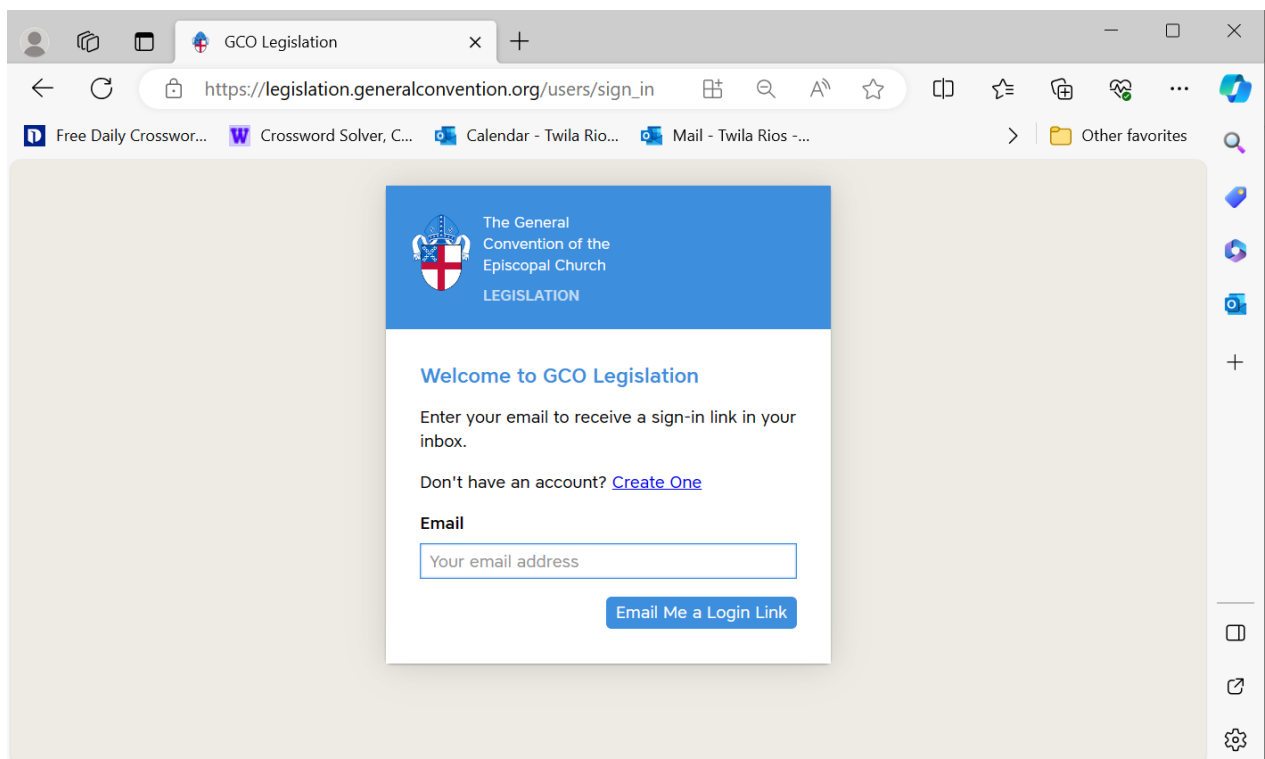


# Committee Report Creation in the Legislative System

1. Go to <https://legislation.generalconvention.org>
2. Enter your email and click the blue button to send a login link. The email you use must be the one on file with the GCO. You will already have an account as a legislative committee officer. You should not create a new one. If you need to verify what email is on file please contact [gc.support@episcopalchurch.org](mailto:gc.support@episcopalchurch.org)



