

## **Legislative Hearing Submission Requests**

### **How to submit:**

Prior to General Convention (prior to July 3)

- 1) You may submit your request electronically by emailing your completed form to Brian Murray at [bmurray@episcopalchurch.org](mailto:bmurray@episcopalchurch.org).
- 2) Submissions for Hearings scheduled on July 3 must be submitted at least 7-days in advance. For hearings scheduled on July 4 or later follow the procedure below.

Legislative Hearing Submissions (during General Convention)

- 1) You may submit Legislative Hearing requests in person at the General Convention Secretariat.
  - a. It is recommended that Hearing Requests be submitted by 4:00 PM on the day prior to the hearing (and MUST be submitted no later than 6:00 PM).
- 2) You may submit your request electronically by emailing the completed form to the Meeting Room Coordinator [MeetingRooms@episcopalchurch.org](mailto:MeetingRooms@episcopalchurch.org).
  - a. Hearing requests submitted electronically MUST be submitted by 4:00 PM on the day prior to the hearing.
  - b. Your submission must include a cell phone number and contact person of the submitter or a representative who is available to answer any questions the Meeting Room Coordinator may have about the submission.

### **Joint Hearings:**

If you are planning on conducting a Joint Hearing with one or more additional Legislative Committees, make note of this in the "Other Information" section of request form and include the name(s) of the other committees that will be participating. Note that all committees participating in a Joint Hearing will need to submit a separate hearing request form and note that legislation that each will be reviewing.