

House of Deputies

Rules of Order



For the governance of the Protestant Episcopal Church in the
United States of America, otherwise known as

The Episcopal Church

Adopted and Revised in General Conventions 1789–2018

House of Deputies Rules of Order

I: The Holy Scriptures

A. Placement of Holy Scriptures

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. *Call to Prayer*
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. Communications 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. *Communication*
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.

- Official documents only*
- 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.
- Quorum*
- D. Quorum
1. To transact business the Constitution, Article I Sec. 4, requires:
 - 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.
- Certified minutes*
- 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.
- Memorial Roll*
- F. Memorial Roll
1. The Secretary will prepare a Memorial Roll of all previous Deputies who have died since the last meeting of the House or who have not otherwise been remembered at a meeting of the House.

2. At each General Convention, time will be set aside to read aloud the names on the Memorial Roll and for prayers by the Chaplain.

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 of 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 votes by orders;
 - iii. certify changes in the Deputation during General Convention;
 - iv. perform other duties as directed by the President.

Duties of Chair

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 for one or more legislative sessions as Deputy but only until the Deputy for whom he or she substituted is able to resume their seats.

Alternate Deputies

5. The Committee on Credentials will hear and decide any disputes on certification of Deputies and will report their decision to the House.

IV: Floor Privileges and Arrangements

*Floor
admittance*

- A. Floor Privileges. No one will be admitted to the floor except Deputies, officers of the House, and:
 1. the Treasurer of the General Convention;
 2. other persons authorized by the President or Secretary, to assist in the conduct of the business of the House;
 3. other persons invited or authorized by the President.
 4. infants under one year of age with a parent or guardian who is a deputy;
 5. children over one-year-old who require nursing or bottle-feeding only while feeding;
 6. caregivers of children, to bring a child to a feeding parent when the child needs to be fed, escorted in and out as directed by the President.

Seat and Voice

- 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.

Platform

- 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.

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- D. Placement of Deputations and Others. Deputations will be seated together on the floor of the House in random order, except that:
- Deputation placement*
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.
- Visitors*
- F. Revocation of Floor Privileges
1. Any person, including Deputies 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 person 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.
- Revocation of Floor Privileges*
- G. Child Care Accommodations. Space will be provided to permit nursing or bottle-feeding while on the floor and access to voting while in the area. A nursing parent will not be asked to wear a cover or move to the designated feeding area.
- Child Care Accommodations*

V: Officers

- A. President. The President of the House of Deputies will be elected in accordance with the Canons.

*Presiding Officer
and Chair*

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.

Other officers

- 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.
3. If the Vice-President has relinquished the chair to a Deputy, the Vice-President may resume the chair at any time.

- 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 with the confirmation of the House.

- 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 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

*Regular
schedule*

1. The regular 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. Report from the Committee on Credentials
 - iv. Communications from the President
 - v. Messages from the House of Bishops
 - vi. Report of the Committee on the Dispatch of Business
 - vii. Report on Elections
 - viii. Committee Reports and Legislation

*Daily calendar
of business*

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 modify the order of Committee Reports and legislation as necessary to consider high priority legislation.
 - iv. Once legislation is added to the 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.

Special business

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 twenty-four hours before the beginning of the session at which the Consent Calendar is to be voted upon.
 - ii. The Consent Calendar must be posted by the Secretary either:
 - a. online, to the General Convention web site; or
 - b. in hard copy, at a preannounced place and distributed to the Deputies.
3. Placing items on the Consent Calendar. Every Committee Reports on Resolutions or other matters will be placed on the Consent Calendar automatically unless:
 - i. the committee votes to exclude it from the Consent Calendar;

*Publication of
Consent
Calendar*

*All items are on
Consent
Calendar*

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- Exceptions.*
- ii. it is removed in accordance with these Rules;
 - iii. the Rules of Order, the Joint Rules of Order, the Canons, or the Constitution require a different procedure for considering the item;
 - iv. the item has been set by a Special Order of Business; or
 - v. 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.
- Who may remove*
4. Who may remove 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.
- Procedure to remove*
5. Procedure to remove items from the Consent Calendar. An item may be removed by:
- i. providing notice to the Secretary; or
 - ii. announcement on the floor of the House.
- Voting on Consent Calendar*
6. 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 recommended by the respective Legislative Committees 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 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 concern, amends the Constitution or Canons, or expresses the mind of the House.

Legislation

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.

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:

Who may propose

1. a Deputy, if:
 - i. two other Deputies endorse the Resolution or Memorial; and
 - ii. the Deputy proposes no more than a total of three Resolutions and three Memorials.

2. the President of the House of Deputies;
3. a House of Deputies Legislative 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.

Deadline

- E. **Submission Deadline.** No Resolution or Memorial may be first 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 Legislative 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

*President may
appoint
Committees*

- 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:

Rules of Order

- a. **Rules of Order.** Reviews and proposes Resolutions to revise the rules that govern the House.

