

PROPOSED RULES OF ORDER OF THE HOUSE OF DEPUTIES

REPORT OF THE HOUSE OF DEPUTIES STUDY COMMITTEE ON THE RULES OF ORDER

The House of Deputies Study Committee on the Rules of Order was appointed by President Jennings following the 77th General Convention. Her goal in appointing the Committee was to undertake a comprehensive review and update to the Rules of Order that govern legislative business in the House of Deputies. During our work, she has encouraged us to think creatively about ways to improve the work of the House of Deputies.

Our Study Committee began its work by meeting with a parallel committee from the House of Bishops. During this meeting, we had a fruitful discussion and shared some of the experiences of our respective Houses and opportunities to improve the Joint Rules of Order.

Throughout its work, the House of Deputies Study Committee approached its task with two goals in mind. The first goal was to revise the rules of order in a way that makes them clearer, easier to understand, and a better resource for deputies who are trying to locate a particular rule. The second goal was to evaluate ways to improve the rules to facilitate the work of the House of Deputies and the General Convention.

Style Revisions

To accomplish the first goal, the Study Committee adopted a plain-language philosophy. We revised text to be clear and direct and adopted an outline format to make it easier to follow and locate key rules. We modified words to remove obscure and arcane terms in favor of words that describe exactly what action is being taken. This approach will facilitate new deputies' understanding of the rules and encourage them to participate in the process more quickly. Rather than trying to understand what is happening or what a particular motion does or means, deputies should be able to quickly pick up on what is occurring as it happens.

A good example of how language can serve as a barrier to participation is the "Motion for the Previous Question," also known as "Call the Question." This motion ends the debate on any particular resolution or motion being considered and proceeds to an immediate vote. But outside its use in a parliamentary procedure, the phrase is almost never used. For a deputy who does not regularly participate in legislative session, this rule is one of many that are written in a way that increases the learning curve and serves as a barrier to their full participation in the legislative process. The desire to avoid these situations is reflected throughout these revised rules.

Another example is the action to "Discharge." There is significant ambiguity in what the motion to discharge means and what it is accomplishing. Often the House seeks to remove a resolution from further consideration without taking an up or down vote on it. In essence, the House is taking no action on a particular resolution and could be doing so for a number of reasons. To improve the transparency and the clarity of what is happening, the Committee is proposing that the act of discharging is renamed "Take No Further Action."

Substantive Revisions

Our Study Committee also sought ways to improve the efficiency of the House. General Convention currently deals with hundreds of resolutions in a short amount of time, and now there is increased pressure to reduce the number of days and length of the General Convention. We were mindful of these financial and time pressures and calls by some to either limit or restrict the number of resolutions. We also felt that any mechanisms to improve efficiency should not come at a cost of the ability of a deputy have their idea heard by a committee, and considered and debated by the House.

The beauty of the General Convention is that, at its core, it allows for deputies to contribute to the conversation in a substantive way. If that participation is restricted too much, we are at risk in changing the culture and limiting the ability of ideas to percolate.

With these tensions in mind, we are proposing changes that should improve the flow of the legislative process, improve the debate experience, and allow for substantive discussion on the major issues that require it. What follows are some of the major changes:

Revising the Role of Dispatch

First, we are proposing to alter the role of the Committee on Dispatch of Business (Dispatch). Currently, the legislative calendar is set automatically and almost exclusively based on the time the resolutions are submitted to the House from Dispatch. They are then taken in order, without regard to which may be higher priority or require more consideration. We felt that there should be a better, more efficient way to handle legislative calendaring, and we sought to examine the role of Dispatch in this context.

Dispatch is a unique committee because it is the only committee that has members serving on all the other legislative committees and observing the debate, testimony, and conversation that is happening in all the committees. This, in essence, provides every legislative committee an advocate for any discussions regarding the calendar.

Our Study Committee's proposal is to give Dispatch the ability to be more intentional about the legislative calendar. We propose that on each day of General Convention, Dispatch will set the legislative calendar for the following day. Resolutions will be assigned an order on the calendar to ensure that high-priority resolutions can be addressed as needed. Following the end of the legislative day, Dispatch will review the House's progress on its work and rework the calendar to reflect new resolutions that have come out of legislative committees.

Once a resolution is on the calendar, it remains, ensuring that everything is scheduled for a debate. The Committee also ensured that the House always has a failsafe in the event that it feels that a resolution needs to be brought to the floor more quickly.

