

Inviting Guests, Staff and other Participants to Executive Council Meetings

Guidelines from the Secretary of Executive Council

At the request of the Chairs of the Joint Standing Committees, and in consultation with the presiding officers, the Secretary of Executive Council determines which staff and other guests should attend Council meetings in an official capacity. All requests must be made through the Secretary, using the following protocols, no later than seven weeks prior to the meeting date.

Protocols for inviting staff and other official guests to Executive Council meetings

The Executive Council benefits greatly from the presence of invited guests, including:

- Church Center Staff (or Consultants working on behalf of the Church Center)
- Others with expertise in matters being considered by Council
- Delegations and youth representatives from a Diocese, Province or church body
- Representatives of an Interim Body
- Members of the press and other media
- Other official guests

At the beginning of the Triennium, the Presiding Bishop may appoint one staff liaison to each of the Joint Standing Committees (JSC). Those staff members will be invited to each meeting of Executive Council and will be added to that JSC's Extranet group. Eight weeks before each meeting, the Presiding Bishop will provide the Secretary with a list of all staff members he wishes to be invited, and that list will be posted to the JSC Chairs' Extranet group.

If a JSC wishes to invite other staff members or other guests for reasons pertinent to the committee's agenda for that meeting, the JSC Chair will inform the Secretary by completing an invitation authorization form (posted in the "Files" area of the Extranet group for Executive Council Chairs).

The Secretary will consult with the presiding officers about these requests. If agreed, the Secretary will determine if the staff member or guest should attend the meeting in person or virtually (through teleconference or web-conference), and will notify the chair of the JSC.

Once approved, the Secretary, through the meeting planner, will invite the staff member or guest. The staff person must notify the meeting planner of any audio-visual or other needs at least four weeks prior to the meeting start date.

Any travel to Executive Council meetings by staff members is at the expense of that staff member's office. The meeting planner will give additional information to the staff member when the invitation is issued. If the staff member or guest is to attend virtually, information about time and procedures will be given at least two weeks before the meeting.

Other information:

The JSC staff liaison may provide any additional staff attending with pertinent information posted to the Extranet. No one may be added to an Extranet group without the permission of the Secretary.

The presiding officers or the Executive Committee may also invite official guests to address the entire council at a plenary session.