issues benefit from prior consideration and study, by qualified experts. As one Convention looks forward to its successor, it creates or continues Joint and Standing Committees, Commissions, Agencies and Boards.

Membership include bishops (appointed by the Presiding Bishop), and priests/deacons and lay persons (appointed by the House of Deputies President).

- Joint indicates both Houses authorized the group.
- Standing indicates a continuing committee or commission and does not require reauthorization at each Convention.
- Committee indicates that members must be drawn from the two Houses. For example, if a bishop or deputy serving at the 74<sup>th</sup> GC is appointed to the Joint Standing Committee on PB&F, but will not be seated as a bishop or re-elected as a deputy for the 75<sup>th</sup> GC, the Presiding Officer must replace the person by January, 2006.
- Commission indicates membership may be drawn from the church-at-large, not limited to the two Houses. Thus, specific expertise from the church may be used to accomplish a commission’s charter.

The *Journal of the General Convention* lists the Committees, Commissions, Agencies and Boards authorized for each triennium.

Nomination forms for CCABs will be available in the on-site General Convention Secretariat office. Forms may be turned in to that office or submitted by August 15, 2003.

## ADDITIONAL INFORMATION

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### CONVENTION SUPPORT STAFF

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The General Convention Secretariat and the Secretariats for the House of Deputies and the House of Bishops each have an on-site office. Staff is available in each Secretariat to provide assistance during the Convention. Legislation tracking information will be available outside each Secretariat office. Volunteers will be able to direct visitors to the hearing rooms where legislation is being considered, review the daily calendars, and provide status reports on legislation before the convention.

Hearings by Legislative Committees on a resolution are posted in as many locations as possible at least four hours prior to a hearing.

An orientation for visitors will be conducted twice a day.

### PUBLICATIONS AFTER CONVENTION

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The minutes of both Houses are published in the *Journal of the General Convention*. It includes all Acts of Convention. The *Constitution and Canons*—the English and Spanish versions—are updated and published. These publications along with the *Summary of Actions* are sent to all bishops, deputies and others who have registered to receive all legislative materials. Each publication is posted electronically on The Episcopal Church web-site.

### A BRIEF HISTORY

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The General Convention in Minneapolis, Minnesota this July will be the 74th regular Convention of The Episcopal Church. In 1785 and 1786, the first two Conventions were composed of a single House because we were without any American bishops to constitute the House of Bishops. The third General Convention meeting in Philadelphia in 1789 adopted the present Constitution. This Convention met in two sessions. The first session met as a single House presided over by Bishop William White of Philadelphia. The second session marked the first meeting of our bicameral system, during which Bishop Samuel Seabury of Connecticut joined Bishop White in the first separate House of Bishops meeting, and the House of Deputies elected The Reverend William Smith of Maryland as the first president.

During the Civil War, the General Convention continued to meet and list the southern dioceses, although many of them had formed a separate General Council. In the 1865 Convention, deputations from Arkansas, North Carolina, and Texas and several southern bishops were present. The southern dioceses quietly rejoined the national church in the first few months after the War.

Since 1874 the General Convention has met simultaneously with the Triennial Meeting of The Episcopal Church Women. The ECW Triennial gathers for the purpose of worship and educational programs. Until 1970 this was the only way women could be present during General Convention. In 1970, the first women deputies were seated at the 63rd General Convention. In 1989, the first woman bishop participated in the House of Bishops and the General Convention.

## TERMS TO KNOW

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*Constitutional, Canonical and Rules of Order references, including page numbers, refer to the 2000 edition of the published Constitution and Canons.*

### LEGISLATIVE TERMS

**ADOPT** To approve a resolution, an amendment to a resolution, a substitute resolution, or a committee report.

**AMEND** To make a change in a resolution by deleting (striking) and/or adding words or phrases.

**COMMITTEE REPORT** The means by which a Legislative Committee submits to the House its recommendation for a resolution. The committee can recommend that the resolution be: Adopted, Adopted, but with amended or substituted text, Rejected or Referred to a CCAB. The committee can also recommend that it be discharged from further consideration of the resolution. HDRO IV.12(h) p.195, HBRO XIII p.182.

**CONCUR** One House approves the same text as the other House, making it an Act of Convention.

**CONSENT CALENDAR** The Calendar is used to bring to a vote in the House, without debate, matters deemed non-controversial by the involved Legislative Committee. There is a process for removing a matter from the Consent Calendar and placing it on the Daily Calendar where, when considered by the House, debate is permitted. HDRO 6, pg. 192.

**DAILY CALENDAR** The document prepared by the Committee on Dispatch of Business setting forth the resolutions, by alpha-number, which are proposed for consideration on a specific day.

**DIVISION OF THE HOUSE** A request for a physical count of the “yea” and “nay” votes.

**ENACTED** Legislation has been enacted when a resolution has been adopted in identical form in both Houses. Legislation

amending the Constitution or Canons, unless otherwise expressly ordered, takes effect on the January 1 after General Convention. Constitution XII, pg. 9 and Canons V.1.6, pg 174. Other legislation becomes effective when enacted.

**FAILED** A resolution has failed when it has not received a majority of the votes cast.

**JOINT SESSION** The two Houses meeting together in the HD chambers. One Joint Session is mandated—the budget presentation by the Joint Standing Committee on PB&F.

