Blue Book Report Reference Information

Due Dates

For Interim Bodies that report through the Executive Council:

September 1, 2017

For all other Interim Bodies:

December 1, 2017

Report Submission

Submit reports to Laura Castells-Ortlieb, at:

lcastells-ortlieb@episcopalchurch.org

or to Twila Rios at:

trios@episcopalchurch.org

Refer all questions to Laura or Twila at
lcastells-ortlieb@episcopalchurch.org 212-716-6096
trios@episcopalchurch.org 212-716-6141

Report Content

- Membership Roster *****

- Changes to Membership Paragraph, if applicable ******

- Mandate *****

- Concur/Dissent Statement, if applicable ******

- Summary of Work, which may contain subheaders as needed

- Resolutions, if any *******

- Budget********

- Continuence Recommendation

*The Membership roster and the mandate will be taken from the Extranet. The easiest way to check that your group's roster and mandate are correct is to go to http:// generalconvention.org, choose "Interim Bodies" from the menu, find your group, and view the Roster and Mandate tabs.

** The changes to membership paragraph and the concur/dissent statement are not required if they are not applicable.

*** Resolutions are not required in blue book reports. Reports on a group's work and a group's recommendations can be made without requiring a vote of the General Convention, which a resolution requires. But if resolutions are included, they must be formatted correctly as resolutions. Refer to the resolution writing guidelines for how to format a resolution.

**** The budget section is only required for standing commissions, per Canon. See the canon excerpt at the end of this document. Other groups may leave out the budget section.

Report Format

- **File Format:** Please provide reports saved as Word documents, with a .doc or .docx file extension. We must be able to open and edit the report in Microsoft Word. (It is not necessary to use Word to write the report, however, as long as it can be saved as a .doc or .docx file.)

- **Text Format:** Please provide text reports, without any special formatting such as bolding, italics, underlining, or special alignments.

- **Lists:** Numbered and unordered lists are allowed.

- **Sub-Headers:** You may use your own sub-headers within the "Summary of Work" section of your report.

- **Endnotes/Footnotes:** Do not use footnotes. Endnotes, however, are allowed.

- **Tables:** Tables should be typed in natively, rather than inserted as graphics files.

- **Charts:** Charts and other Graphics should be at least 200ppi resolution at their proper size for the report and should be inserted in the appropriate place in the report. However, the graphic file should also be sent separately along with the report.

- **Web Links:** Web links go bad quickly and should be avoided. But if they are absolutely necessary, please provide context to help future readers find the information even after the web article has been moved or the link has been changed. Context includes giving the organization, the main url for the website, and the title, author and date of the article or page if these are available.

- **Appendices:** Appendices to blue book reports are allowed in some circumstances, but not all. Please contact the GCO to discuss this option before including an appendix.

- **Copyrighted Material:** Copyrighted material may not be included unless the group has obtained legal permission to use the materials.

- **Resolutions:** Resolutions, if any, must be formatted according to the Resolution Writing Guidelines.

Blue Book reference from the 2015 Constitution and Canons

Canon I.1.2

(j) Every Commission shall prepare a report, which, together with any minority report, shall be sent, not later than 150 days prior to the opening day of each Convention, to the Executive Officer of the General Convention, who shall distribute the same to all members of the Convention.

(k) The Report of every Commission presented at the General Convention shall:

(1) Set forth the names of its original members, any changes in membership, the names of all those who concur in, and all those who dissent from, its recommendations.

(2) Summarize the work of the Commission, including the various matters studied, the recommendations for action by the General Convention, and drafts of Resolutions proposed for adoption to implement the recommendations of the Commission.

(3) Include a detailed report of all receipts and expenditures, including moneys received from any source whatsoever, and if it recommends that it be continued, the estimated requirements for the ensuing interval until the next regular meeting of the General Convention.

(l) Every Commission, as a condition precedent to the presentation and reception of any report to General Convention in which such Commission proposes the adoption of any Resolution, shall, by vote, authorize a member or members of General Convention, who, if possible, shall be a member of the Commission, with such limitations as the Commission may impose, to accept or reject, on behalf of the Commission, any amendments proposed by General Convention to any such Resolution; provided, however, that no such amendment may change the substance of the proposal, but shall be primarily for the purpose of correcting errors. The name of the member or members of General Convention upon whom such authority has been conferred, and the limitations of authority, shall be communicated in writing to the Presiding Officers of General Convention not later than the presentation of such report to the General Convention.

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