



HANDBOOK
for
COMMITTEES, COMMISSIONS,
AGENCIES and BOARDS

2013 – 2015

Executive Office of the General Convention
Episcopal Church Center
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- CCABs will file a triennial report which may include General Convention resolutions. Reports will be compiled into a document commonly known as the *Blue Book*, which is produced before each General Convention. *Blue Book* reports must be submitted on time and prepared according to specific guidelines.

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THE CCAB SYSTEM

OVERVIEW

Committees, commissions, agencies and boards (CCABs) generate policy recommendations for the General Convention. More specifically, each CCAB is guided by a mandate which can be found in the resolution, Canon, by-law, or rule that created it.

CCABs consider a variety of topics during a triennium. The General Convention refers resolutions to CCABs for study, CCAB members raise new issues for consideration, and some CCABs have continuing projects which they address regularly. CCABs present the results of their discussions, along with any General Convention resolutions that they wish to submit, in a triennial report which is compiled into the “*Blue Book*” and produced by the General Convention Office.

Most CCABs conduct their work as committees of the whole, but some CCABs establish sub-committees (which may include outside persons) to address specific matters. Sub-committees report regularly to their parent CCAB, which will include a summary of the sub-committee’s work in its triennial report. Sub-committees will receive funding from the budget of their parent CCAB. The Executive Officer of the General Convention coordinates CCAB operations and must give approval before CCAB funds can be allocated for the work of a sub-committee.

THE TEN TYPES OF CCABs

Executive Council was established by Canon in 1919 to serve as the Board of Directors of the Domestic and Foreign Missionary Society (DFMS), implementing and monitoring the policies and programs authorized by the General Convention, and initiating new work as necessary. Members sit for staggered terms of six years and are elected by the General Convention (20 members) and by the provinces (18 members). The Presiding Bishop is the *ex officio* Chair, and the President of the House of Deputies is the *ex officio* Vice Chair. The Secretary and the Treasurer of the Executive Council serve as non-voting members.

Standing Commissions are established by Canon to study and make recommendations on matters of continuing concern to the Church. Each standing commission has a specific area of responsibility and is composed of three bishops, three priests or deacons, and six lay persons. The Presiding Bishop appoints the bishops, and the President of the House of Deputies appoints all others. Members serve staggered six-year terms and do not have to be deputies.

Joint Standing Committees are written into the Joint Rules of the Houses of General Convention and consider matters related to the work and function of the General Convention itself, rather than the overall life of the Church. Members are appointed for three-year terms and, in some cases, must be deputies or bishops. Some Joint Standing Committees are also referenced in the Canons.

Joint Standing Committees of Executive Council study, review, and report on matters which may come before the Executive Council. They are written into the by-laws of the Council, and members are appointed by the presiding officers at the beginning of each triennium. Only Council members may serve.

Committees of Executive Council are customarily established by a General Convention resolution; they have specific mandates and report through the Executive Council. In some cases, these committees expire at the end of a triennium.

Ad Hoc Committees of Executive Council [Task Forces] are created by the Council to accomplish specific tasks, such as a feasibility study or research project, or to address a specific issue or concern. Often called task forces or working groups, they must be given a specific mandate and time frame for completing their work. The Council resolution that creates an *ad hoc* committee must specify its composition; some members may be from outside of the Executive Council.

Committees of the House of Deputies or Bishops are given ongoing responsibilities on behalf of the whole House. They are accountable only to the House that creates them. The establishing resolution or charge should specify the committee's mandate and composition. These are different from legislative committees which process legislation during meetings of the General Convention.

Task Forces of the General Convention are established under the Joint Rules. The Presiding Bishop appoints the bishop members and the President of the House of Deputies appoints priests, deacons and lay persons. Consultants may be engaged in some cases. The establishing resolution must specify an expiration date for the task force; a two-thirds vote in both Houses is required to extend that date.

Boards oversee semi-autonomous components of the Church, such as the General Theological Seminary, the Church Pension Fund, the Church Archives, and Transition Ministries. Since a board's actions do not require ratification by the General Convention, their triennial reports are limited typically to an update on their work and request for continued funding.