Debate Rules

Our Study Committee also sought to improve the debate experience for deputies at General Convention. As each convention progresses, concerns emerge about whether or not deputies will have enough time to have a substantive discussion on major resolutions. We felt that it was important to foster discussion and deliberation on resolutions, while also including some limits.

With this in mind, we have proposed the following changes to debate:

- Each speaker will be limited to two minutes. This time limit has become the norm at General Conventions in recent memory, and the House has continued to adopt this time limit;
- During the first six minutes of debate, no amendments will be in order, unless no one wishes to speak on the resolution. This provides an opportunity for at least three speakers to address the substance of a resolution before the debate shifts to whether or not the House wishes to amend the resolution. This will provide space for deputies to consider the resolution's overall merits;
- If three speakers rise to speak on one side of the issue, and no one rises to speak on the other side or to amend, the president may call for a vote. This ensures that those in support of a resolution have an opportunity to be heard, while ensuring that there is enough time to consider all resolutions that the House needs to consider; and
- Motions to End Debate (formerly known as Previous Question) have been limited to any one item. This removes a commonly expressed frustration by which there are multiple motions pending, and a person makes a motion to end debate on all motions at once. This can often create frustration, since deputies

may wish to end debate on an amendment and return to the resolution. When debate is cut off on all items, deputies have expressed frustration that they can't fully engage in considering a resolution. There is an overall 30-minute time limit on debate on any one resolution, which ensures that debate cannot continue forever.

Other Changes

We have also proposed other changes of a less substantive manner, including:

1. Updating the motion list to serve both as a list of motions and a description of the purpose of the motions;
2. Clarifying the election and voting process;
3. Clarifying what options a legislative committee has to dispose a resolution; and
4. Adding provisions to address the roles of a parliamentarian and sergeant-at-arms in the work of the House.

Release of Draft and Opportunity for Comment

The Committee published a preliminary report in December of 2014, and circulated a draft of the Rules to members of the House of Deputies. Deputies were provided an opportunity to respond to the Rules to provide comments or feedback on the proposed changes. The release of the Rules and the survey also prompted a vibrant discussion in many circles, and still other deputies emailed the members of the Committee directly with specific commentary or feedback. The Committee collected this feedback, reviewed each comment that it received, and considered whether or not to modify the proposed rules accordingly.

Given the extensive feedback, it is not possible to respond to each comment. Comments were generally positive, with deputies encouraged by the goals and approach of the Committee. A number of deputies identified missing pieces that were inadvertently left out by the Committee, or which needed to be flushed out. Others identified typographical errors that needed to be corrected.

As a result of the feedback, some minor changes in response to the feedback include:

- changing the terminology of what was initially “take no action” to “take no further action;”
- adding a provision that allows for additional time for deputies who require translation;
- clarifying that a vote on the Consent Calendar is a vote to take the action recommended by the Committee; and
- returning a provision encouraging the President to appoint deputies from each province to each committee.

There were also two major changes that resulted a significant amount of discussion on the various channels the Committee monitored, and in the survey results:

I. Consent Calendar Changes

In its proposal the Committee made changes to encourage better use of the Consent Calendar by legislative committees and deputies. The Consent Calendar is a tool that allows multiple pieces of legislation on which the House of Deputies has consensus to be adopted in a single vote. Legislative committees review, revise, and propose amendments; and recommend the action that the House takes on resolutions. For most resolutions, but not all, the House accepts the recommendation of legislative committees.

In past years, legislative committees have been urged to use the Consent Calendar to improve the legislative flow. Committees are asked to place non-controversial legislation on the calendar so that there is enough time to consider items that require deliberation or debate. After reviewing the use of the Consent Calendar, we felt that it was important to find ways to encourage its use.

The Study Committee proposed a small shift in the use of the Consent Calendar. In this proposal, a legislative committee's recommendation on a resolution — including all amendments — would be placed on the Consent Calendar automatically, unless the legislative committee votes otherwise. This will encourage legislative committees to engage in a substantive discussion on whether a resolution needs debate on the floor of the House.

The Rules of Order committee also wanted to maintain the rights of a proposer, or of any three deputies, to remove an item from the Consent Calendar at any time before the final vote on the calendar. The President, or the Chair of Dispatch, may also remove items that they think require more debate or discussion. This provides a safety valve so that, in the event that a resolution has opposition or merits debate, there will be an opportunity for the House to consider it.