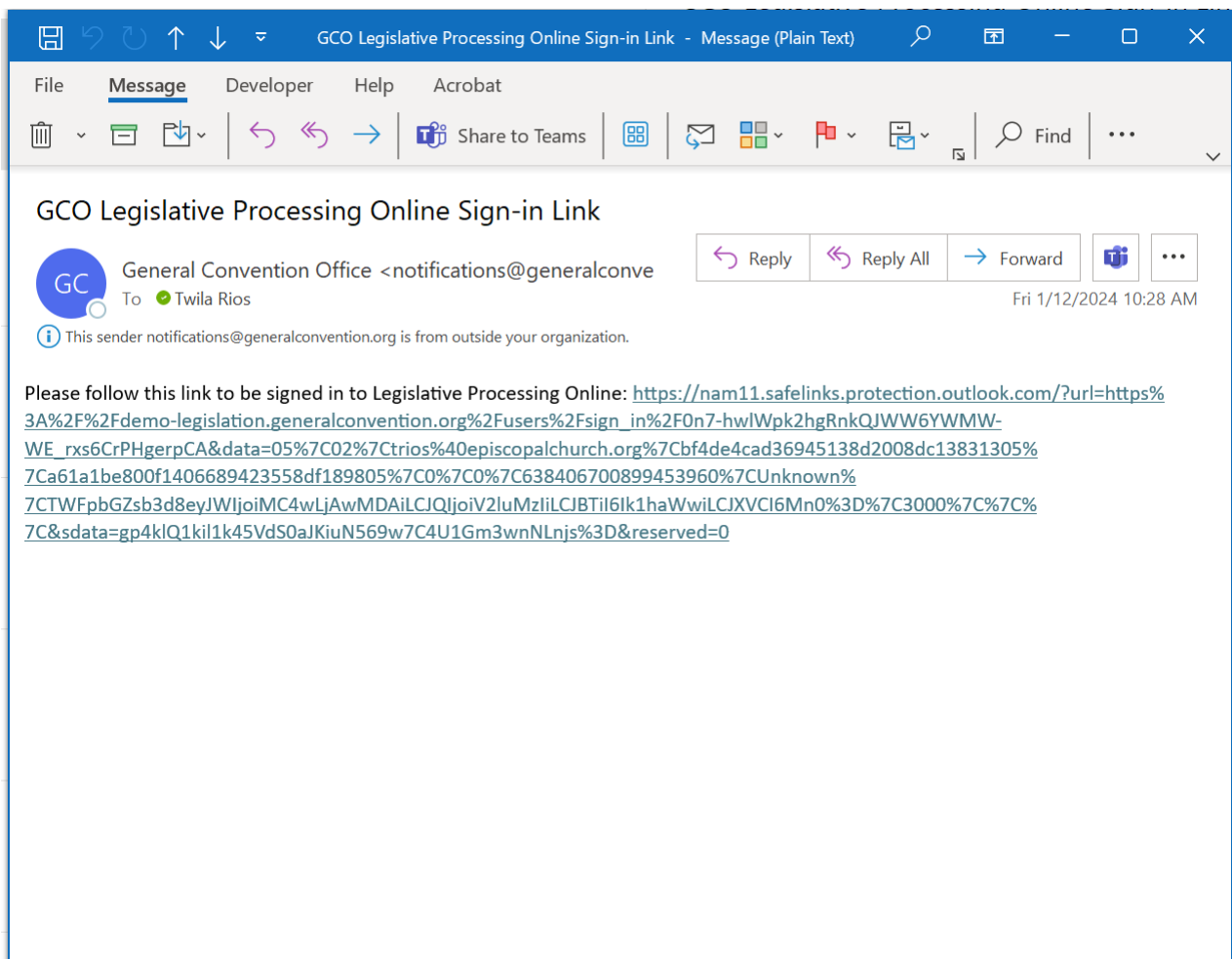
3. Go to your email to get your login link. The email will come from The General Convention Office at the specific notifications email [notifications@generalconvention.org](mailto:notifications@generalconvention.org). Click on the link and it will take you to the LPO and log you in.

If you do not receive the link, check your spam. If not there contact [gc.support@episcopalchurch.org](mailto:gc.support@episcopalchurch.org) to check what email is on file.