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| b. | Constitution & Canons. Receives and proposes Resolutions that propose amendments to the Constitution or Canons. | <i>C & C</i> |
| c. | Governance & Structure. Receives and proposes Resolutions that address the governance and structure of the Church including General Convention, Executive Council, and the Anglican Communion. | <i>Governance & Structure</i> |
| d. | World Mission. Receives and proposes Resolutions on mission personnel, world mission strategy, and covenant relationships with other Anglican Provinces or bodies. | <i>World Mission</i> |
| e. | Social Justice & International Policy. Receives and proposes Resolutions on social justice issues in the Church's extra-US dioceses and the international peace and justice work of the Church, including engagement with the Anglican Communion. | <i>Social Justice & International Policy</i> |
| f. | Social Justice & United States Policy. Receives and proposes Resolutions on social justice issues facing the United States, including its international engagement. | <i>Social Justice & U.S. Policy</i> |
| 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. | <i>Congregational Vitality</i> |

*Evangelism &
Communications*

- h. Evangelism & Communications. Receives and proposes Resolutions on evangelism within the 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.

*BCP, Liturgy &
Music*

- i. Prayer Book, Liturgy & Music. Receives and proposes Resolutions on the Book of Common Prayer, liturgy, and music of this Church.

*Formation &
Education*

- 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.

*Church Pension
Fund*

- 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.

*Stewardship &
Development*

- l. Stewardship & Development. Receives and proposes Resolutions on stewardship, stewardship education, development, and planned giving.

*Ecumenical &
Interreligious*

- m. Ecumenical & Interreligious Relations. Receives and proposes Resolutions on relations between the Church and

other Churches, the 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. *Environmental Stewardship*
- 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. *Confirmation of Election*
- iii. Special Legislative Committees. The President will appoint the following Special Legislative 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. *Committees requiring appointment*
 - 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

Committee size

- 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 is a member of all Legislative Committees, *ex officio*.

Balance

- iv. The President will seek to balance the committee members across the provinces of the Church, where feasible.

3. Committee Officers and Assistants

*Officers
appointed 90
days before*

- 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.
- iii. The President may appoint Legislative Aides to assist Legislative Committees in the conduct of business prior to and during General Convention.

4. Publication of Committee Appointments

- i. The Secretary of the House of Deputies will make the information about Legislative Committees known to the Church.

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5. Role and Authority of Legislative Committees. Each Legislative Committee will have the following roles and responsibilities: *Role and authority*
- i. Consider Resolutions, Memorials, and other matters referred to it for action or information.
 - ii. Propose Resolutions 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 will arrange a meeting space for each Legislative Committee.
 - ii. The meeting location for each Legislative Committee will be made available to the House and the public by the Secretary of the House. *Notice of meetings*
 - 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 may 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.

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| <i>Quorum</i> | v. In accordance with Canon V.3.2 a quorum will be a majority of all the members. |
| <i>Voting in Committee</i> | vi. Legislative Committees may, but are not required to, meet with a parallel 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. |
| <i>Public meetings</i> | viii. All meetings of Legislative Committees will be open to the public unless the Committee votes to hold a closed meeting. |
| <i>Closed meetings</i> | ix. A Legislative Committee may hold a closed meeting upon a two-thirds vote of the members present. Any motion to enter a closed session must specify the topic to be discussed. No final action on a matter referred to the Committee may be taken during a closed meeting. |
| <i>Public hearing</i> | x. Before entering a closed session to discuss a Resolution, the Committee must first hold a public hearing on the Resolution. |
| <i>Minutes to be kept</i> | 7. The Secretary of the Legislative Committee will keep (or cause to be kept) a record of: <ul style="list-style-type: none"> i. time and place of each meeting; ii. attendance of Committee members at each meeting; iii. Resolutions and other 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. The record will be delivered by the deadline set by the Secretary of the House.
- Secretary to file minutes*

B. Legislative Committee Hearings

1. Hearings Required

- i. Legislative Committees must hold a hearing on every Resolution, Memorial, and other matter referred to them for action or proposed by them before taking final action.
- Hearings must be held*
- 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. Two Days before the First Legislative Day. For hearings to be held two days prior to the first legislative day of General Convention, a Legislative Committee will deliver a Notice of Hearing to the Secretary of the House of Deputies at least seven (7) days before the hearing. Upon receipt the Notice of Hearing will be posted by the Secretary on the General Convention website.
- Seven-days notice*
- ii. During General Convention and One Day before the First Legislative Day. For hearings to be during or not more than one day before the first legislative day of General Convention, a legislative Committee will deliver the
- Eight-hours notice*

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 at a hearing before the Legislative Committee.