Agencies are legally independent corporations affiliated with the Church, such as Episcopal Relief and Development. They have their own officers and boards which may be partially selected by the General Convention or ratified by Executive Council. Agencies are expected to develop their own mandates and make their own business decisions.

MEMBERS AND OFFICERS

At the start of each triennium, the presiding officers will appoint members to all CCABs according to the Canons, Joint Rules, and each CCAB's mandate. Jointly, they will select a Convenor who will organize Standing Commissions' first meeting. The Convenor does not automatically become the Chair, but may seek that office.

Generally, each Standing Commission will elect the following officers at its first meeting:

(Other CCAB's may also elect some of their officers: please see mandate.)

- *The Chair* organizes and leads CCAB meetings, ensuring that the CCAB's mandate is fulfilled and that its assigned tasks are completed. Prior to each meeting, the Chair drafts and circulates an agenda which the General Convention Office posts online. The Chair serves as the primary liaison between a CCAB and the General Convention Office, ensures that the triennial report is submitted on time, and is responsible for staying within the budget allocated to the CCAB by the Executive Council.
- *The Vice Chair* assists the Chair and may lead meetings in the Chair's absence. The Chair may delegate specific duties to the Vice Chair, although the Chair remains ultimately responsible.
- *The Secretary* records attendance at CCAB meetings and takes minutes. No more than three weeks after a meeting, the Secretary's minutes are uploaded to the CCAB's site for posting. The Secretary participates in drafting the triennial report and may be contacted if there are questions about the CCAB's records.

CCAB members are appointed because of their diverse backgrounds and individual expertise. To ensure that CCABs benefit from this diversity, members are expected to attend all meetings. Members must advise the Chair as far in advance as possible if they are unable to attend a meeting, and may be removed from the CCAB if they miss two meetings without being excused.

Since members possess most of the experience needed to complete the CCAB's work, consultants are only employed in unusual circumstances and with the approval of the Executive Officer.

In addition to the appointed membership of a CCAB, the Presiding Bishop and the President of the House of Deputies are members *ex officio* and may speak and vote at meetings or appoint a representative who may speak but not vote. The Executive Council must designate a liaison to standing commissions, and the Presiding Bishop must appoint a liaison from the Episcopal Church Center staff. These liaisons may speak but not vote.

It is possible for two CCABs to meet jointly, or for one CCAB to send a representative to another. CCABs may also invite guests to their meetings. The travel expenses of guests and representatives can only be paid from a CCAB's budget with advance approval from the Executive Officer.

Chairs should inform the relevant appointing presiding officer and the General Convention Office of any vacancies in the membership of their CCAB, or if a member's order of ministry changes. Following the Canon or Joint Rule, the presiding officers will determine whether a member's ordination to the diaconate or episcopate will affect his or her membership on a CCAB. In the case

of CCABs comprised only of deputies and bishops, deputies must be reelected in order to complete their term.

CCAB OPERATIONS

OPERATING BUDGETS

The General Convention tracks a meetings budget for each CCAB; the Executive Officer must approve any proposals to use these funds for non-meeting purposes. The General Convention Office, not the Chair, manages each CCAB's budget and must endorse all spending requests (including Travel and Expense claims).

The amount of money in a CCAB's budget is available real time on the Extranet under "Budget." While funds may sometimes be shifted from one year to another, only Executive Council can increase the total amount of funds allocated for the triennium.

Forms are available for requesting meetings, claiming expenses, and inviting guests.

AGENDA

One month prior to a meeting, Chairs will draft and circulate a detailed agenda to the members and to the General Convention Office. The agenda includes the topics for discussion and an outline of when the discussions will take place.

Canon I.1.2(i) directs Standing Commissions, and other CCABs by extension, to publish notice of their meetings and the topics for discussion. To fulfill this Canon, the General Convention Office posts each CCAB's meeting schedule online and includes agendas. Interested parties may send letters or e-mails to CCABs or their Chairs in the care of the General Convention Office.