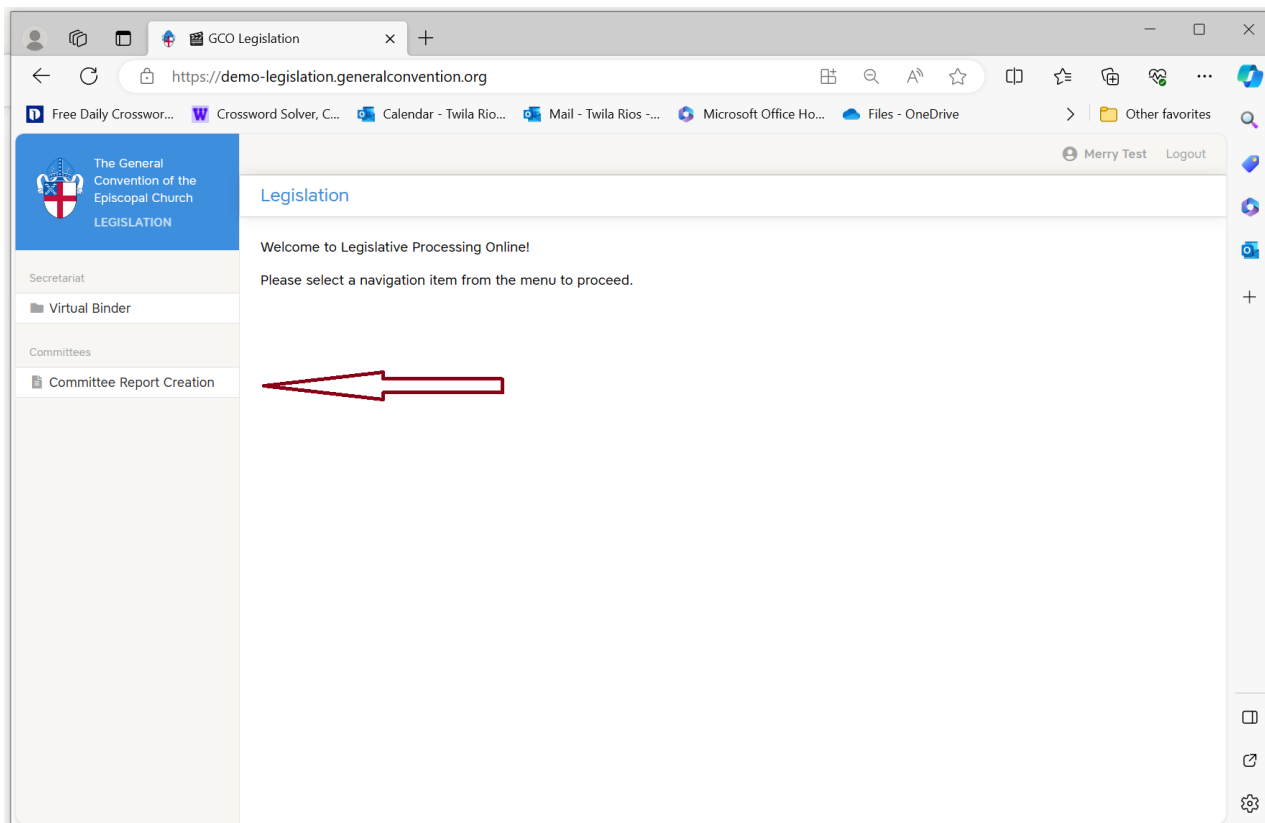
Note that as long as you do not explicitly logout the LPO will remember your connection and not require you to get another magic link for 4 weeks. When you go to the [legislation.generalconvention.org](https://legislation.generalconvention.org) link the system will simply load.

The system will prompt for you to get a new link if you use a different browser or a different computer, or your system is set to erase cookies after every session, or if for some reason the GCO had to reset the system. If one of these scenarios applies just enter your email again to get a new email with a login link.

Here is an example of the link email. In this screenshot the email system protected the link. Your email system may or may not do this, but the email sender and subject will be the same.