These proposed changes generated a significant amount of conversation — both skeptical and supportive. On the skeptical side, some deputies felt that the move toward an automatic consent-calendar process would encourage too many resolutions on the Consent Calendar — resulting in some resolutions getting pushed through without due consideration by the deputies.

The Committee, however, felt that providing a 24-hour notice before the Consent Calendar can be acted upon provides a significant amount of time for deputies to review the calendar items in advance. This time period, coupled with liberal provisions to remove an item from the Consent Calendar, creates a process by which, if a deputy had a concern or felt that a committee's recommendation was off base, the deputy could easily talk with members of their deputation or with other deputies to get an item removed from the calendar and placed on the floor for full debate and consideration.

This process can happen at any point up to the final vote on the calendar, allowing even for last-minute removal of the item. There is also a clear process in place by which, if an item is removed from the Consent Calendar, it is automatically placed on the Daily Calendar, which is maintained by Dispatch.

Further, the Study Committee felt that it was important for Legislative Committees to take an active role and make a decision on which items should be considered on the floor with a full debate. If a committee's view on what items should be placed on the Consent Calendar is misplaced, the rest of the House has the right and opportunity to ensure that the item receives the treatment that the House sees best.

II. Motions for Reconsideration

The other change that encouraged a significant amount of discussion was the Motion for Reconsideration. The Motion for Reconsideration is used during General Convention to consider something already acted upon by the House at Convention. Under the previous rules, the Motion was required to be brought by a member of the prevailing side and could only be brought in a limited amount of time. The Committee's proposed rule dispenses with both of these requirements and leaves it much like any other motion — the motion may be brought by any deputy and at any time until the Convention finally adjourns.

The Committee's approach is the preference of two other parliamentary authorities. First is the *Standard Code of Parliamentary Procedure*, the leading alternative to *Robert's Rules of Order* in voluntary organizations. The other is *Mason's Manual of Legislative Procedures*, which is the primary parliamentary authority in most U.S. state legislatures. Both of these authorities oppose *Robert's*, and favor the approach adopted by the Committee.

In making this decision, the Committee reflected on a few items. First, the House of Deputies operates in a bicameral system. This is in contrast to the presumption in *Robert's*, which typically anticipates a single body. A bicameral system requires ongoing dialogue between the two equal houses of the Convention to create a final resolution. Neither the bishops nor the deputies have the final say on any resolution, and a final vote of

the deputies is not an Act of the General Convention until the bishops also act on the same resolution. This bicameral system requires that the deputies have the flexibility to engage in conversation with the bishops.

For example, the House of Deputies may need to vote upon a resolution again to send to the bishops before a similar, but different, resolution is returned from the bishops. Providing a time limit, and a requirement that only the prevailing party is entitled to reconsider an item, unnecessarily restricts the House.

Second, the General Convention meets only once every three years — in contrast to most conventions anticipated by *Robert's* — which may meet annually, or even quarterly. It was the Committee's feeling that given the substantial time period between General Conventions, it was important that the House had an opportunity to express its final position on a matter before the Convention adjourns sine die. The House always has a right to revisit a decision at a subsequent General Convention, and the proposed rule follows this approach. This concern is also echoed in *Mason's*, which emphasizes that a legislative body has a fundamental right to revisit its decisions.

Third, the Committee evaluated the proposed limitations with the overall goals of the rewrite of the rules. Anytime a rule deviates or varies from the standard structure, a layer of complication is added. The goal of the Rules is not to frustrate the will of the House of Deputies, but to facilitate its final discernment on the issue before the Convention ends. This motion is rarely made, and in a body of more than 800 people, it is easy to locate an individual who may be willing to make the motion.

The process of identifying how the deputy voted also can be time-consuming, especially if the deputy is unaware of the requirement. The process also requires a deputy to reveal their vote to the entire assembly, and there is no verification procedure. Finally, rather than being accessible by all deputies, the procedural hurdles favor deputies with more familiarity with how to get this motion before the House. The Committee felt that these hurdles added more complications than whatever abuse they purported to prevent.

Given these concerns, the Committee felt it was best to keep the simpler, more flexible rule. In the event that the rule is actually abused, the House has tools to limit or stop the abuse, such as ending debate or suspending the rules.

