**Governance and Legislative System**
**Submission Form**
**User Instructions**

## Login

Users will log in via their DFMS Passkey, which will be assigned to them by the Secretary Pro Tempore of the House of Deputies and the IT Department. Deputies and Bishops will have their information populated and be assigned their Passkeys automatically. Other users, Officers of Interim Bodies, Provinces, and Dioceses may need to request access by emailing Steve Pankey at spankey@episcopalchurch.org.

## Home Screen

At the GLS Home Screen, you may see several options available to you. To submit a Resolution, click on the "Submit Resolution" button.

## Submission Module

Two views are available for the Submission Module. The default tab view has tabs running across the top of the site with the workspace below. You may choose the two-pane view, which condenses and moves the tabs to the left. A middle column displays the workspace for the selected tab. The right-hand column always shows the Resolution or Memorial text and title. The two-pane view can be modified by sliding the vertical bar in between the middle and right columns left or right.

## Submitter Information

Based on your login credentials, this read-only page will show the information as it currently stands in our database. To make corrections, please email spankey@episcopalchurch.org.

## Submitter Authority

Only authorized users may submit a Resolution or a Memorial. Per the House of Deputies and House of Bishops Rules of Order, authorized users include Deputies, Bishops, the Presiding Bishop, the President of the House of Deputies, Legislative Committee Officers, Diocesan Officers on behalf of Diocesan Convention, Provincial Officers on behalf of Provincial Synod, Officers of Standing Commissions, Task Forces, and other Interim Bodies on behalf of the Commission, Task Force, or Interim Body, and Officers of Executive Council on behalf of Council.

You may have more than one role in the GLS, so please select the authority by which you are submitting this Resolution or Memorial carefully. If your Submitter Authority list appears to be incorrect, please email spankey@episcopalchurch.org.

## Classification

The first question you need to answer on this tab is whether you are submitting 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.

If you are submitting a Resolution, the next question you'll have to answer is whether the Resolution proposes a change to the Constitution and Canons of The Episcopal Church, the Rules of Order of either House, or the Joint Rules of Order. If yes, then your Resolution will be assigned a Category designation of **CC (Constitution and Canons)**. If no, or if you are submitting a Memorial, you must choose one of the following classification options:

- **CC (Constitution and Canons):** Addresses changes to the Constitution, Canons, or Rules of Order of the General Convention or its Houses
- **LM (Liturgy and Music): Pertains to** common 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** work between General Conventions—studies, task forces, commissions, Executive Council actions, programmatic implementation, reports, or coordinated efforts
- **CD (Common Discernment): Pertains to** the 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

These two-letter category designations will serve as the prefix for your Resolution or Memorial's assigned number. They replace the old A, B, C, D system, which categorized resolutions based on who proposed them. This new system will help the Convention better discern what action each Resolution is attempting to elicit. Please note that category designations may be changed by the Presiding Officers or their designees.

**Resolution Title**
Resolutions should have a descriptive title that highlights what it is meant to address. For CC Resolutions, the title should include the article or canon reference (e.g., Amend Canon I.1.17.c). Titles should be clear and concise, ideally no more than 35 characters in length. Note that titles may be changed by the Secretary for accuracy or in the event the substance of the Resolution is subsequently amended or substituted.

**Endorsers**
Per House of Bishops Rule V.C and House of Deputies Rule VII.D.1.i, Resolutions submitted by Deputies and Bishops require two additional endorsers. Specific to the House of Bishops is the additional requirement that all three Bishops must be from different dioceses. The GLS will have a picklist of active Bishops and 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.

**Implementation**
As noted, each Resolution requires a specific action be taken. If that action is to be done by a governing body or Church Officer, per Joint Rule II.2.e, you should specify which one. A dropdown list is available to help you choose.

**Task Forces**
Next, you'll need to answer whether your Resolution calls for the creation of a new Task Force. If it does, per Joint Rule VII, specific questions must be answered:

- Describe the size and composition of the Task Force

- Provide a clear description of the duties assigned
- Provide a timeline for completion of the work assigned
- Provide the cost and source of funding for the Task Force (an estimated budget will be required on Tab 8)

Your resolution may also seek to extend an existing Task Force beyond its original timeline. This is permitted, but it requires a two-thirds majority in both Houses to pass.

**Prior Actions**
House of Deputies Rule VII.C.vii.b says that a matter already dealt with by this or any previous General Convention is cause for the House to take no further action. To avoid having your Resolution rejected for that reason, you are strongly encouraged to research before you begin. The Resolution Submission Form asks you about that research:

- Has the General Convention, Executive Council, or another Interim Body previously acted 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 or submitted resolution of other Deputies, Bishops, or Interim Bodies?
- Have you consulted with The Archives of The Episcopal Church for previous resolutions, statements, or reports on the subject matter of your submission?
- What consultation has already occurred on the subject matter of your submission?

