

A Handbook for Bishops and Deputies



77th General Convention • Indianapolis, Indiana • July 5–12, 2012

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Introduction

The General Convention is the governing body of The Episcopal Church. The Convention is a bicameral legislature that includes the House of Deputies, which has more than 800 members (up to four clergy and four lay persons from each diocese), and the House of Bishops, which is comprised of more than 300 active and retired bishops.

The Convention meets every three years. The upcoming meeting in Indianapolis, Indiana, will be the 77th General Convention of the Episcopal Church and will convene for an eight-day legislative session. Episcopalians will come together from across the globe to seek God's will for the Church in a planned, informed, and prayerful way.

This handbook is a guide for bishops and deputies to familiarize you with the work of the Convention and the process by which we will accomplish this work. It is your responsibility to give your full and prayerful attention to all matters that will come before Convention.

Please keep in mind your responsibilities as bishops and deputies at this General Convention, which include adopting legislation of concern to the Church; amending the Book of Common Prayer, the Constitution, or the Canons of the Church; adopting a triennial budget for The Episcopal Church; and electing candidates to offices and committees for the upcoming triennium.

Preparation for General Convention involves the studying of reports and proposed legislation from the Committees, Commission, Agencies, and Boards (CCABs) of the General Convention. Of special concern is the Draft Budget for the upcoming triennium. The *Report to the 77th General Convention*, also known as *The Blue Book*, comprises those reports, and will be made available to the Church during the Easter season. You will also want to study Roberts' Rules of Order, as well as the Rules of Order for your own House (the House of Bishops or the House of Deputies) and the Joint Rules in the *Constitution and Canons (C&C)*.

Your individual dioceses and provinces may provide their own opportunities to learn about issues facing General Convention. Some diocesan deputations have found it helpful to divide the research of resolutions among members, before offering the work to the whole deputation for consideration. Some CCABs also make their members available to dioceses and provinces in providing an interactive approach to their Blue Book reports.

Resources for the 77th General Convention are available online. (In Indianapolis there will also be an Orientation Session for all deputies and bishops.) The General Convention website includes the *Constitutions and Canons* (which contain the Rules of Order) and resolutions that have already been filed with the General Convention Secretariat. The website for the Archives of the Episcopal Church features the Acts of Convention from 1976 through 2009, and historical Blue Book reports.

You may access those resources at the following websites:

The General Convention: <http://generalconvention.org/>

The Archives of the Episcopal Church: <http://episcopalarchives.org/>

The Legislative Process

The Two Houses of General Convention

The General Convention, a bicameral legislature, is composed of two houses: the House of Bishops and the House of Deputies. They meet and act separately, though both Houses must concur on legislation for it to be adopted. When the two houses do meet together, it is a Joint Session, a session in which no legislation is acted upon. On the sixth day of Convention, the Joint Standing Committee on Program, Budget and Finance will present the budget of The Episcopal Church to the sole Joint Session of Convention.

Each House has a legislative routine, which includes the consideration of reports from legislative committees and discussions on resolutions; debate and votes on resolutions before the House; and votes on nominees for offices and committees of the Church.

The House of Deputies

The House of Deputies is comprised of deputations, each of which is elected from its own diocese of The Episcopal Church. Deputations may include up to four members each from the clerical and lay orders.

A simple majority of members of the House elects the President of the House of Deputies, a Vice-President, a Secretary, and a Treasurer. The Secretary, after confirmation by the House of Bishops, also serves as the Secretary of the General Convention and supports the work of both Houses. A Treasurer is elected similarly to the Secretary to oversee financial matters of Convention.

The House of Bishops

All bishops of The Episcopal Church, whether active or retired, comprise the House of Bishops. As it contains only bishop members, the organization of the House is slightly different from the House of Deputies. The House also meets between meetings of Convention. The minutes of these interim meetings of the House of Bishops will be recorded in the *Journal of the General Convention*.

The Presiding Bishop is the President of the House of Bishops. The House of Bishops also elects a Vice-President and a Secretary.

House of Deputies Daily Order of Business[†]

1. Opening Prayer
2. Report on the Certification of the Minutes
3. Communications from the President
4. Report of the Committee on Elections
5. Report of the Committee on Dispatch of Business[†]
6. Reports of Legislative Committees[‡]
7. Reports of Special Committees
8. Reports of Joint Committees, Joint Commissions[§]
9. Introduction of Resolutions
10. Business on the Calendar

* See the House of Deputies Rules of Order (HDRO), Rule III.5, C&C page 187.

† The President may recognize this committee for further reports, as required, at any time.

‡ In numerical order; the order of legislative committees can be found in HDRO Rule 7, C&C page 189.

§ Joint Committees and Commissions are considered in the following order: (1) Program, Budget and Finance; (2) other Joint Standing Committees; and (3) Joint Standing Commissions

House of Bishops Daily Order of Business[¶]

1. Devotions
2. Roll Call
3. Review of Previous Meeting Minutes
4. Presentation of New Members
5. Communications from the Presiding Bishop
6. Report of the Committee on Dispatch of Business
7. Petitions and Memorials
8. Review of Messages of the House of Deputies
9. Motions of Reference
10. Reports of Legislative Committees^{**}
11. Reports of Commissions
12. Reports of Special Committees
13. Miscellaneous Business

¶ See the House of Bishops Rules of Order (HBRO), Daily Orders Rule I, C&C page 172.