Final Thoughts and Next Steps

The House of Deputies is a democratic body. These Rules are your rules. If you choose to adopt them at this General Convention, they will guide and govern our deliberations. They will serve as a common understanding of how we will discern the future of The Episcopal Church. The work this Study Committee has undertaken is intense. Every member has gone above and beyond in contributing to this work, both in person and in numerous long conference calls. Without the committee members' work, this draft would not be before you today, and I am grateful for their hard work and dedication to this task.

Following our submission, these rules will be passed to the House of Deputies Committee on Rules of Order. The Rules of Order Committee will undertake deliberations on these rules and will likely schedule hearings before the first legislative day. The Study Committee anticipates that following these hearings, these Rules will be one of the first items of business to be considered by the House.

We hope that you will find them a valuable proposal, and we look forward to your deliberations on these Rules and on other important matters.

Peace,

Bryan W. Krislock, Esq.
Chair, House of Deputies Study Committee on the Rules of Order

Members of the Committee

The Rev. Canon Dr. Michael Barlowe
The Rev. Gay Clark Jennings
Ms. Sally A. Johnson, Esq.
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The Hon. Byron Rushing
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PROPOSED RESOLUTION

A152: ADOPT HOUSE OF DEPUTIES PROPOSED RULES OF ORDER

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.

I. Holy Scripture and Prayers

A. Placement of Holy Scripture

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. Communication 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 that:
 - 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 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 vote 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 as Deputy only until the Deputy they replace is able to resume their seats.
5. The Committee on Credentials will hear 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 members, officers of the House, and:

1. the Secretary of the House of Deputies;
2. the Treasurer of the General Convention;
3. other persons authorized by the President or Secretary, to assist in the conduct of the business of the House;
4. 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 members 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 member 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.

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.

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 that 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 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. Communications from the President
 - iv. Report of Dispatch of Business
 - v. Report on Elections
 - vi. 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 will modify the order of Committee Reports as necessary to consider high priority legislation.
 - iv. Once legislation is added to the Legislative 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 24 hours before the beginning of the session at which the calendar is to be voted upon.
 - ii. The Consent Calendar must be posted by the Secretary either:
 - a) online; or
 - b) at a preannounced place and distributed to the Deputies.
3. Placing items on the Consent Calendar. Every Committee Reports on Resolutions or Memorials will be placed on the Consent Calendar automatically unless:
 - i. it is removed in accordance with these Rules;
 - ii. the Rules of Order, the Joint Rules of Order, the Canons, or the Constitution require a different procedure for considering the item;
 - iii. the item has been set by a Special Order of Business; or
 - iv. 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. Removing 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 of Deputies.
5. 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 of the Committee recommendation 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 of Business 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 matter, 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. three other Deputies endorse the resolution; and
 - ii. the Deputy proposes no more than three resolutions.
2. the President of the House of Deputies;
3. a House of Deputies 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 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 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 this 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 Episcopal Church's extra-U.S. dioceses and the international peace and justice work of this 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 this 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 this Church and other Churches, this 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 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 will be 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
 - 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.
4. Publication of Committee Appointments
 - i. The designation of Legislative Committees, the membership, and officers will be publicly available.
 - ii. 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 and Memorials 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 of Deputies will arrange a meeting space for each Legislative Committee.
 - ii. The meeting location for each Legislative Committee will be made available to the House of Deputies and the public by the Secretary of the House of Deputies.
 - 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 will 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.3.1, a quorum will be a majority of all the members.
 - vi. Legislative Committees may, but are not required to, meet in cognate session with a 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. No final action on a matter referred to the Committee may be taken during a closed meeting.
7. The Secretary of the Legislative Committee will keep (or cause) a record of:
 - i. time and place of each meeting;
 - ii. attendance of Committee members at each meeting;
 - iii. resolutions and 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 of Deputies at the conclusion of each meeting.