MEETING DECORUM

The Chair will organize all CCAB proceedings and ensure that the agenda is followed. The Vice Chair may serve as Acting Chair in the Chair's absence or at the Chair's request.

The General Convention's parliamentary authority is *Robert's Rules of Order*; however, less formal procedures are used by most CCABs. The Chair will determine how much formality is needed. Most CCABs operate by consensus, but the Chair must ensure that only voting members participate when formal votes are taken.

RECORD KEEPING AND ARCHIVES

The Archives of the Episcopal Church maintains the official historical records of the General Convention, including those of CCABs. This canonical responsibility, along with the definition of records, is outlined in Canon I.5.1 and I.5.2. Chairs and Secretaries (as well as subcommittee Chairs) must keep accurate, complete, and orderly records, including organized and dated meeting minutes. Records should be regularly passed on to the General Convention Office or transferred directly to

the Archives at the conclusion of the triennium. Both the General Convention Office and the Archives are available to answer questions about creating and maintaining proper records.

A CCAB's records may include the following types of records:

- Pre-meeting materials (the call-to-meeting letter, agenda, documents for review, etc.)
- Meeting Docket (including materials distributed at or posted for the meeting and a final agenda)
- Materials distributed at the meeting (including an amended agenda, if needed)
- Meeting minutes and calendars (including those from sub-committees)
- Interim reports (those presented to and received from other bodies)
- Substantive drafts (those focusing on debated topics or on topics of continuing importance)
- Final triennial report (from the *Blue Book*)
- Position papers, proposals, project outlines, white papers, etc.
- Correspondence received and sent
- E-mail and electronic discussions (including deliberations on the Extranet)
- Topical files (information relating to issues, projects, and tasks under consideration)
- Audio and video tape recordings, websites, video clips, web resources
- CCAB publications (e.g., studies, pamphlets, or guidelines not included in the *Blue Book*)

MEETING MINUTES

The Secretary will create minutes at every CCAB meeting and post them electronically to the CCAB's Extranet site within three weeks of the meeting. Complete minutes include:

- List of members (present, excused, absent)
- Meeting specifics (location, opening date and time, closing date and time)
- Summary of discussions (organized chronologically)
- Votes that were taken (including results)
- Specifics of the next meeting (location, opening date and time, closing date and time)
- Minute taker's name and email contact

The CCAB will approve the Secretary's minutes at its next meeting, but copies of the pre-approved minutes will be posted online automatically. The Secretary should carefully set aside a paper copy of the minutes for transfer to the Archives at the end of the triennium.

ELECTRONIC RECORDS

Important records may be maintained as paper files, dated, and maintained in traditional file folders; however, electronic documents should be kept on the CCAB's Extranet site. While upload to the GC Extranet allows for information exchange, CCAB members should pay special attention to versioning documents as they pass through draft stages by including a version number in the filename along with the date of creation. They should also follow tagging standards and link

documents to meetings whenever possible. Please contact the Archives for best practice guidelines for document management in the Extranet.

Most Extranet records will be archived and made available to successor bodies. Records created outside of the Extranet project management site such as special project files, studies, blogs, Gmail and similar other record systems should also be transferred to the Archives by Chairs/Secretaries for reference by future CCAB members.

When saving records locally, the Chair and Secretary should date and label electronic records internally since a computer's file creation date can be unreliable. They should thoughtfully organize computer directories using a main folder for each meeting and subfolders for minutes, reports, important email correspondence, and planning. Using clear, intuitive and meaningful file names (e.g., Minutes17Nov09final.doc) is very helpful to future users. Delete unimportant drafts before saving records for transfer to the Archives.

Contact the Archives before attempting to transfer electronic records; they will advise on suitable file formats and the best means of transferring the data. When transferring electronic records, it is important to attach (in paper and electronic format) a brief description of the files, the organizational system, and any special software used to create the data.