** In numerical order; the order of legislative committees can be found in HBRO General Rule I, C&C page 174.

Resolutions and Reports

Legislation to be considered at Convention is presented in the form of resolutions. Preparation for Convention begins in earnest when CCABs submit reports about the work they have accomplished during the triennium. These reports include proposed legislation, called “A” Resolutions, and those details will be published in *The Blue Book*.

At the same time, others are able to submit resolutions for considerations: “B” Resolutions are submitted by bishops; dioceses and provinces may propose “C” Resolutions; and deputies to General Convention may introduce “D” Resolutions.

Individual bishops and deputies may propose up to three resolutions. Resolutions proposed by a bishop must be endorsed by no fewer than two additional bishops, and all bishops must be from different dioceses. Resolutions proposed by a deputy must be endorsed by no fewer than two additional deputies, though there is no restriction on the deputies’ dioceses. Full instructions for submitting resolutions are available on [the General Convention website](#).

The resolution writing guidelines are an important reference for drafting a resolution, clarifying topics such as:

- phrasing of resolutions, when amending the Constitutions or Canons, for example;
- “dos” and “don’ts” for resolution texts; and
- effectively including a resolve clause for funding implications in a resolution.

If you plan to submit a resolution, you are encouraged to do so at least 60 days before Convention, so that the resolution may receive the fullest consideration. All resolutions submitted prior to April 5, 2012 will be sent to legislative committees by May 5, 2012; after this deadline, resolutions will be sent as soon as possible.

The final deadline for submitting a resolution is 5:00 PM on July 6, the second legislative day. Resolutions must be received in-hand, on site at the General Convention Secretariat before the deadline.

Legislative Committees

While the reports for the *Blue Book* are being prepared, members are being appointed to legislative committees. For the House of Deputies, the President of the House of Deputies makes appointments of deputies to the legislative committees of the House of Deputies; the Presiding Bishop appoints bishops to legislative committees of the House of Bishops.

In the House of Deputies the appointment process begins when each diocese notifies the General Convention Office of the election of its deputies and deputy alternates. The deputies are then surveyed for their committee preferences and qualifications, and the data collected is used to help in the appointment process.

Once a resolution has been submitted, the Presiding Officers assign it to a legislative committee, and to its House of Initial Action (HIA), which will be the House in which the resolution is first considered.

Legislative committees with identical names in both Houses are referred to as “cognate committees.” In addition to the Joint Standing Committee on Program, Budget and Finance, there will be twenty-one legislative committees constituted at the 77th General Convention. The list of legislative committees, and their chairs, are as follows:

House of Bishops	#	Legislative Committee	#	House of Deputies
The Rt. Rev. Wayne P. Wright	01	Dispatch of Business	01	The Rev. Dr. James B. Simons
The Rt. Rev. Don E. Johnson	02	Certification of Minutes	02	Dr. Linda R. Freeman
The Rt. Rev. Kenneth L. Price, Jr.	03	Rules of Order	03	Pauline Getz, Esq.
The Rt. Rev. F. Neff Powell	04	Constitution	04	Mr. William Cathcart
The Rt. Rev. Robert J. O’Neill	05	Canons	05	Stephen F. Hutchinson, Esq.
The Rt. Rev. S. Johnson Howard	06	Structure	06	The Rev. Gay C. Jennings
The Rt. Rev. J. Neil Alexander	07	Consecration of Bishops	07	Ms. Lynn V. Schmissrauter
The Rt. Rev. Ian T. Douglas	08	World Mission	08	Rosalie Simmons Ballentine, Esq.
The Rt. Rev. James Elliot Curry	09	National and International Concerns	09	Mr. Russell V. Randle
The Rt. Rev. Gladstone Adams III	10	Social and Urban Affairs	10	Mrs. Katherine Tyler Scott
The Rt. Rev. Todd Ousley	11	Small Congregations	11	The Rev. Cn. Katherine Harrigan
The Rt. Rev. Duncan M. Gray	12	Evangelism	12	The Rev. Dennis A. Blauser
The Rt. Rev. G. Wayne Smith	13	Prayer Book, Liturgy and Music	13	The Rev. Lowell Grisham
The Rt. Rev. Mary Gray-Reeves	14	Ministry	14	Ms. Nancy A. Key
The Rt. Rev. G. Porter Taylor	15	Education	15	Ms. Deborah J. Stokes
The Rt. Rev. David A. Alvarez	16	Church Pension Group	16	Dr. Deborah Harmon Hines
The Rt. Rev. Gregory H. Rickel	17	Stewardship and Development	17	Ms. Patricia Abrams
The Rt. Rev. C. Franklin Brookhart	18	Ecumenical Relations	18	The Rev. Daniel S. Appleyard
The Rt. Rev. James Waggoner	19	Communications	19	Ms. Katie Sherrod
The Rt. Rev. James M. Stanton	21	Privilege and Courtesy	21	The Very Rev. H. Scott Kirby
	23	Credentials*	23	The Rev. Elizabeth Tattersall
The Rt. Rev. Stephen T. Lane, <i>Vice-Chair</i>	25	Program, Budget and Finance†	25	Ms. Diane B. Pollard, <i>Chair</i>

The Presiding Officers may also appoint special committees to address subjects not covered by existing committees or to serve other special functions at Convention.