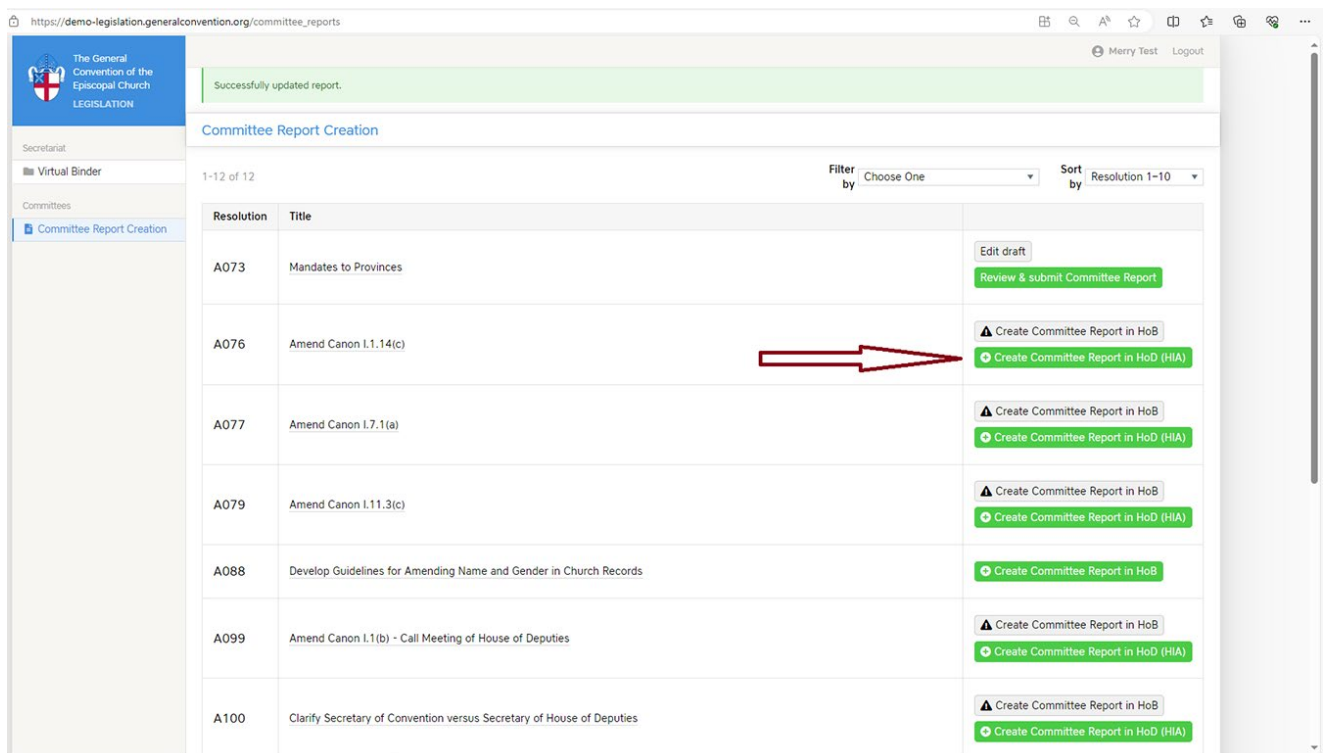
4. At the LPO landing page, click on the Committee Report Creation module in the left side menu:



5. At the Committee Report Creation page you will see resolutions for which a committee report needs to be submitted. Note that you must draft the report, and then review and submit the report as separate tasks.

For first house committee reports you will see both a green button for drafting the report in the House of Initial Action (HiA), and a gray button for drafting it for the other house. **Please use the green button.** If the green button says **HoD** the Deputies should draft that report. If the green button says **HoB** the Bishops should draft the report. After the first house acts the resolution will appear again in the committee report interface with a green button for the other house to draft their report.

(Ignore the gray button. Incorrectly using the gray button will send the resolution to the wrong house. There are special circumstances that allow for a report to be drafted in the other house, but you would be told if those special circumstances need to be invoked. The other button must be there to allow for these special circumstances, but it is gray to discourage incorrect use of it. A warning will also pop up if you accidentally use the gray button.)



The screenshot shows a web application interface for "The General Convention of the Episcopal Church LEGISLATION". The page title is "Committee Report Creation". A green notification bar at the top says "Successfully updated report." Below the title, there are filters: "Filter by Choose One" and "Sort by Resolution 1-10". A table lists 12 resolutions, with the first 10 visible. Each row has an "Edit draft" button and one or two "Create Committee Report" buttons. A red arrow points to the "Create Committee Report in HoD (HiA)" button for resolution A076.