ARCHIVING AND ACCESSING CCAB RECORDS

Chairs and Secretaries will send original versions of all CCAB records to The Archives of the Episcopal Church by the end of each calendar year in which a General Convention takes place; they should make copies of any relevant documents for the incoming officers before transferring the files. Minutes and final reports will continue to be available online through the General Convention Office or the Archives.

Copies of records may be requested and shared for information and continuity, but it is important to note that once records are added to the Archives, they become part of the "official record," and as such cannot be edited or altered.

The Archives is available to conduct historical research for CCAB officers, and upon request will provide copies of past CCAB records to the current Chair of that committee. The Archives staff are also available to conduct historical research for CCAB officers with regard to past actions or precedents. Contact the Archives with any questions about the archiving process or accessing CCAB records.

TRIENNIAL REPORTS

Before each General Convention, each CCAB produces a triennial report, the most important record of its activities. These are compiled into an official part of the General Convention record popularly known as the "*Blue Book*." The Blue Book is available to all bishops and deputies to use as they prepare for General Convention, and to other interested persons as well.

There are important and specific guidelines about how a triennial report should be presented, and detailed instructions are posted on the General Convention Office website one year before each General Convention. Triennial reports include the following items:

- Roster (with name, diocese, and terms for all members and an indication of the officers)
- Summary of the work which was undertaken
- Goals and objectives for the next triennium
- Policy recommendations (if any) in the form of General Convention resolutions
- Budget report and a projection of expenses for the next triennium (if any)

The budget report should be written in the following format: “The [group name] will meet approximately __ times during the next triennium. This will require \$__ for [first year of the triennium], \$ __ for [second year of the triennium], \$ __ for the [third year of the triennium], for a total of \$__ for the triennium.”

Each CCAB must submit its triennial report to the General Convention Office before the deadline set by the Executive Officer, usually six or seven months prior to each General Convention.

SUBMITTING RESOLUTIONS

Legislation, in the form of resolutions, is the means by which the General Convention acts. Resolutions must be clear and precise, and they must be formatted in a specific way. Detailed instructions on how to format resolutions will be posted on the General Convention website one year before each General Convention, but can be summarized as follows:

- *Brief title:* Summarize the purpose of the resolution in 35 characters or fewer (e.g., “Implement Alleluia Fund”).
- *Resolve clauses:* Clearly describe what will happen if the resolution is adopted. Each directive should have its own clause and should begin with the phrase “*Resolved*, the House of ____ concurring, That...” The final clause ends with a period, but all other clauses end with “; and be it further” which leads into the next resolve clause.
- *Funding request:* If a resolution has financial implications, its last resolve clause reads: “*Resolved*, That the General Convention request the Joint Standing Committee on Program, Budget and Finance to consider a budget allocation \$__ for the implementation of this resolution.” Often, the final budget will not include all of the funds that were requested by various resolutions. Unfunded resolutions, even if concurred, are of no effect.
- *Explanation:* Reasons for resolutions and the purposes, intentions, and justifications for them are best included in a reasoned explanation following the resolution. This section is a narrative, but should be no more than 100 words in length.

A resolution must require a specific action. Resolutions should be phrased so that, if concurred, they will result in some action by the General Convention or by an identified person, body, or organization of the Church.

Constitutional and canonical amendments are formatted in a slightly different way. The title of these resolutions includes the constitutional or canonical reference (e.g., “Amend Canon III.2.1”) and the text must include the text which will be amended. Words which will be removed from the Constitution or the Canons are marked with a single strike-through and words which will be added are marked with italics. Adhering to these formatting rules is essential (see Jt. Rules of Order III.12), as deviations or inaccurate formatting may result in legislation being rejected or withdrawn. The Standing Commission on Constitution and Canons will review these resolutions for form and content.

Examples of properly formatted resolutions can be found online in the Acts of Convention publication in the “Digital Archives” and in previous editions of the *Blue Book* (both available at www.episcopalarchives.org).