Resolutions must be reviewed by the Legislative Committee on the Constitution or the Legislative Committee on the Canons, if the resolution proposes changes to either document; and Program, Budget and Finance must review resolutions that have funding implications.

Legislative committees must consider every resolution they are assigned; hold public hearings, whose venues are posted with at least four hours’ notice; discuss proposals with the cognate

* The Legislative Committee on Credentials is a committee only of the House of Deputies.

† Program, Budget and Finance is a Joint Standing Committee, not a Legislative Committee, that primarily serves at General Convention to create the proposed budget for The Episcopal Church presented to Convention at the Joint Session on the sixth legislative day.

committee; and develop a recommendation for the HIA to consider. Registered bishops, deputies, alternates, and visitors may sign up to address a legislative committee at a public hearing on a given topic or resolution.

Committee Recommendations

After hearings and discussions, the legislative committee can recommend to the House that a resolution be:

- (1) Adopted;
- (2) Adopted, with amended or substituted text;
- (3) Rejected;
- (4) Referred to a CCAB; or
- (5) Discharged from any further consideration by that committee.

The resolution, with the committee's recommendation, is either placed on the Daily Calendar, for floor debate and vote; or on the Consent Calendar, where is voted on without discussion by the full House. Once the House begins consideration of the resolution, it may choose to accept the recommendation or provide a recommendation of its own; if the House rejects the resolution or discharges the committee from further consideration, the resolution dies. If adopted, the resolution is sent to the second House's legislative committee, and follows the same process. If that second House amends the resolution, it is returned to the first House, and the process continues.

A resolution only becomes an Act of Convention after both Houses adopt it in the same form. Please see the Legislative Process Chart on the following page for additional details.

Special Rules

The order of business specified in each House's Rules of Order is followed, except when a House itself suspends the order or sets a Special Order of Business to consider a particular matter. Standing special rules are as follows:

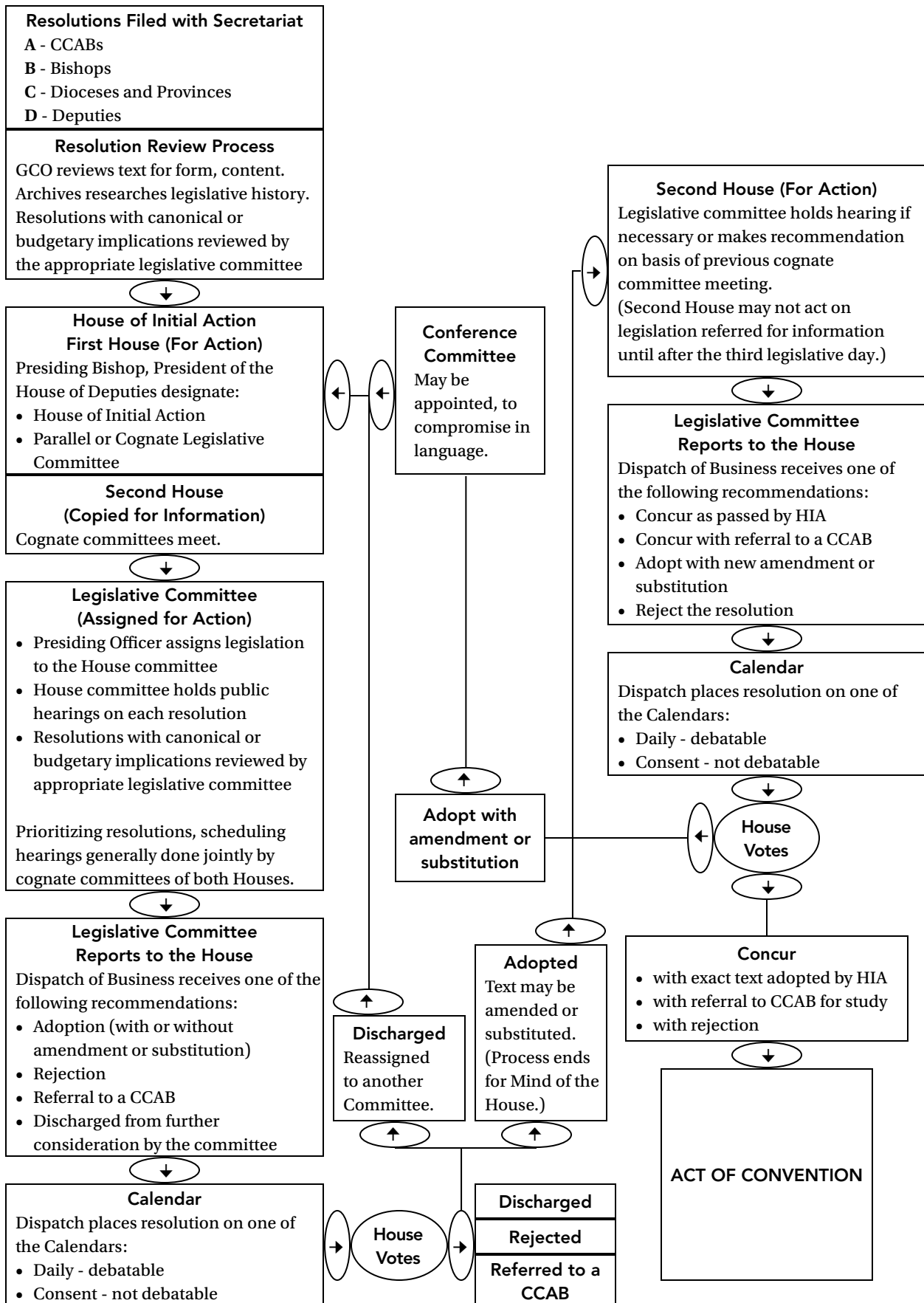
- Messages from the other House have priority.
- Messages requiring no action may be received by Title.
- Messages communicating any legislative action on the part of one House are referred to the proper committee unless the House decides to consider a message without reference.
- If the committee to which a message is referred agrees with the recommendation of the cognate committee, and the initiating House adopts the recommendation, the other House can file its report without an additional meeting, and it can be placed on the calendar for final action.
- If the committee in the second House does not agree with the recommendation of the cognate committee, or the initiating House makes changes to the resolution, the second House's committee must meet, hold a hearing, and prepare a report on the first House's message.