Resolution	Title	Buttons
A073	Mandates to Provinces	Edit draft, Review & submit Committee Report
A076	Amend Canon I.1.14(c)	Create Committee Report in HoB, Create Committee Report in HoD (HiA)
A077	Amend Canon I.7.1(a)	Create Committee Report in HoB, Create Committee Report in HoD (HiA)
A079	Amend Canon I.11.3(c)	Create Committee Report in HoB, Create Committee Report in HoD (HiA)
A088	Develop Guidelines for Amending Name and Gender in Church Records	Create Committee Report in HoB
A099	Amend Canon I.1(b) - Call Meeting of House of Deputies	Create Committee Report in HoB, Create Committee Report in HoD (HiA)
A100	Clarify Secretary of Convention versus Secretary of House of Deputies	Create Committee Report in HoB, Create Committee Report in HoD (HiA)

6. In the committee report editing screen, choose the correct recommendation on the right side. An explanation of each recommendation will show once selected. Here is a list of the choices:

First Committee Report	Second Committee Report
Adopt	Concur
Adopt with Amendment	Concur with referral to an Interim Body
Adopt Substitute	Not Concur
Reject	Adopt with Amendment (message)
Take No Further Action	Adopt Substitute (message)
Refer to an Interim Body	Take No Further Action
Adopt HoD or HoB only	Refer to an Interim Body
Adopt with Amendment HoD or HoB only	

7. Note whether the House of Deputies reviews passed, check in with the HD review committee if anything did not pass to learn the issues they saw.

8. Notes is a free field which is private, it does not display on virtual binder. It is for information that the Committee or the Secretariat needs to keep with the Committee Report, such as the other resolutions included in a consolidate substitute.

The screenshot displays the 'Create Committee Report' page for resolution A036, 'Affirm Ongoing Work and Dialogue with Ecumenical Partners | 19 - Ecumenical & Interreligious Relations'. The page includes a navigation sidebar on the left, a central text editor for the resolution text, and a right-hand panel for review feedback and recommendations.

**Resolution text:** Resolved, the House of Deputies concurring, That the 79th 81st General Convention affirms the continuation of the ecumenical dialogues in which the Episcopal Church is engaged: the Presbyterian-Episcopal Dialogue, the Anglican-Roman Catholic Dialogue (ARCUSA), noting particularly a renewed round of conversations; and the work toward full communion with the United Methodist Church. This Convention also affirms the continued coordinating committee work with our full communion partners, the Evangelical Lutheran Church and the Moravian Church (Northern Province and Southern Province), and be it further Resolved, That this Convention celebrates with joy and gratitude the deepening relationship among the leaders of the Episcopal Church, the Evangelical Lutheran Church in America, the Anglican Church of Canada, and the Evangelical Lutheran Church in Canada, and commends the members of all four churches for the work they have done together and the statements and study documents they have jointly issued.

**Latest Review Cttee feedback:**

Item	Status
PB&F	Passed
Const.	Passed
Canon.	Passed
Polity	Passed

**Recommendation:**

- Adopt
- Adopt with Amendment**  
The language of the resolution has been modified by the Committee with the insertion and/or deletion of text in the resolution. This action does NOT apply to resolutions amending the Constitution and Canons unless actual changes have been made to the text of the resolution. If the resolution amending the CSC is to be accepted without any changes, choose "Adopt" instead.
- Adopt Substitute
- Reject
- Take No Further Action
- Refer to an Interim Body

**Notes:** Enter notes

Buttons: [Cancel & go back](#), [Restore text](#), [Resolution Writing Guidelines](#), [Save changes](#)

9. Make amendments with strikethrough to show deleted words, sentences or paragraphs, and italics to show added words, sentences or paragraphs. Click on save once done.

**Please always use whole words or whole phrases when making amendments. Never strikethrough or italicize just a portion of a word. You may also strike through or italicize entire sentences or paragraphs to improve readability.**

Here is an example of an amended resolution.

## Welcoming and Connecting with Zombies

*Resolved*, the House of \_\_\_\_\_ concurring,

That the 81<sup>st</sup> General Convention direct Provinces, Dioceses, Congregations and all other institutions of The Episcopal Church to implement the recommendations of the report from the Standing Commission on Everything but Liturgy and Music regarding "Invite \* Welcome \* Connect for Zombies: Re-Animate the Church"; and be it further

~~*Resolved*, That the President of the House of Deputies and the Presiding Bishop, in consultation with the Standing Commission on Everything but Liturgy and Music, form a Task Force consisting of 4 bishops, 4 clergy, and 8 laity, with at least 4 members qualified in medical science, to consult with the United States Center for Disease Control and the Department of Homeland Security and prepare a report for the 81<sup>st</sup> General Convention on the potential and challenges of the Church welcoming and inviting zombies into the Church's worship and fellowship; and be it further~~