**MEMORIALS** A written submission from individuals or organizations urging action by the Convention on matters to come before it. A memorial is not a resolution even if it contains the form of a resolution. HDRO 22(a), pg. 198.

**MIND OF THE HOUSE** A non-legislative expression of opinion by a majority of the members of one House.

**MINORITY REPORT** A minority or dissenting report by Legislative Committee members constituting less than the majority, submitted with the report of the Legislative Committee. HDRO 12(h), pg. 195.

**MOTION** A formal request by a member of the House that the House take a particular action. Usually commences with the words “I move that...” A motion presented by a Legislative Committee does not require a second. A motion presented by an individual requires a second.

**MOVE THE PREVIOUS QUESTION** Motion to end debate on the matter before the House.

**PASSED** When the matter before the House has received the requisite majority of votes, i.e., a simple majority (50% + 1) as required on most matters or a two-thirds majority when required, for example, to suspend the Rules of Order.

**PRE-FILED RESOLUTIONS** Resolutions received by the Secretary of the General Convention, prior to Convention which are distributed to the appropriate Legislative Committees prior to Convention and to bishops and deputies at registration.

**REFERRED FOR INTERIM STUDY** One action a committee may take with a resolution if it believes additional study during the next triennium is desirable.

**REJECTION** Recommendation a committee may make on a resolution, with or without reasons. HDRO 12(h)(2), pg. 195.

**RE-REFERRED** Re-assigning a resolution from one legislative committee to another.

**RESOLUTION** The document which initiates legislation, beginning with the word “Resolved”. The persons and bodies entitled to introduce resolutions and the technical requirements are stated in HDRO 21(a), pg. 197, HBRO IV, pg.181.

**SINE DIE** Adjournment of the last legislative session—literally “without date” for return.

**SPECIAL ORDER OF BUSINESS** Action taken to consider a resolution at a specific time and/or to consider it with special rules of debate. For example, the duration for debate or time for amendments.

**SUBSTITUTE RESOLUTION** When significant revisions are proposed to a resolution it is sometimes done by proposing new language rather than changing the existing language.

**SUSPEND THE RULES** Action taken by a two-thirds majority vote of the House to temporarily alter the general or special Rules of Order otherwise applicable, as an example, to continue debate, consider a matter out of order or permit the introduction of a late resolution.

**VOTE BY ORDERS** A vote taken in the HD, upon the request of the clerical or lay representation from at least three dioceses, in which the vote of each order, clerical and lay, is counted separately, each order in each diocese having one vote, that one vote being cast by the majority vote of the deputies present in that order. A divided vote in an order occurs when the deputies in that order vote a tie. Constitution I.5, pg 2.

## **ADDITIONAL TERMS**

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**CHAIR** The presiding officer of the House or a Committee.

**COMMISSIONS, STANDING** Study and make recommendations to General Convention on major subjects of continuing concern to the Church. For a listing of these commissions, see Canon I.1.2(n) pg. 16.

**COMMISSIONS, JOINT** Study and make recommendations to General Convention on specific matters during a single interval between two General Convention meetings.

**COMMITTEES, LEGISLATIVE** Each House, by its respective rules, has designated legislative committees, which meet and act during the course of General Convention. Because each House has a committee with the same mandate, they are sometimes referred to as “cognate” Committees. They usually meet and hear testimony together, though sometimes deliberate separately. For a legislative committee listing, see HDRO IV.7 pg.193, HBRO I pg.180.

**COGNATE COMMITTEES** See Committees, Legislative.

**COMMITTEE OF CONFERENCE** If one House has concurred, with amendments, to action taken by the other House, the presiding officers may appoint a Committee of Conference to confer in an effort to agree upon identical language. Both Houses must then adopt the report of the Committee of Conference. HDRO 48, pg. 206.

**COMMITTEES, JOINT STANDING** Joint Rules 10, 17 and 18, pgs. 212-216, provide for three Joint Standing Committees (JSC):  
(i) JSC on Program, Budget and Finance  
(ii) JSC on Planning and Arrangements  
(iii) JSC on Nominations.

**EXECUTIVE COUNCIL** That body, elected by General Convention and the Provinces, which carries out the programs and policies adopted by General Convention between meetings of Convention. Executive Council also serves as the Board of Directors of the Domestic and Foreign Missionary Society (DFMS), the New York Corporation which serves as the legal and financial arm of The Episcopal Church, operates The Episcopal Church Center (ECC) in New York City, and employs a staff located there and elsewhere. Canon I.4.1 pg. 29.

**FLOOR** That part of the House chambers occupied solely by elected Deputies or Bishops, unless permission is otherwise given by the Chair to “be on the floor”.

**FORUMS** Evening meetings where general interest topics are presented and attendance is open to all.

**HEARING SCHEDULE** Each Legislative Committee having business before it prepares and posts, on a daily basis, a written notice indicating the time and place of hearings on specific resolutions. HDRO 12(d), pg. 194.

**PLATFORM** The term used for those managing the business of each House, who sit on a platform facing the membership on the floor.

**RESOLUTION NUMBER** The number assigned to the resolution and used as it moves through the legislative process. The letter identifies its source:

“**A**” resolutions are introduced by CCABs and published in *The Blue Book*.

“**B**” resolutions are introduced by Bishops.

“**C**” resolutions are introduced by entities, other than those reporting through *The Blue Book*, entitled to introduce resolutions, chiefly Dioceses and Provinces.

“**D**” resolutions are by Deputies.