When a Committee reports on a message from the other House, "it shall continue to be the Order of the Day until final action thereon, and shall not be subject to any motion to postpone or lay on the table." Amendments may be made, but the final question on which the House votes is: "Shall this House concur in the action of the House of [_____ as communicated in Message No. ____?"[‡]

[Continues on page 6.]

[‡] HDRO 46 and 47, C&C page 202; HBRO General Rule XXI and XXII, C&C page 179.

The Legislative Process Chart



Floor Debate

Debate in the House of Deputies is normally limited to three minutes for each speaker, but may be further limited or extended by a vote of the House. Rules in both Houses stipulate that “no member shall speak more than twice in the same debate without leave of the House.”[§]

Microphones in the House of Bishops are placed on the individual tables. In the House of Deputies, microphones are located in the aisles, and those wishing to speak line up and wait to be recognized by the Presiding Officer.

Amendments or substitutes proposed from the floor must be presented in writing to the Secretary. Forms for amendments are available from the Secretariats.

On important matters, the House may set a special order of business with special debate rules and a time limit. The House of Deputies may move into a Committee of the Whole, with a chair appointed by the President.[¶]

Voting

Voting on most questions is performed by “voice vote,” where each bishop or deputy has a single vote. Deputies must be present and vote on all matters before the House.

At the 77th General Convention, the House of Deputies will again interpret the “voice vote” to include the use of an electronic keypad. Electronic procedures will be published separately for review during Orientation in Indianapolis.

In the House of Bishops six voting members may request a Roll Call Vote. The House of Deputies votes “by Dioceses and Orders” on amendments to the Constitution. Any matter may be subject to a Vote By Orders at the request of the entire clerical or lay deputation from three dioceses.

In a vote “by Dioceses and Orders,” each dioceses has one vote in the clerical order and one vote in the lay order. Adoption requires a majority in the affirmative in an order; if the diocesan vote in an order is divided, it is recorded and not added to the affirmative total, effectively counting as a negative vote.

The Close of Convention

On the last day of Convention, the House of Deputies and the House of Bishops must complete all action on matters submitted to them, including matters sent from the other House. If there is not enough time to consider adequately an important matter, it may be referred to a CCAB for further study (as always, given concurrent action). Any matter not referred to a CCAB or otherwise disposed of by joint action of the Houses will fail to be enacted.

A committee of two persons must be appointed by the Committee on Constitution and the Committee on Canons, to certify all changes in the Constitution and Canons as a result of the actions of Convention. They will confirm these changes with the Secretary of the General Convention, whose responsibility it is to oversee the publication of the revised *Constitutions and Canons*, which will be available in Lent 2013.

§ HDRO 37, C&C page 201; HBRO General Rule V, C&C page 175.

¶ HDRO Section XIII, C&C page 203.

Resolutions of courtesy and appreciation are normally adopted on the final day, as are any “mind of the House” resolutions, which do not require any concurrent House action. Whichever House completes its work first notifies the other House that it stands ready to adjourn; when a similar message comes from the other House, adjournment *sine die*** is in order.

CCABs

As the Convention comes to a close, it creates or continues Standing Committees, Commissions, Agencies, and Boards. Judgements about future legislation benefit from careful consideration and study, so some of the Acts of Convention may be referred to one (or more) of these CCABs.

