

**Rules of Order**  
**Executive Council (“the Council”)**  
**Adopted by Executive Council June 17, 2011**  
**Amended by Executive Council October 24, 2011**

**I Meetings of the Executive Council**

**1. Worship**

Worship is an integral part of the meetings of the Council. Members of the Council shall take responsibility for worship facilitated by a worship committee jointly appointed by the Chair and Vice-Chair.

**2. Chaplain**

An election shall be conducted for a chaplain who shall be a member of the Council and who shall serve for the triennium.

**3. Excused Absence**

Members wishing to be excused from a meeting should apply to the Secretary providing a reason for the absence.

**4. Seating**

*Ex officio* members with seat and voice but no vote will be seated with members of the Council.

The Secretary will assign seating and provide a gallery for invited guests, the press, and the public. Working space will be provided for staff.

**5. Decorum**

Members of the Council shall be attentive and engaged at all times during plenary sessions and committee meetings.

**6. Use of the GCO Extranet**

The General Convention Extranet is for the official business of the Council and for no other business. For reasons of record and to aid the Archives of the Episcopal Church, Council members should conduct their official business through the Extranet.

**7. Distribution of Printed Material**

Materials from sources external to Council may not be distributed to members of the Council unless authorized by the Secretary of Executive Council.

**8. Timely Submission of Reports and Other Materials**

To promote informed decision-making and to facilitate translation of materials for all members, all reports and other materials shall normally be received by the Secretary of the Council no later than 30 days before a meeting commences.

## **9. Translations**

Translations into French, Spanish, and English as necessary will be provided for all materials received 30 days before a meeting commences. Translation of documents generated at a meeting will be translated to the extent possible. Documents generated at a meeting will be translated either orally or in writing.

## **10. Resolutions**

A Joint Standing Committee that votes to recommend re-referral of a resolution will communicate its vote to the Secretary.

## **11. Consent Calendar**

The Secretary shall announce the deadline for submission of resolutions for the Consent Calendar. No less than twenty-four hours before the Consent Calendar is to be taken up, the Secretary shall read the numbers and titles of the resolutions so placed. Any item on the Consent Calendar may be removed from the Consent Calendar upon request by a voting member conveyed to the Secretary. All items on the Consent Calendar are considered as a group in a single vote.

## **12. Speaking on Behalf of Executive Council**

No member may speak on behalf of the Council unless authorized to do so by the Council.

## **13. Public Notice**

The Secretary shall provide public notice of all meetings of the Executive Council by placing an announcement of the General Convention 's website.

## **II Committees**

**1.** Meetings of Joint Standing Committees of the Council shall be minuted, and the minutes shall be made available to all members of the Council after having been approved at a subsequent meeting of the committee.

**2.** Meetings of Joint Standing Committees of the Council shall be open to non-members unless a motion to go into Executive Session is adopted by a majority of the members present. The motion shall state the reason for going into Executive Session and identify special invitees or employees and staff as may be necessary to remain. No action shall be taken in Executive Session.

**3.** Joint Standing Committees of the Council may meet electronically between face-to-face meetings, provided that a quorum of one more than half the members is present. Interim meetings may be called by the chair or by any three members of the committee by writing or e-mail to the General Convention Office on two weeks' notice. The secretary shall publish the date, time and place of the meeting. The purpose of the meeting shall be stated in the call to meeting. Electronic meetings shall be minuted, and the minutes shall be made available to all members of the

Council upon their approval at a subsequent meeting.

**4.** Subcommittee meetings shall be minuted and the minutes shall be made available to the members of the Joint Standing Committee upon their approval at a subsequent meeting of the subcommittee. Subcommittees may meet electronically, provided that a quorum of one more than half the members is present. Meetings may be called by the chair of the subcommittee by writing or e-mail to the General Convention Office on two weeks' notice. The purpose of the meeting must be stated in the call to meeting. All meetings of subcommittees shall be minuted, and the minutes shall be made available to all members of the Joint Standing Committee upon their approval at a subsequent meeting.

**5.** Chairs of Joint Standing Committees may invite guests to attend Executive Council meetings to facilitate the work of the committee upon application to and approval by the Secretary of Executive Council. Chairs of subcommittees may invite guests to attend subcommittee meetings to facilitate the work of the subcommittee upon application to and approval by the Secretary of Executive Council and with the approval of the Joint Standing Committee's chair.

### **III Elections**

For any position the Council must fill by election, the following process shall be used.

**1.** The Secretary of the Council shall publish the vacancy and invite nominations for the position. This publication shall include information a candidate must submit.

**2.** Eligibility, term length, qualifications and order shall be determined by the Constitution and Canons, the By-laws, resolution, covenant, or any other relevant rule.

**3.** The Secretary shall forward all nominations to the Executive Committee, which shall function as a nominating committee for the Council.

**4.** The nominating committee shall review all nominations and forward at least two but no more than five names for every vacant position for election by the Council.

**5.** Members of the Council may nominate from the floor any additional individual at the beginning of the meeting at which the election will take place. Nominations from the floor must include the nominee's agreement to serve and any supporting information required.

**6.** At the appointed time of the election, members of the Council shall vote by secret ballot, voting once for each vacancy to be filled. If after the third and subsequent ballots there has not been an election, the candidate with the lowest number of votes will be eliminated.

**7.** The candidate who receives a majority vote of the members of the Council present shall be deemed elected.

**8.** The Secretary of the Council shall communicate with the newly elected member to ascertain the member's willingness to serve.