B. Legislative Committee Hearings

1. Hearings Required

- i. Legislative Committees must hold a hearing on every Resolution, Memorial, or other matter referred to it for action or prepared by it 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. Before General Convention. A Legislative Committee may deliver a Notice of Hearing to the Secretary of the House of Deputies at any time more than seven (7) days before the first legislative day of General Convention. Upon receipt, the Notice of Hearing will be posted by the Secretary on the General Convention website. All hearings to be held two days before the first legislative day of General Convention must comply with this Rule.
- ii. During General Convention. For hearings to be held one day before the first legislative day of General Convention or thereafter during 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 before the Legislative Committee.
- ii. All persons who wish to testify before the Legislative Committee must register by signing a witness sheet.
- iii. A person testifying must identify himself or herself by name, status (Deputy, Bishop, 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) a record of:
 - a) time and place of each hearing;
 - b) attendance of Committee members at each hearing;
 - c) Resolutions and 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 of Deputies 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 to the House that the House takes one of the following acts:
 - i. **adopt as proposed;**
 - ii. **adopt as amended** by the Legislative Committee;
 - iii. **adopt a substitute**
 - 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**
 - 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 will be an automatic recommendation to **take no action** on all other Resolutions the consolidated substitute is intended to cover.
 - d) If the House declines to adopt a consolidated substitute, 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 amended by the House of Deputies Legislative Committee;
 - c) concur with substitute 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 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 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 ensure 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 a report on each Resolution or Memorial and provide it to the chair of the Legislative Committee to which the Resolution or Memorial 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 referral by the President, Legislative Committee, Deputy, or the House.

b) Legislative Aides

1. The President may appoint Legislative Aides to assist Legislative Committees in the conduct of business prior to and during General Convention.
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 will be 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 by:
 - i. A vote by the House to refer legislation passed by the House of Bishops to a Conference Committee; or
 - ii. When the House has concurred, with amendments, in action taken by the House of Bishops to concur with amendments on legislation passed by the House.
2. Appointment. The President will appoint 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 legislation, topic, 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 has limited attendance and is used to discuss sensitive or pastoral matters.
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 people authorized by the House;
 - v. other people 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 a Closed Session may only be reviewed and revealed in a Closed Session.
 - ii. Personal Electronic Devices may not be used to communicate during the 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.

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, 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 matter, a member may:
 - i. speak up to 2 minutes, or up to 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 the President if
 - a) at least three people have spoken in favor of the matter and no one rises to speak against; or
 - b) at least three people have spoken against the matter and no one rises to speak in favor; 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. acknowledge their intent to make a motion in any queuing system; and
 - ii. 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:

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

- i. Adjourn or Recess:
 - a) Is used to end a session (adjourn) 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 allowed.
 3. A majority vote is required.
- 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 matter:

- i. End Debate and Vote Immediately:
 - a) Is used to end the debate on a motion, resolution, report, or other action item and to force a vote on the motion. It is also sometimes known as “moving the previous question.”
 - b) Has the following characteristics:
 1. May not be made on a Resolution and an amendment at the same time;
 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 kill a motion.
 - 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 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 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 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. Secondary amendments are allowed.
 - 3. A majority vote is required.
 - iv. To Divide the Matter
 - a) Is used to divide a motion, Resolution, or Memorial into separate parts and vote separately. If the motion is easily divisible into separate subjects, it may be divided by the Chair at a request of a member.
 - b) Process to use this motion:
 - 1. First make the motion to divide the question and explain where the motion should be divided.

2. The Chair then rules on the motion and whether it is divisible or not.
3. If the Chair rules it is not divisible, any Deputy may appeal the ruling of the presiding officer.
- 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 resolution.
 2. No amendments are allowed.
 3. Debate is allowed if the item being reconsidered is debatable.
 4. A majority vote is required.
 5. 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 member must vote when a matter is put to a vote.
- B. The President may excuse a member from voting on a matter, if:
 1. the member 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 measure is:
 1. A majority vote consists of more than half of the votes.
 2. A two-thirds vote consists of more than 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. Procedure on a Vote by Orders.
 1. Art. 1 Sec. 5 of the Constitution states that:
 - i. the vote of each order, Clerical and Lay, will be counted separately and each order in each Diocese will have one vote;
 - ii. to carry in the affirmative any question being voted on by orders requires concurrence in the affirmative by both orders;
 - iii. 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;
 - iv. 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 called, the motion will pass if there is concurrence in the affirmative by both orders.
 4. Counting. The count on a Vote by Orders will be by either electronic 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 readily accessible to the House and the public and will include 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, 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 Closed Session.
- D. If the House chooses to receive the report in Closed Session, the House may continue in Closed Session for the purpose of debate.
- E. Following the end of debate, the House will move out of 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.

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 *Robert's* 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 majority 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.