CCABs are not the same as the legislative committees that serve Convention. Legislative committees are discharged at the end of Convention, so their members have no function beyond Convention.

The membership of a CCAB is comprised of bishops appointed by the Presiding Bishop; and priests or deacons, and lay persons, appointed by the President of the House of Deputies.

Nomination forms for CCABs will be available in the General Convention Secretariat, as well as on the General Convention website.

Nominations must be submitted by July 31, 2012.

Post-Convention Publications

A list of concurred actions, called the *Summary of Actions*, is required to be published within 30 days of the adjournment of Convention, and will be posted electronically on the General Convention website.

The *Journal of the General Convention* will list the Committees, Commissions, Agencies, and Boards that are authorized for the triennium and the members that have been appointed to those bodies. The minutes of both Houses are also published in the *Journal*, as well as the Acts of Convention.

The *Constitution and Canons*, in English and Spanish††, are updated and published, as well as the triennial budget as adopted by Convention.

Each of these publications will be made available to the Church and published on the General Convention website.

How to Define Types of CCABs

A **Committee** must have members drawn from one or both Houses of Convention; if a bishop or deputy serving at the 77th General Convention is appointed to a committee but will not be seated for the 78th General Convention, the Presiding Officer responsible for his or her appointment must replace the person by January 2015.

A **Commission** has members that may be drawn from the Church-at-large and is not limited to the membership of either House of Convention. This is useful for gathering specific expertise from throughout the Church to accomplish the commission’s charge.

A **Joint** body indicates that it has been authorized and created by elections from both Houses; for example, the Joint Nominating Committee for the Election of the Presiding Bishop.

A **Standing** body is a continuing entity, and does not require reauthorization at a subsequent Convention.

** *Sine die* comes from Latin, literally “without day,” meaning an indefinite adjournment.

†† The Spanish-language Constitution and Canons is considered a translation and not an authoritative legal resource.

Additional Resources

Joint Standing Committees

There are four Joint Standing Committees (JSCs), whose membership is drawn from both Houses: Planning and Arrangements (P&A); Nominations; Program, Budget and Finance (PB&F); and the Joint Nominating Committee for the Election of the Presiding Bishop. These groups serve key roles in the work of the General Convention. The first two perform their work between Conventions; and although PB&F meets twice during the triennium, and is represented by invitation on the Executive Council Joint Standing Committee on Finances for Mission (FFM), most of its work is accomplished during Convention. The Joint Nominating Committee for the Election of the Presiding Bishop works in the triennium before the Convention in which the election of a Presiding Bishop occurs, to present a slate of candidates to the Houses.

Planning and Arrangements

The Joint Standing Committee on Planning and Arrangements plans each Convention and proposes a schedule, which is a legislative item in the Committee's *Blue Book* report. One of the first Acts of Convention is to approve that schedule. The current draft of the Convention schedule can be found on the following page.

Nominations

The House of Deputies and the House of Bishops will elect persons to various offices in the coming triennium. Depending on the office, one House will elect, and the other house will confirm the election. For example, the House of Deputies elects the Treasurer of the General Convention, and the House of Bishops will confirm that election. The full list of elections to be held at this Convention can be found in the list facing this column.

Nominees have been chosen to stand for election to each position. The Joint Standing Committee on Nominations has prepared a slate of nominees for Trustees of the Church Pension Fund, the Disciplinary Board for Bishops, the Executive Council, the General Board of Examining Chaplains, and the Board of the General Theological Seminary. *The Blue Book* includes biographies of these nominees, and for most offices additional nominations may be accepted from the floor.

[Continues on page 10.]

Elections at the 77th General Convention

President and Vice-President of the House of Deputies: 3 year terms elected by House of Deputies.

Secretary of the House of Deputies and Treasurer of the General Convention: 3 year terms elected by House of Deputies, confirmed by House of Bishops.

Trustees of the Church Pension Fund: 12 positions for 6 year terms elected by House of Deputies, confirmed by House of Bishops.

Disciplinary Board for Bishops: 4 positions for 6 year terms elected by House of Deputies; 2 lay person, 2 priest and/or deacon members.*

Executive Council: 10 positions, all 6 year terms. 2 bishops elected by House of Bishops, confirmed by House of Deputies; 6 lay person and 2 priest and/or deacon members elected by House of Deputies, confirmed by the House of Bishops.

General Board of Examining Chaplains: 10 positions, all 6 year terms. 1 bishop, 3 lay persons, 3 faculty members, 3 presbyters elected by House of Bishops, confirmed by House of Deputies.

Trustees of the General Theological Seminary: 6 positions, all 3 year terms. 2 bishops elected by House of Bishops, confirmed by House of Deputies; 2 lay persons and 2 priests and/or deacons elected by House of Deputies, confirmed by House of Bishops.

* House of Bishops elects their own members [Canon IV.17.3].