The Archives of The Episcopal Church is a great resource to find the answer to many of these questions, and staff members are always eager to help. You can find them online at https://episcopalarchives.org/. The online database includes the Resolves of Executive Council from 1976 to 2025, the Acts of the General Convention from 1973 to 2024, and the Reports to the General Convention (commonly called the Blue Book) from 1976 to 2025.

Additionally, you should look at the list of currently proposed Resolutions and Memorials to see if another Deputy, Bishop, or Interim Body is working on the same idea as you. Collaboration makes Resolutions stronger! Finally, you might talk with your Bishop, other Deputies, Interim Body members, and even Church Center staff to see what is happening elsewhere in the Church on your area of interest.

**Staff Consultation**
Resolutions that include The Episcopal Church taking a position on an issue of public policy or that impact the ministry of staff members in Mission Program or Congregational Vitality require an additional step. Consult with the departments in question as you develop your Resolution. For policy Resolutions dealing with The Episcopal Church's stance, contact Public Policy, Partnership, and Witness via email at eppn@episcopalchurch.org. For non-policy Resolutions related to Church Center work around racial justice, gender justice, creation care, ethnic ministries, and other issues of social justice, write to mission@episcopalchurch.org. For Resolutions dealing with church planting, revitalization, and redevelopment, email Congregational Vitality at vitality@episcopalchurch.org.

**External Documents**
If your Resolution asks for the approval, endorsement, adoption, or rejection of a report, study, or other document, not generally known to the House, it must be appended to your submission (Joint Rule II.2.f). Uploads can be .doc or .pdf files in English, Spanish, French, Haitian Creole, or

Mandarin. Please note that external documents referenced must be translated, which takes time and resources. If you plan to submit a lengthy external document, please be aware that time may not permit its inclusion and will mean the Convention cannot act on your Resolution.

**Budget Impact**
Next, the Submission Form will ask what, if any, impact your Resolution will have on the budget of The Episcopal Church. If there is no impact, please answer how the work directed by your Resolution will be accomplished without additional funding. If this is an impact, a budget form will appear asking for total cost, the timeline for spending, a budget breakdown by broad category, and from where the funding is to be drawn. You are encouraged to consult with the experts in the Finance Office, on Executive Council, the Joint Budget Committee, and/or the Finance Committee for more information. Finally, at every General Convention, several resolutions with budgetary impacts get passed but go unfunded. If that should happen with your Resolution, we ask that you consider what the impact would be.

**Resolution Text**
We're finally here--the step you came to see! At this point, you are asked to input the text of your Resolution one Resolved Clause at a time. The GLS will auto-populate the framework, "Resolved, the House of _____ concurring, That the 82nd General Convention…" Resolutions are written with subjunctive verbs, "That the 82nd General Convention adopt the following statement…" (instead of "adopts"); That the 82nd General Convention confirm…" (instead of "confirms").

For help writing a Resolution, you can consult the Resolution Writing Guide on the General Convention website https://generalconvention.org/legislative-resources/ Additionally, the House of Deputies Resolution Review Committee is available to help. At Tab 12, simply click "I would like help," and a member of Resolution Review will contact you.

Each Resolved clause should have its own text box. You can add them by clicking "Add Further Resolved." If your Resolution is designated CC, a box to insert your proposed amendments will appear. Simply type in the redline version of the amendments (deletions with ~~strike-through~~ and additions in *italics*), and the final text will appear above in conformance with JR II.2.

If you have proposed a new Task Force, that information will pull from Tab 5 and be available here for your review.

Explanations may be added by clicking the "Add Explanation" button.

The text of your Resolution will autosave every seven seconds. However, you may click the save button at any time. To view the text as it will be publicly available, click "View Saved Text." This will take you a new tab where you may also click "Review Translation," which will show you the machine translation of your Resolution into Spanish, French, Haitian Creole, and Mandarin. Professional translators will clean up the text in Spanish.

**Submission Status**
At this point, if you have answered all the questions on the previous 11 tabs, you are done. If you'd like to save your work, think about it, and come back later, select "I am still preparing my draft submission." If you would like help from Resolution Review, indicate "I would like help with my draft submission." If you are ready for Resolution Review to review your submission, choose "My

submission is ready for review by the Resolution Review Committee." Then, hit the button at the bottom of the box for your action to occur.

Thank you for your interest and active participation in the legislative process. If you have questions, please contact Steve Pankey, Secretary of the House of Deputies pro tempore, at spankey@episcopalchurch.org.