THE EPISCOPAL CHURCH CENTER

CHURCH CENTER PROGRAM OFFICES

Ideally, each CCAB will be linked to a program office at the Episcopal Church Center and have an assigned staff liaison. CCABs monitor the work of their related program office, benefit from its resources, and may present General Convention resolutions relative to its work. While CCABs may request support from their staff liaison, it may not always be available. CCABs do not oversee Church Center staff. Department heads allocate staff time and resources according to their established priorities. CCABs generate policy recommendations; program offices enact policies that were previously adopted by the General Convention or the Executive Council.

CHURCH CENTER OFFICE OF COMMUNICATION

CCABs are often interested in distributing materials online and in producing multi-media resources. The Church Center's Office of Communication may be able to assist with projects like these, if staff time and budgetary resources allow.

THE GENERAL CONVENTION OFFICE

The Executive Office of the General Convention (commonly called the "General Convention Office") makes all of the arrangements for meetings of the General Convention, the Executive Council, and the CCABs. It works closely with all CCABs. Contact information for the General Convention Office staff can be found on the General Convention Office website: www.generalconvention.org.

THE PRESIDENT OF THE HOUSE OF DEPUTIES

The President of the House of Deputies maintains an office within the General Convention Office and works closely with the Presiding Bishop and the Executive Officer.

THE EXECUTIVE OFFICER OF THE GENERAL CONVENTION

The Executive Officer of the General Convention, the senior executive in the General Convention Office, is canonically responsible for all CCAB operations and may serve as Secretary of the House of Deputies and of the General Convention. The Executive Officer must approve all CCAB requests for meetings, consultants, and unbudgeted expenses.

The Staff Assistant for the General Convention coordinates all General Convention and Executive Council resolutions and also assists the Executive Officer. Questions about resolutions and requests for certified copies of resolutions are handled by this position. This position also arranges for translation of documents for CCABs.

The Staff Assistant for Publications prepares the *Journal of the General Convention*, works on updating the Constitution and Canons when they are amended, compiles the “*Blue Book*,” and manages the content of the various General Convention websites. This position is a liaison to the Archives and can respond to questions about CCAB reports, resolution writing, and the distribution of printed and electronic materials.

The Staff Assistant for Administration coordinates expense reimbursements for CCAB members, tracks CCAB expenses and is a liaison to the Church’s travel agent.

THE GENERAL CONVENTION OFFICE MEETINGS GROUP

The General Convention Manager is a member of the General Convention Office and, canonically, a member of the Joint Standing Committee on Planning and Arrangements. This position is responsible for the pre-planning, execution and support of the General Convention and the triennial meeting of the Episcopal Church Women. The General Convention Manager’s office is also responsible for the planning of individual CCAB meetings, Executive Council meetings, and some House of Bishops and Spouses meetings. In addition to the General Convention Manager, the Meetings Department includes:

- The Meetings Manager who works with most CCAB Chairs on the planning and logistics of individual meetings, as well as with the Executive Council on its meetings. This position also coordinates housing, registration and volunteers for the General Convention.
- The Staff Assistant for Meetings who supports the General Convention Manager and the Meetings Manager and is responsible for CCAB meetings in New York City and telephone conference calls and on-line meetings. This position also maintains the rosters of CCABs.

Questions about the planning and arrangements for CCAB meetings should be directed to the Meetings Office.

THE ARCHIVES

The Archives of the Episcopal Church is housed at the Research Office in Austin, TX and at the Records Administration Office of the Episcopal Church Center, where contemporary records are managed. The Archives staff includes the Director, the Administrative Deputy, a Research Archivist, Collections Manager, Digital Archivist, and Records Manager. CCABs should consult with the Archives staff for research assistance as they begin their work and again as they begin writing their triennial reports. The staff works as a team to assist CCABs with the maintenance and preservation of their records as described elsewhere in this handbook. Chairs and Secretaries with questions about their archival responsibilities should contact the Canonical Archivist in Austin (800-525-9329 or research@episcopalarchives.org).

THE CONGREGATIONAL RESEARCH OFFICE

The Congregational Research Office is housed at the Episcopal Church Center, but is responsible for collecting and analyzing parochial and diocesan reports on behalf of the Executive Officer. This information is published in a variety of ways and provided directly to the House of Deputies Committee on the State of the Church.