**77th General Convention Draft Schedule
(as of December 31, 2011)**

Monday, July 2
11:00 am – 4:00 pm Volunteer Supervisors and Secretariat Gathering

Tuesday, July 3
9:00 am – 5:00 pm Registration and Deputy Certification
2:00 pm – 5:00 pm Legislative Committee Officers and Legislative Aides Orientation

Wednesday, July 4
8:00 am – 12:00 pm Legislative Committees
7:00 am – 5:00 pm Deputy Certification
12:30 – 1:30 pm PB&F Hearing: Budget Priorities
2:00 – 2:45 pm Presiding Bishop and President, House of Deputies Presentation
3:00 – 4:30 pm Orientation
5:00 – 7:00 pm Legislative Committees

Thursday, July 5 (1st Day)
7:00 – 7:30 am Deputy Certification
8:00 – 9:00 am Legislative Session
9:30 – 10:45 am Opening Eucharist
11:15 am – 12:45 pm Legislative Committees
1:15 – 1:45 pm Deputy Certification
2:00 – 4:00 pm Legislative Committees
4:30 – 6:30 pm Legislative Session
7:30 – 9:00 pm Legislative Hearings

Friday, July 6 (2nd Day)
7:00 – 7:30 am Deputy Certification
7:30 – 9:00 am Legislative Committees
9:30 – 10:45 am Community Eucharist
11:15 am – 12:45 pm Legislative Committees
1:15 – 1:45 pm Deputy Certification
2:00 – 4:00 pm Legislative Committees
4:30 – 6:30 pm Legislative Session
5:00 pm Resolution Filing Deadline
7:30 – 9:00 pm PB&F and Other Hearings

Saturday, July 7 (3rd Day)
7:00 – 7:30 am Deputy Certification
7:30 – 9:00 am Legislative Committees
9:30 – 10:45 am Community Eucharist
11:15 am – 12:45 pm Legislative Committees
1:15 – 1:45 pm Deputy Certification
2:15 – 6:30 pm Legislative Session
7:30 – 9:00 pm PB&F and Other Hearings

Sunday, July 8 (4th Day)
9:30 – 11:30 am UTO Ingathering and Eucharist
12:00 – 2:00 pm Diocese of Indianapolis Event
1:15 – 1:45 pm Deputy Certification
2:15 – 6:30 pm Legislative Session
5:30 – 6:30 pm Provincial Caucuses
7:00 – 9:00 pm Suggested time for Provincial Gatherings

Monday, July 9 (5th Day)
7:00 – 7:30 am Deputy Certification
7:30 – 9:00 am Legislative Committees
9:30 – 10:45 am Community Eucharist
11:15am – 1:00 pm Legislative Session
1:15 – 1:45 pm Deputy Certification
2:15 – 6:30 pm Legislative Session
6:30 – 8:00 pm Bishop Gathering
Suggested Time for ECW Event

Tuesday, July 10 (6th Day)
7:00 – 7:30 am Deputy Certification
7:30 – 9:00 am Legislative Committees
9:30 – 10:45 am Community Eucharist
11:15am – 1:00 pm Legislative Session
1:15 – 1:45 pm Deputy Certification
2:15 – 3:15 pm Joint Session PB&F Budget
3:15 – 6:30 pm Legislative Session
7:00 – 10:00 pm Suggested time for Seminary Gatherings

Wednesday, July 11 (7th Day)
7:00 – 7:30 am Deputy Certification
7:30 – 9:00 am Legislative Committees
9:30 – 10:45 am Community Eucharist
11:15 am – 1:00 pm Legislative Session
1:15 – 1:45 pm Deputy Certification
2:15 – 6:30 pm Legislative Session
8:00 pm Reserved for Legislative Session

Thursday, July 12 (8th Day)
7:00 – 7:30 am Deputy Certification
8:00 – 11:00 am Legislative Session
11:30 am – 12:45 pm Closing Eucharist
1:15 – 1:45 pm Deputy Certification
2:15 – 6:30 pm Legislative Session
6:30 pm Joint Adjournment – *Sine Die*

By the seventh day of Convention, the House of Deputies must elect a President and Vice-President. The President must be nominated and elected first, because Canon I.1(b) requires that the two officers be of different orders of ministry. If the President is a lay person (as is the case at present), the Vice-President must be a priest or deacon. These officers take office at the adjournment of Convention and serve through the 78th General Convention.

Program, Budget and Finance

The Joint Standing Committee on Program, Budget and Finance is responsible for preparing the proposed budget for consideration by the General Convention. The Executive Council, through FFM, develops the draft proposed budget that is sent to PB&F months before General Convention; it will also be available on the General Convention website.

PB&F will present this budget proposal to a Joint Legislative Session on the sixth legislative day (as listed in the Draft Schedule on the preceding page). Prior to the budget presentation, PB&F holds open hearings on the sections of the proposed budget: Funding (income), Program and Canonical (expense), and Budget Priorities (expense).

Convention Secretariats

The General Convention Secretariat, and the Secretariats of the House of Deputies and of the House of Bishops each have offices on-site at Convention. Staff is available in each Secretariat to provide assistance during the Convention.

Information on the status of legislation will be posted at the Secretariat offices and will also be available on the General Convention website. Volunteers are available to direct visitors to the hearing rooms where legislation is being considered, help review the daily legislative calendars, and provide updates and status reports on legislation coming to the floor of each House of Convention.