*Resolved*, That the Executive Council consult with the Standing Commission on Structure, Governance, Constitution and Canons and form a Task Force consisting of at least 2 bishops 2 clergy, and 4 laity, with at least 3 members with experience in medical science, to prepare a report for the 82<sup>nd</sup> General Convention on the issues related to welcoming zombies into our Church worship; and be it further

*Resolved*, That Zombie Day, observed on every occurrence of Friday the 13<sup>th</sup> in the liturgical year, be authorized for trial use as a ~~Major~~ minor Feast of the Church, and be it further

*Resolved*, That the Standing Commission on Liturgy and Music develop a collect and suggested lectionary for observance of Zombie Day for authorization by the 81<sup>st</sup> General Convention.

10. If making a consolidated substitute do the following:
  - a. Pick one resolution from the batch to be consolidated to be the substitute.
  - b. Erase this resolutions text and replace it with your substitute text, all in italics.
  - c. Choose “Adopt Substitute” as the recommendation
  - d. In the notes enter the resolution numbers of this substitute and all the resolutions consolidated into it. For example if A020 is the substitute, in the notes put this: “This is a consolidated substitute for resolutions A020, A022, C003, C045, C076.”
  - e. For each other resolution in the batch mark their report as “Take No Further Action” and put the same not in the notes for that report. A report must be done for every resolution in the consolidated batch.
  
11. Be sure to scroll down and click on the save button once the recommendation and any amendments or a substitution are done.
  
12. After you have saved your draft report you must review and submit it. Click on the green “**Review and Submit**” button.

https://demo-legislation.generalconvention.org/committee\_reports

Merry Test Logout

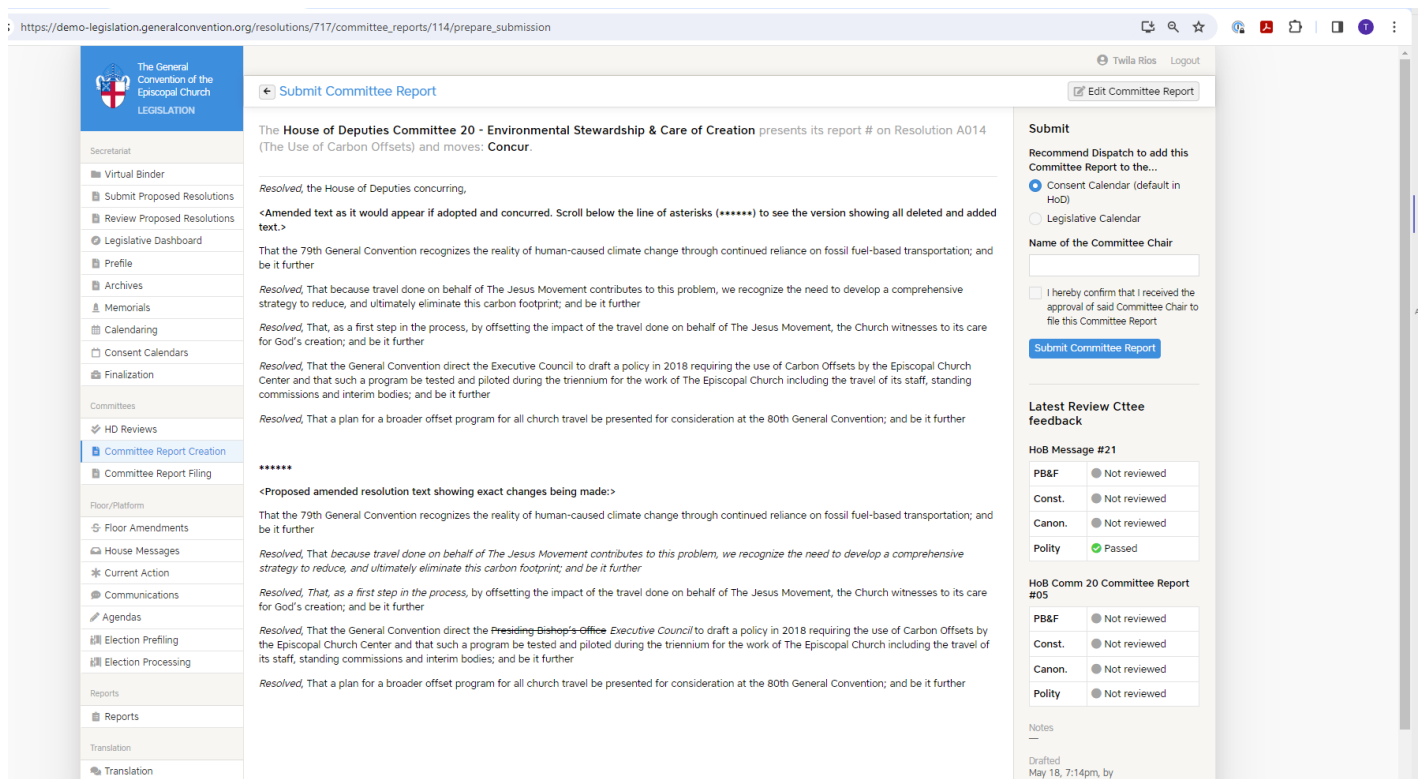
Successfully updated report.