MEETING PLANNING

All CCAB members should understand the meeting planning process even though most arrangements are made by the Chair and the General Convention Office Meetings Office.

Most of the meeting planning process is automated and web-based.

PERSONAL INFORMATION

Extranet, the General Convention Office's on-line resource for CCABs makes it easy for members to update their contact and personal information. While the General Convention Office will be available to assist all users with Extranet, *individual CCAB members will be responsible for ensuring that their contact information, personal details, and forms of address are accurate and up to date. Members may change this information by clicking on the "Profile & Settings" section of Extranet.*

MEETING INVITEES

CCAB Chairs must advise the General Convention Office at least eight weeks in advance if a guest will be invited to a CCAB meeting. The Executive Officer must approve requests to pay a guest's expenses out of the CCAB budget.

FACE-TO-FACE MEETINGS PLANNING TIMELINE

The meeting planning process begins when a CCAB Chair (or other Meeting Initiator authorized by the Chair) contacts the Meetings Manager. Planning in advance is a critical part of securing a venue and limiting expenses; therefore, Meeting Initiators should adhere to the following timeline:

- For meetings of twenty people or fewer: 6 months before the proposed meeting date
- For meetings of 21 – 75 people: 12 months before the proposed meeting date
- For meetings of more than 75 people: 18 months before the proposed meeting date

The Meetings Manager will need the following information from the Meeting Initiator:

- Meeting dates
- Meeting room set-ups and audio-visual needs
- Meal and meeting schedule
- Invited guests (if any)

Before planning begins, all requests are reviewed to ensure that the CCAB's budget will cover the projected cost. If funds allow, the Meetings Department will begin the planning process. If funds do not allow, the Meeting Initiator will be contacted with alternative meeting options.

The meeting planning process generally proceeds along the following timeline:

- *10 Weeks Before the Meeting:* CCAB Chair receives a list of known invitees (members, guests, and staff) along with a draft schedule of events. The Chair should review both documents and send back any updates or changes as soon as possible.
- *8 or 9 Weeks Before the Meeting:* The Church's travel agent is given the final invitee list and the "call-to-meeting" notice is sent via Extranet to all invitees with meeting details. The invitee responds by clicking the link in the email received.
- *5 Weeks Before the Meeting:* Responses must have been received from everyone who received a "call-to-meeting" e-mail. The Chair circulates an agenda to all members of the CCAB and to the General Convention Office.
- *4 Weeks Before the Meeting:* The Meetings Office finalizes the rooming list and all other arrangements with the meeting facility and outside vendors (such as airport shuttle companies).
- *2 Weeks Before the Meeting:* A final copy of all lists and arrangement details is sent to the Chair. Attendees are sent a confirmation of their attendance including any details they need prior to the meeting (e.g., ground transportation) via the Extranet.
- *Meeting*
- *2 Weeks After the Meeting:* All attendees should have completed and mailed their Travel and Expense reports (with all appropriate documentation, including an airline receipt if applicable). CCAB Secretaries should have posted their meeting minutes electronically. The Meetings Office receives and reviews bills from the meeting facility and any outside vendors.
- *4 Weeks After the Meeting:* The General Convention Office completes its internal accounting process for the meeting which includes the processing of Travel and Expense Reports, bills from vendors, and any other outstanding accounts. The General Convention Office considers the meeting to be "archived" at this point, and the CCAB's budget is updated and available on-line.

MEETING LOCATION

Site selection has a significant impact on the overall cost and success of a meeting. Some possible site considerations are:

- Locations which are local to one or more members of the CCAB
- Places where the CCAB can spend some of their time observing specialized ministries, or meeting with people involved in them
- Retreat and conference centers foster a sense of community and save money

- Multiple CCABs can meet jointly at a common site

Retreat and conference centers usually fill very early, especially for weekend meetings; therefore, the Meetings Office will need more time to secure one of these venues.