The times and locations of legislative committee hearings are posted in as many locations as possible, including on the General Convention website, at least four hours prior to the start of the hearing. Every proposed resolution will be posted for a hearing. To testify at a hearing, one must be registered. There are four types of registration statuses: bishop, deputy, alternate, or visitor.

A Brief History

The General Convention of the Episcopal Church will gather in July 2012, for the 77th time since it first met in Philadelphia in 1785. The first two General Conventions met as a single house, because there were no American bishops.

The third General Convention met in two sessions in Philadelphia, in 1789. The first session met as a single House, presided over by Bishop William White of Pennsylvania. The second session marked the first meeting with a bicameral legislature: Bishop Samuel Seabury of Connecticut joined Bishop White in the first separate House of Bishops; the House of Deputies elected the Reverend William Smith of Maryland as its first president.

Early General Conventions wrote a constitution, revised the English Book of Common Prayer, and created a bicameral legislature for governance of the Church. This two-house system for decision-making was ground-breaking for its day: both Houses (Bishops and Deputies) must concur for legislation to be enacted.

During the Civil War, the General Convention continued to meet, with southern dioceses reported as absent. (Many of them had organized as the Protestant Episcopal Church in the Confederate States of America.) These dioceses quietly rejoined the General Convention in the first months after the end of the war.

Since 1874, The Episcopal Church Women's Triennial has met simultaneously with the General Convention. In 1970, at the 63rd General Convention, the first women deputies were seated, and in 1976, the General Convention voted for the ordination of women to the priesthood and the episcopate. In 1991, the first woman bishop was seated in the House of Bishops for participation at General Convention.

The Civil Rights Movement in the United States during the 1960s also affected The Episcopal Church, as people of color rightfully claimed full participation in the life of the Church. In a rare occurrence, the General Convention met for a special meeting in 1969 to hear and respond to their needs. A long-standing commitment to anti-racism continues to this day, having been reaffirmed by many Acts of Convention.

The General Convention has debated the issue of human sexuality for over thirty years. In 1991, the General Convention mandated a Churchwide study, and in 1994, the House of Bishops Committee on Theology presented a paper to Convention for consideration. In 2003, the 74th General Convention adopted nearly 400 resolutions, of which one was the confirmation of the election of the Bishop of New Hampshire, a man living in a same-sex relationship, eliciting a strong response from several provinces in the Anglican Communion. In 2009, the 76th General Convention called for generous pastoral response to the needs of the members of Church with respect to human sexuality.

The General Convention deliberates on the issues of the day and responds to them, informed by the Holy Scriptures, tradition, and reason. The Convention is open to the guidance of the Holy Spirit as it attempts to embody the Gospel of Christ in the life and work of The Episcopal Church.

Glossary of Terms^{‡‡}

Adopt

To approve a resolution, an amendment to a resolution, a substitute resolution, or a committee report.

Amend

To make a change to a proposed resolution by deleting (striking) and/or adding words or phrases.

Calendar, Consent

The Consent Calendar is used to bring matters deemed non-controversial to a vote in the House without debate, by the appropriate legislative committee. There is a process for removing a matter from the Consent Calendar and placing it on the Daily Calendar, where debate is permitted. See HDRO 6.

Calendar, Daily

The document prepared by the Committee on Dispatch of Business, setting forth the resolutions, by alpha-number, which are proposed for consideration on a specific day.

Certification of Deputies

A deputy name tag is required for admission to the House of Deputies. When a Deputy asks an alternate to sit for him or her, both parties must go to Certification to switch name tags.

Chair

The presiding officer of the House or of a Committee.

Commission, Standing

Interim body of General Convention, which meets during the triennium to study and make recommendations to General Convention on major subjects of continuing concern to the Church. See Canon I.1.2(n) for a list of Standing Commissions.

Commission, Joint

Meets during the triennium to study and make recommendations to General Convention on specific matters during a single interval between two General Convention meetings.

Committee, Cognate

See *Committee, Legislative*.

Committee of Conference

If one House has amended the action taken by the other House, the Presiding Officers may appoint a Committee of Conference in an effort to agree upon identical

^{‡‡} References to sections of the Constitution and Canons may be accessed online at <http://generalconvention.org/gc/publications>.

language. Both Houses must then consider adoption of the report of the Committee of Conference. See HDRO 48.

Committee, Legislative

Each House, by its respective rules, has designated legislative committees, which meet and act during the course of General Convention. Because each House has many committees with the same mandate, those are called cognate committees. These usually meet and hear testimony together, though sometimes deliberate separately. See HDRO 7, HBRO General Rule I for a listing of legislative committees.

Committee, Joint Standing

Joint Rules 10, 17, and 18 provide for three Joint Standing Committees (Nominations; Planning & Arrangements; Program, Budget and Finance). Canon I.2.1(a) provides for an additional committee, the Joint Nominating Committee for the Election of the Presiding Bishop.