*Witness
registration*

- ii. All persons who wish to testify at a hearing before the Legislative Committee must register by signing a witness sheet.

- iii. Persons testifying must identify themselves by name, status (Deputy, Bishop, Alternate, 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

*Record of
Hearings*

- i. The Secretary of the Legislative Committee will keep (or cause to be kept) a record of the:
 - a. time and place of each hearing;
 - b. attendance of Committee members at each hearing;
 - c. Resolutions and other 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 at the conclusion of each hearing. *Secretary to file hearing records*

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 that the House takes one of the following actions: *Committee reports*

i. adopt as proposed; *Adopt*

ii. adopt as amended by the Committee; all amendments made by a Committee will apply automatically to the Resolution and the matter before the House when the Resolution is considered will be the Resolution as amended by the Committee; *Adopt as amended*

iii. adopt a substitute Resolution: *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.

*Consolidated
substitute*

- iv. adopt a consolidated substitute Resolution:
 - 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 Resolution will be an automatic recommendation to take no further action on all other Resolutions the consolidated substitute Resolution is intended to cover.
 - d. If the House declines to adopt a consolidated substitute Resolution, the original Resolutions will be automatically referred back to the Committee for additional consideration.

v. reject;

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;

Refer

vii. take no further action because:

No action

- 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.

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- 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 proposed to be amended by the House of Deputies Legislative Committee;
 - c. concur with substitute as proposed 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 further action. *Committee discharge*
 - 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. *Minority position*
 - 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 during General Convention 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 review 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 an advisory report on each Resolution and provide it to the chair of the Legislative Committee to which the Resolution 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 request by the President, a Legislative Committee, a Deputy, or the House.

Polity, form, and funding review

Power to redraft

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 is 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:
 - a. by a vote by the House to refer legislation passed by the House of Bishops to a Conference Committee; or
 - b. when the House of Bishops has concurred, with amendment, on the legislation already acted on by the House, and the House does not concur with the House of Bishops' amendment.
 - 2. Appointment. The President will appoint a Chair and 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.
- Legislative
Conference*

X: Special Committees

*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.

*Non-Deputies
may serve*

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

Regular Sessions

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.

Special Orders

B. Special Order Sessions

1. Purpose. A Special Order Session is a session set by the House to consider a particular Resolution 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 of the House has limited attendance and is used to discuss sensitive or pastoral matters. No action may be taken by the House in a closed session. *Closed Sessions*
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 persons authorized by the House;
 - v. other persons 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 an closed session may only be reviewed and revealed in a closed session.
 - ii. Personal electronic devices may not be used to communicate or record during a 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. *Eligibility for debate*
2. Any Deputy or person participating in debate will provide their name and the Diocese they represent.

3. Any Deputy may speak only after being recognized by the Presiding Officer.

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.

*Matters before
the House*

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 of debate on a matter, 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 other matter, a member may:
 - i. speak up to two minutes; and
 - ii. speak twice.

*Time limit on
speaking*

Translation

4. For each speech that requires translation or interpretation, all time limits on debate in these

rules, or adopted by a special rule of order, will be extended by two minutes.

5. Debate will end following: *End of debate*
 - 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 ruling of the Presiding Officer if:
 - a. at least three Deputies have spoken in favor of the matter and no one rises to speak against it; or
 - b. at least three Deputies have spoken against the matter and no one rises to speak in favor of it; 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. provide their name and the Diocese they represent;
 - ii. acknowledge his or her intent to make a motion in any queuing system; and
 - iii. 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, except as otherwise provided by these Rules.

Motions allowed on House floor

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

Adjourn

- i. Adjourn or Recess:
 - a. is used to end (adjourn) a session 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.

Appeal ruling

- 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 not allowed;
 - 3. a majority vote is required;
 - 4. must be made immediately after the Presiding Officer's ruling.

Special Orders

- 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: *Suspend 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 other matter.
 - i. End Debate and Vote Immediately: *End debate*
 - a. is used to end the debate on a motion, Resolution, report, or other action item and force a vote. It is also sometimes known as “moving the previous question.”
 - b. has the following characteristics:
 - 1. affects only the matter being debated;
 - 2. no debate is allowed;
 - 3. a two-thirds majority vote is required.
 - ii. Postpone Debating a Motion or Resolution until a Specific Time: *Postpone*
 - 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 postpone action until after General Convention has adjourned.

- b. has the following characteristics:
 - 1. debate is allowed;
 - 2. amendments are allowed;
 - 3. a majority vote is required.

Recall

iii. To Recall from a Committee:

- a. is used to bring something out of a legislative 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.

Refer back

- 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 legislative 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 Further Action: *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: *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. only Secondary Amendments are allowed;
 - 3. a majority vote is required.