The Meetings Office makes all of the arrangements with meeting venues. CCAB members with friends or contacts at a meeting facility should discuss that option with the Meetings Office rather than beginning conversations themselves.

The Meetings Office is available to assist CCABs in finding suitable meeting sites; it also keeps informal notes about experiences that CCABs have at various venues. The Meetings Office is always looking for recommendations on new meeting facilities that members may have discovered while traveling with other organizations.

TELECONFERENCE MEETINGS

For groups that need to meet, but either do not have the funds or time to meet face-to-face, a teleconference meeting is a viable option.

The General Convention Office has access to a proprietary teleconference system, which allows it to offer free teleconferences for most CCAB meetings. Note that capacity in this free teleconference system is limited. So it is suggested that you book teleconferences early. Although the meetings department is usually able to setup free teleconferences, there may be times when the free option is not available and a fee-based teleconference line must be used. Charges for these services will be billed against that CCAB's budget.

The teleconference planning process generally proceeds along the following timeline:

- *4 Weeks Before the Teleconference:* The CCAB chair contacts the Staff Assistant for Meetings and provides a call start time, an anticipated call end time and additional participants, not in the group, that must be on the call. A "call-to-meeting" notice is then sent out to the approved invitee list via the Extranet
- *2 Weeks Before the Teleconference:* Responses must have been received from everyone who received a "call-to-meeting" e-mail. The General Convention Office sends a list of confirmed attendees to the chair of the CCAB. A confirmation email with dial-in instructions are sent to all participants attending the meeting.
- *1 Business Day Before the Teleconference:* A reminder email is sent to all confirmed attendees with the dial-in information.
- *Teleconference Meeting*
- *4 Weeks after the Teleconference:* CCAB Secretaries should have posted *their* meeting minutes electronically. The General Convention Office considers the meeting to be "archived" at this point .

WEB-CONFERENCE MEETINGS

The General Convention Office will utilize Adobe Connect as its web-conferencing provider. This option allows CCABs to not only talk to each other, but to see each other and share documents while meeting.

The following system requirements must be met by members of the CCAB:

- A computer with a camera
- High-speed, hard-wired internet connection (e.g., DSL, Cable Modem)
- Landline phone

Adobe Connect setup and training will be conducted in the following manor

- CCAB chairs will contact the Staff Assistant for Meetings to convey interest in pursuing an Adobe Connect license.
- The CCAB will be charged approximately \$425 per year for this license. This is the only anticipated cost of meeting, unless the free teleconference system is not available when the group decides to meet.
- The chair must work with the Meetings Department to schedule a two-week training window.
- The chair must also designate a member of the committee as the “Host”. That person will receive additional training in starting the meeting and managing the meeting room.
- The Meetings Department sends a notice out to the CCAB members to setup individual training times. Trainings will take approximately one hour each.
- When training, members should use the same equipment they will be using for meetings to make sure it is compatible and configured properly.
- The CCAB should schedule its first Adobe Connect meeting within one month of training to make sure that all the information is still fresh.

The web-conference planning process generally proceeds along the following timeline:

- *6 Weeks Before the Web-Conference:* The CCAB chair contacts the Staff Assistant for Meetings and provides a conference start time, an anticipated conference end time and additional participants, not in the group, that must be part of the conference. A “call-to-meting” notice is sent to the group via the Extranet.
- *2 Weeks Before the Web-Conference:* Responses must have been received from everyone who received a “call-to-meeting” e-mail. The General Convention Office sends a list of confirmed attendees to the chair of the CCAB. A confirmation email with log-in and dial-in instructions are sent to all participants attending the meeting.
- *1 Business Day Before the Web-Conference:* A reminder email is sent to all confirmed attendees with the log-in and dial-in information.

- *Web-Conference Meeting*
- *2 Weeks After the Web-Conference:* CCAB Secretaries should have posted their meeting minutes electronically. The General Convention Office considers the meeting to be “archived” at this point.

Teleconferences and web-conferences, like face-to-face meetings, must be documented in Extranet and all files shared through web-conferencing should be posted to the group in Extranet.