Committee Report Creation

1-12 of 12 Filter by Choose One Sort by Resolution 1-10

Resolution	Title	Actions
A073	Mandates to Provinces	Edit draft <b>Review &amp; submit Committee Report</b>
A076	Amend Canon I.1.14(c)	Create Committee Report in HoB Create Committee Report in HoD (HIA)
A077	Amend Canon I.7.1(a)	Create Committee Report in HoB Create Committee Report in HoD (HIA)
A079	Amend Canon I.11.3(c)	Create Committee Report in HoB Create Committee Report in HoD (HIA)
A088	Develop Guidelines for Amending Name and Gender in Church Records	Create Committee Report in HoB
A099	Amend Canon I.1(b) - Call Meeting of House of Deputies	Create Committee Report in HoB Create Committee Report in HoD (HIA)
A100	Clarify Secretary of Convention versus Secretary of House of Deputies	Create Committee Report in HoB Create Committee Report in HoD (HIA)

13. On the “Review and Submit” screen the calendar recommendation will default to the consent calendar, this is required for the house of deputies. For the house of bishops you may make a calendar recommendation but it is a recommendation only, Dispatch will make the decision.
14. Enter the Committee chair’s name and check the box. This is the equivalent of a signature from the Committee chair. Please be sure the Committee chair agrees the report is correct before doing this.
15. **Press the “submit” button to submit the report.** Once submitted the report will disappear from the committee report interface. It goes on to the Secretariat for their review. The report will not show up on the virtual binder until the Secretariat has reviewed and filed it. The Secretariat can also return it to the committee for further work, but would be in touch with the chair if that were needed



16. Once submitted the report will disappear from the committee report interface until the house votes on it and sends their message. At that point the second house’s committee must make their committee report.



- Once the first house acts the resolution will appear again in the committee report interface, waiting for the committee of the second house to create their report. Even if the second house committee agreed with the first house's report earlier and now only want to concur, they still must make a report in the system. Second House committee reports also cannot be made until after the first house acts. The process is similar to drafting the first house report except with different recommendations.

The screenshot displays the 'Edit Committee Report' interface for resolution A011, 'Oppose Environmental Racism'. The main content area features a rich text editor with the following text:

**Resolved, the House of Deputies concurring,**

*Resolved, the House of Deputies concurring. That the 79th General Convention affirm the need for governments, private industry and all people to act to protect the health of all persons from unsafe and unhealthy exposures to air and water pollution, toxic substances, or radiation in their food, water supply, living quarters, and work places; and be it further*

*Resolved, That the Church recommit to the excellent work done by previous General Conventions of The Episcopal Church, specifically resolutions 2000-D005, 2012-B023, 2012-C079, and 2015-C013 and that General Convention affirm that no community, especially poor communities, those who live closest to the land in subsistence cultures, and members of marginalized ethnic groups, should bear a disproportionate risk of environmental pollution or degradation, and advocate for and support policies that protect these populations and the sanctity of communities and the livelihood of future generations from the disparate impact of climate change and environmental degradation; and be it further*

*Resolved, that the General Convention direct the formation of a Task Force, not to exceed twelve people, including attorneys, health professionals, environmental professionals, and bishops and other clergy to study and report specific recommendations for appropriate changes in federal, state, or local law so that effective judicial remedies, based on a showing of disproportionate health or environmental impact on those living closest to the land in subsistence cultures, ethnic minorities or poor communities, can be obtained to address unwise governmental decisions with respect to land use, industrial, energy and transportation development, and application of environmental standards; and be it further*

*Resolved, The Task Force will report to Executive Council by the end of 2019; and be it further*

Below the editor is a 'Restore text' button and a note: 'Need to undo the changes that you just made? Restore text'.

