



#### Concerning the Use of the Extranet of the General Convention

1. The Extranet is the designated way for Interim Bodies of the General Convention, together with their subsidiary bodies, to share documents; conduct committee-wide written conversation and dialogue; and, with the permission of the Executive Officer, to conduct voting and other procedural matters related to the mandate of the Interim Body.
2. No Interim Body should use other software platforms for any of its work, without the written permission of the Executive Officer.
3. Only members of the Interim Bodies are added to the Extranet except at the request of the Chair of the Interim Body and the permission of the Executive Officer. Official staff liaisons, Executive Council liaisons, representatives of the presiding officers are also routinely added to the Extranet of an Interim Body.
4. Only members, staff, or other official liaisons may post to the Extranet, or engage in Interim Body deliberations or discussion, without the permission of the chair.
5. The Extranet is not a public forum, and postings should be regarded as internal work of the Interim Body. No one with Extranet privileges may quote Extranet materials without the permission of the chair and the person being quoted (except for materials that are already in the public domain).
6. Official actions of the Interim Body must always be in the minutes of that body, and must be approved by the Interim Body and posted to the General Convention Office.

**The Reverend Canon Dr. Michael Barlowe**

*Executive Officer*

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