Guidelines for Submitting Memorials to the 82nd General Convention

As you prepare to submit a Memorial, please utilize these guidelines, the various resources linked in this document, and the Rules of Order in the 2024 Constitution and Canons of The Episcopal Church. While it is the responsibility of the submitter to propose their Memorial in the proper form, the House of Deputies Resolution Review Committee is available for support. The new Governance and Legislative System (GLS) will also help to guide you through the process.

Resources for Preparing Memorials

The GLS will ask you to answer several questions as you prepare to submit your Memorial. Doing your research ahead of time will help ensure your Memorial conforms to the Rules.

Questions to consider:

- Is this a Resolution or a Memorial?
    - A Resolution is a call to action: It requires that something be done by the Church, one of its constituent members, a governing body, or an outside entity.
    - A Memorial is a petition calling the attention of the General Convention to a matter and does not require any specific action.
- What is the topic of my Memorial?
    - Does my Memorial address the Constitution, Canons, or Rules of Order of The Episcopal Church?
    - Does my Memorial deal with the Church's common worship, liturgy, and music?
    - Does my Memorial consider the work done between General Conventions?
    - Does my Memorial speak to the Church's shared theological, ethical, or moral discernment on an issue?
- Has the General Convention, Executive Council, or another Interim Body previously acted on or issued a statement, Resolution, or report on the subject matter of your submission?
- Does the subject matter of your submission duplicate or overlap with existing work of other Deputies, Bishops, or Interim Bodies?
- Have you consulted with The Archives of The Episcopal Church (https://episcopalarchives.org/) to research previous Memorials, Resolutions, statements, or reports?
- What other kinds of consultation and collaboration have you sought?

The Archives of The Episcopal Church

episcopalarchives.org

The digital archive maintained by The Archives of The Episcopal Church is an excellent tool for researching your Memorial's topic. Some particularly helpful areas of the digital archive include:

- Acts of Convention
- The resolves of Executive Council
- Episcopal News Service (ENS) articles

If you need assistance in your search, please contact The Archives at research@episcopalarchives.org or 800-525-9327.

Classification or Memorial 'Type'

The 82nd General Convention will introduce a new numbering system for Resolutions and Memorials. The new system replaces the old A, B, C, D model, which focused on who proposed the Resolution, and the single letter M, which indicated a Memorial. It is designed to help everyone quickly identify what your submission is about. The new categories are:

- **CC (Constitution and Canons):** Addresses the Constitution, Canons, or Rules of Order of the General Convention or its Houses
- **LM (Liturgy and Music): Pertains to c**ommon worship and authorized texts, including the Book of Common Prayer, trial and permanent liturgies, the Calendar of Saints, authorized Scripture translations, and other liturgical resources
- **DI (Churchwide Directives and Interim Work): Addresses w**ork between General Conventions—studies, task forces, commissions, Executive Council actions, programmatic implementation, reports, or coordinated efforts
- **CD (Common Discernment): Pertains to t**he Church's shared theological, ethical, and moral discernment, including statements on matters of faith, justice, public policy, social concerns, and calls to action that articulate the Church's voice and values

Governance and Legislative System (GLS)

All Memorials must be submitted online via the Governance and Legislative System (GLS) at GLS.episcopalchurch.org. All authorized users will be issued a passkey for The Episcopal Church's login system. If you have been recently elected as an officer in your diocese or province, you may need to request access by reaching out to Steve Pankey, the Secretary of the House of Deputies pro tempore, at spankey@episcopalchurch.org. Full instructions for submitting a Memorial into the GLS can be found in the GLS Submission Form Document.

Writing Memorials

Title

Your title should be descriptive and succinct, highlighting the specific focus of the Memorial. Titles may be changed for accuracy or in the event the substance of the Memorial is subsequently amended or substituted.

Endorsements

Per House of Deputies Rule VII.D.1.ii, Memorials submitted by Deputies require two additional endorsers. The GLS will have a picklist of active Deputies that connects with the authorized user database. If you feel someone is missing from the database, you can request a contact be added, and House leadership will review the request.

Supporters
A Memorial may be supported by many more than the submitter and two endorsers. The GLS will allow submitters to add as many names as they would like to the supporter list. The list of supporters may include individuals or groups (Interim Body, Diocese, Province, etc.). This list will lock when the Memorial is officially filed and forwarded to the Presiding Officers for Legislative Committee assignment. General Convention leadership will not be auditing this list, but we strongly suggest you keep a record of all those who have offered their support, should a question be brought to our attention.

Form
The GLS will ensure Memorials conform to the following format:

To the Deputies and Bishops of The Episcopal Church assembled at the 82nd General Convention:

[Here follows the body of the Memorial]

Respectfully submitted,
[Name of Proposer]

[In HoD, Names of Endorsers]

[Names of Supporters]

Editing and Review
New for the 82nd General Convention is the ability for submitters to request help from the House of Deputies Resolution Review Committee throughout the drafting process. While it remains the responsibility of the submitter to write their Memorial in the proper form, and to arrange for proofreading and editing of their resolutions, explanations, and supporting materials, Resolution Review will be happy to help. Simply click "I'd like help with my draft," and a member of Resolution Review will follow up. Additionally, once you hit "Submit," Resolution Review will work with you to ensure your Memorial is in proper form before it is filed and becomes the property of General Convention.

Distribution
Once filed, Memorials will be professionally translated into Spanish and machine-translated into French, Haitian Creole, and Mandarin (Traditional Chinese), referred to one or more Legislative Committees by the Presiding Officers, and posted to the GLS Tracker website. The General Convention will not take legislative action on your Memorial, but it can inform the work of Committees and the body as a whole.

If you have questions about submitting a Memorial, please contact spankey@episcopalchurch.org.