For CCABs with members that require **interpretation**, please note the following:

- Planning will need to begin earlier as an interpreter will need to be procured for the meeting.
- *Consecutive interpretation will be used for teleconference and web-conference meetings. This will increase the time needed to conduct the meeting.
- Arrangements need to be made 30 days in advance to have working documents translated before the meeting.
- Note that the free teleconference system provides callers a toll-free number to use within the United States. However, international callers will need to dial-in using a toll-number. They will be allowed to expense any charges they incur for this call.

**Consecutive interpretation is when a speaker says a phrase or sentence; stops to allow that phrase to be interpreted; then proceeds with the next phrase/sentence.*

TRAVEL REIMBURSEMENT

The General Convention budget covers travel expenses for CCAB members within guidelines established by the Executive Council. This section summarizes the travel guidelines as they apply to CCAB members; the full text of the travel guidelines is available online and from the General Convention Office.

CLAIMING REIMBURSEMENT

In order to receive reimbursement, CCAB travelers must submit a Travel and Expense report (with accompanying receipts) to the General Convention Office within two weeks of a meeting. This form, along with a full edition of the travel guidelines, can be downloaded from the Finance Office's website: www.episcopalchurch.org/finance. Please note:

- All CCAB travel must be approved in advance by the General Convention Office.
- Guests may accompany travelers to most meetings, but at their own expense.
- Cash advances are available, but requests need to be made five weeks in advance.

Questions about CCAB travel reimbursement should be referred to the General Convention Office.

INTERCITY TRANSPORTATION

About two months before a meeting, CCAB members will receive a "call-to-meeting" e-mail with information about the meeting schedule and location. Within three weeks, members must reply to confirm their attendance and then contact the Church's travel agent, A & I Travel, to make travel reservations. Even though travel is billed directly to the Church, members must submit a fare receipt or travel agent confirmation with their Travel and Expense report.

Travelers will be offered the lowest available coach class fare, and should make reasonable adjustments to their schedules to accept it. Upgrades are not reimbursable. Air travel is the most common means for official travelers, but rail and bus travel are reimbursable, provided that it is less expensive than flying.

GROUND TRANSPORTATION

Taxi or shuttle service between airports, train and bus stations, and meeting sites is reimbursable provided that no alternate arrangements have been made by the General Convention Office. Members must submit receipts for ground transportation on their Travel and Expense report.

Members may drive their personal vehicles to CCAB meetings, provided that the cost of mileage (reimbursed at a flat rate), tolls, and parking is less than the cost of air travel. Oil, gasoline and vehicle maintenance are not reimbursable. The use of rental vehicles or personal vehicles requires prior approval.

HOTEL ACCOMMODATIONS

The General Convention Office will make hotel arrangements for all CCAB meetings; members must stay at the pre-arranged hotel. Travelers who are approved to make individual trips should consult with the General Convention Office about appropriate lodging in their destination city.

MEALS

Many CCAB meetings will include group meals or complimentary hotel breakfasts; members should attend these, and separate meals at the same time are not reimbursable. Travelers may claim reimbursement for up to sixty dollars of meals (including gratuities) per day, less the cost of group meals that are provided. Alcohol is not reimbursable and may not be included in a meal expense.

MISCELLANEOUS EXPENSES

In most cases, expenses that are not explained above are considered personal expenses and are not reimbursable. However, some personal expenses are reimbursable, including:

- Health Club: If access to a health club is not provided by a CCAB member's hotel, a temporary membership is reimbursable up to ten dollars per day.
- Laundry: On trips of five days or longer, the cost of necessary laundry and dry cleaning services is reimbursable.
- Telephone Calls: Essential telephone calls (for example, calls to your household) are reimbursable on a reasonable basis.
- Per-day Internet service is reimbursable.
- Cash tips to porter and housekeeping staff are reimbursable.

Questions about the reimbursement of personal expenses should be referred to the General Convention Office.

APPENDIX CONTACT INFORMATION

Accurate as of 1 November 2012

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