On the right side, the 'Latest Review Cttee feedback' section includes:

- HoB Message #19:** PB&F (Passed), Const. (Passed), Canon. (Passed), Polity (Passed).
- HoB Comm 20 Committee Report #03:** PB&F (Not reviewed), Const. (Not reviewed), Canon. (Not reviewed), Polity (Not reviewed).


The 'Recommendation' section has radio buttons for:
 

- Concur
- Not Concur
- Adopt with Amendment (Message)
- Adopt Substitute (Message)
- Take No Further Action
- Refer to an Interim Body

At the bottom right, there is a 'Save changes' button and a link to 'Resolution Writing Guidelines'.

18. The LPO itself is one way to monitor for what work needs to be done. If there are any reports awaiting committee action they will be in the committee report module. If nothing is in the module, no reports are currently awaiting action by the committee. Always make sure you click on the Committee Report Creation link in the left menu to remove any filtering and refresh the list.
19. The virtual binder resolutions section is another place one can track the status of resolutions. These actions are useful to track:
- Pending Committee Action.** (The first house committee needs to initiate a committee report draft)
  - HoB (or HoD) message for action sent.** (The first house has acted and sent their message, now the second house committee needs to initiate their committee report).
  - In committee #05** (or whatever number). (The committee report is in progress, either it is a draft, or it has been submitted and is awaiting the secretariat to review and file it)
  - HoD (or HoB) committee #05 recommends to adopt, awaiting calendaring.** (The committee report has been filed and it is now waiting for dispatch to put it on a house calendar)
  - On HoB (of HoD) June 27 consent (or legislative) calendar.** (Dispatch has placed it on the specified calendar)
  - Complete** (The last house has voted a completing action such as concur, take no further action, reject, or not concur. No further work is required from the committee).

If you are looking for the resolutions for the 80th General Convention, please visit [2022.vbinder.net](https://2022.vbinder.net)



VIRTUAL BINDER

## Resolutions

Español → House of Bishops →

Resolutions

Total Resolutions: 222 | complete: 23 | Incomplete: 199

Search by resolution number or keyword

A061 Create a Task Force on Theology of Money	<p>HIA: HoD            Committee: 18 Stewardship &amp; Socially Responsible Investing            Proposed by: (2015-2018) House of Deputies Committee on the State of the Church</p>	<p>Current Status: Pending Committee Action            Latest action:</p>	<p><input type="button" value="View"/></p>
A062 Amend Canon II.3.6-9	<p>HIA: HoD            Committee: 02 - Constitution &amp; Canons            Proposed by: (2015-2018) Standing Commission on Liturgy and Music</p>	<p>Current Status: In HoD Committee #02            Latest action:</p>	<p><input type="button" value="View"/></p>
A063 Amend Article X of the Constitution of the Episcopal Church (First Reading)	<p>HIA: HoD            Committee: 04 Governance &amp; Structure            Proposed by: (2015-2018) Standing Commission on Liturgy and Music</p>	<p>Current Status: On HoB Jul 08 Legislative Calendar            Latest action: HoD Acts to Adopt</p>	<p><input type="button" value="View"/></p>
A064 Authorize the Book of Occasional Services, 2018	<p>HIA: HoB            Committee: 12 Prayer Book            Proposed by: (2015-2018) Standing Commission on Liturgy and Music</p>	<p>Current Status: Pending Committee Action            Latest action:</p>	<p><input type="button" value="View"/></p>
A065 Authorize Lesser Feasts and Fasts 2018	<p>HIA: HoB            Committee: 12 Prayer Book            Proposed by: (2015-2018) Standing Commission on Liturgy and Music</p>	<p>Current Status: Pending Committee Action            Latest action:</p>	<p><input type="button" value="View"/></p>
A066 Add Thurgood Marshall, Pauli Murray, and Florence Li Tim-Oi to Lesser Feasts and Fasts. 2018			<p><input type="button" value="View"/></p>