Division

- iv. To Divide the Matter:
 - a. is used to divide a Matter or Resolution into separate parts and vote separately. If the Matter is easily divisible into separate subjects, it may be divided by the Chair at a request of a member.
 - b. process to use this matter:
 - 1. first make the request to divide the question and explain where the question should be divided;
 - 2. the President then rules on whether the question is divisible or not;
 - 3. if the question is divisible, the House proceeds to debate and act on the divided parts of the question;
 - 4. If the President rules the question is not divisible, any Deputy may appeal the ruling.

Reconsideration

- 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 Matter;
 - 2. no amendments are allowed;
 - 3. debate is allowed if the Matter being reconsidered is debatable;

4. a majority vote is required;
5. a Matter may only be reconsidered once;
6. 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 Deputy must vote when a matter is put to a vote, except the Presiding Officer. If the Presiding Officer is a Deputy, the Presiding Officer should not ordinarily vote on any matter unless the Presiding Officer's vote will affect the outcome of the matter, the vote is a vote by orders, or the vote is being conducted by a secret ballot. *Voting required*
- B. The President may excuse a Deputy from voting on a matter, if:
1. the Deputy 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 Resolution or other matter is: *Votes to pass a Resolution*
1. a majority vote consists of more than half of the votes;
 2. a two-thirds vote consists of at least 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.

Vote by Orders

E. Vote by Orders under Art. 1 Sec. 5 of the Constitution.

1. Procedure:

- i. Vote by Orders will be taken on any matter at the request of the clerical or lay deputations of at least three separate dioceses or as required by the Constitution or Canons;
 - ii. the vote of each order, Clerical and Lay, will be counted separately and each order in each Diocese will have one vote;
 - iii. to carry in the affirmative any question being voted on by orders requires concurrence in the affirmative by both orders;
 - iv. 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;
 - v. 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 duly called, the motion will pass if there is an affirmative vote in each order of two-thirds of the Dioceses.
 4. Counting. The count on a Vote by Orders will be by either electronic and/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 that is

readily accessible to the House and the public and includes 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

Nominations

1. The submission of the Report of the Joint Standing Committee on Nominations to the General Convention of its nominees will automatically nominate those persons for any election to be conducted by the House.
2. Any two Deputies may nominate additional eligible persons to be conducted by the House.
3. Each nomination must be submitted to the Secretary, in a form adopted by the Joint Standing Committee on Nominations. The Secretary will publish all nominations by the end of the third legislative day.
4. All Nominations must be submitted by the adjournment of the third legislative day, except that:
 - i. Nominations for the office of Vice President of the House must be submitted by the adjournment of the next legislative day after the election of the President of the House of Deputies has been completed.
5. No nominating speeches will be held for any office or position. In a contested election for President or Vice President of the House, a candidate forum may be organized by the Secretary to allow the nominees to give a brief speech and Deputies the opportunity to ask questions of the nominees.

B. Voting Requirements

Secret ballot for elections

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 a voice vote may be held at the discretion of the President.
2. A majority vote is required to elect unless the Constitution, Canons, or Rules of Order requires a different vote. In any election in which more than one position will be filled from the same pool of nominees, a majority is calculated based upon the number of voters who cast a ballot in that election.
3. On any ballot prepared by the Secretary, the candidates will be listed in alphabetical order by last name.

C. Balloting Procedures

Balloting

1. In all elections in which there are eight or fewer nominees, the following voting procedure will be used if the election has not been completed:
 - i. After the third ballot, the nominees will be reduced to two more than the number of vacancies to be filled in the election; and
 - ii. After the fifth ballot, the nominees will be reduced to one more than the number of vacancies to be filled in the election.
2. In all elections in which there are more than eight nominees, the following procedure will be used if the election has not been completed:
 - i. After the third ballot, the nominees will be reduced to four more nominees than the number of vacancies to be filled in the election; and
 - ii. After the fifth ballot, the nominees will be reduced to one more nominee than the number of vacancies to be filled in the election.

3. In all cases where nominees are to be reduced under these rules, the nominees with the lowest number of votes will be eliminated.
4. If more nominees receive a majority vote than the number of positions to be elected, those nominees receiving the highest number of votes will be elected.
5. If there is a tie to either eliminate or elect a nominee, a runoff ballot will be held between the nominees tied.

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 to serve as Presiding Bishop, 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 a closed session.
- D. If the House chooses to receive the report in a closed session, the House may continue in a closed session for the purpose of debate.
- E. Following the end of debate, the House will move out of a 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.
- G. A majority vote is required to confirm.

*Committee
recommends*

XVII: Parliamentary Authority

- Robert's Rules of Order*
- 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 Roberts 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

- Subordination*
- 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

- Two-thirds vote to amend*
- A. The House may amend these Rules at any time by a two-thirds 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.
- Immediate effect*
- C. All amendments to these Rules take effect immediately unless expressly provided otherwise.