Committee Report

The means by which a legislative committee submits its recommendation for a resolution to the House. The committee can recommend that the resolution be Adopted, Adopted with amendment or substituted text, Rejected, or Referred to a CCAB. The committee can also recommend that it be discharged from further consideration of the resolution. See HDRO 12(h), HBRO General Rule XIII(b).

Concur

When one House approves the same text as the other House, making it an Act of Convention.

Dispatch of Business

Each House has a Committee on Dispatch of Business that schedules its Daily Calendar.

Division of the House

A request for a physical count of the “yea” and “nay” votes.

Enacted

Legislation has been enacted when a resolution has been adopted in identical form by both Houses. Legislation amending the Constitution or Canons, unless otherwise expressly ordered, takes effect on the 1st day of January in the year after the General Convention. See Constitution Article XII, Canon V.1.6. Other legislation becomes effective when enacted.

Eucharist

Each day there is a service of Holy Eucharist.

Executive Council

Elected by General Convention and the Provinces, the Executive Council carries out the programs and policies adopted by General Convention between meetings

of Convention. The Executive Council also serves as the Board of Directors of the Domestic and Foreign Missionary Society (DFMS), the New York Corporation that serves as the legal and financial identity of The Episcopal Church, operates The Episcopal Church Center (ECC) in New York City, and employs a staff that carries out the program of the Church. See Canon I.4.1.

Exhibits

Vendors and organizations from within and outside the Church offer services and goods for sale and solicit membership from conventioners in the exhibit hall.

Failed

A resolution or motion fails when it has not received a majority of the votes cast.

Floor

That part of the House chambers occupied solely by bishops or elected and certified deputies.

Forums

Evening meetings, at which general interest topics are presented and attendance is open to all.

Hearing Schedule

Each legislative committee that has business before it posts a written notice that indicates the time and place of hearings on specific resolutions on a daily basis. For details, see HDRO 12(d).

Joint Session

The meeting of both Houses of the Convention, in the chambers of the House of Deputies. Two Joint Sessions are mandated: (1) the presentation of the nominees for Presiding Bishop by the Joint Nominating Committee for the Election of the Presiding Bishop, and (2) the budget presentation by PB&F.

Memorials

A written submission from individuals or organizations urging action by the Convention on matters to come before it. A memorial is not a resolution even if it contains the form of a resolution. See HDRO 22.

Mind of the House

A non-legislative expression of opinion by a majority of the members of one House.

Minority Report

A minority or dissenting report by legislative committee members, who constitute less than the majority, submitted with the report of the legislative committee. For details, see HDRO 12(h).

Motion

A formal request by a member of the House that the House take a particular action. Usually commences with the words "I move that..." A motion presented by a legislative committee does not require a second. A motion presented by an individual requires a second.

Move the Previous Question

Motion to end debate on the matter before the House.

Passed

When a matter before the House has received the requisite majority of votes. A simple majority (50% + 1) is required on most matters, though some matters require a two-thirds majority; for example, to suspend the Rules of Order.

Platform

The term used for those persons who manage the business of each House and who sit on a platform facing the membership on the floor.

Pre-Filed Resolutions

Resolutions received by the Secretary of the General Convention prior to Convention, which are distributed to the appropriate legislative committees prior to Convention and to bishops and deputies at registration.

Referred for Interim Study

One action a legislative committee may take on a resolution, if it believes additional study during the next triennium is desirable.

Rejection

A committee may make the recommendation for the rejection of a resolution, with or without reasons. See HDRO 12(h)(2).

Re-Referred

The action of re-assigning a resolution from one legislative committee to another.

Resolution

The document which initiates legislation, beginning with the word "Resolved." For details on the persons and bodies entitled to introduce resolutions, and the technical requirements, see HDRO 21(a); HBRO General Rule IV.

Resolution Number

The number assigned to a resolution, used as it moves through the legislative process. The letter identifies its source. A Resolutions are introduced by CCABs, and published in *The Blue Book*; B Resolutions are introduced by bishops; C Resolutions are introduced by entities, other than those reporting through *The Blue Book*, chiefly dioceses and provinces; and D Resolutions are introduced by deputies.

Secretariat

Each House of General Convention has an administrative office whose duties include processing and tracking legislation, creating minutes and scheduling meetings. There is also a General Convention Secretariat.

Sine Die

Adjournment of the last legislative session; literally, “without date” for return.

Special Order of Business

An action taken to consider a resolution at a specific time and/or to consider it with special rules of debate; for example, reducing the duration for debate, or time for proposing amendments.

Substitute Resolution

Significant revisions of a resolution are sometimes proposed by re-writing the legislation, rather than changing the existing language.

Suspend the Rules

Action taken by a two-thirds majority vote of the House, to temporarily alter the general or special Rules of Order that are otherwise applicable. For example: continuing debate, considering a matter out of order, or permitting the introduction of a late resolution.

Vote By Orders

A vote taken in the House of Deputies, at the request of the clerical or lay representation from at least three dioceses, in which the vote of each order (clerical and lay) is counted separately. Each order in each diocese casts one vote, determined by the majority vote of the deputies present in that order. A divided vote in an order occurs when the deputies in that order vote in a tie. See Constitution Article I.5.