

# CONSTITUTION & CANONS

TOGETHER WITH THE RULES OF ORDER

FOR THE GOVERNMENT OF THE PROTESTANT EPISCOPAL CHURCH  
IN THE UNITED STATES OF AMERICA  
OTHERWISE KNOWN AS

## THE EPISCOPAL CHURCH



ADOPTED AND REVISED IN GENERAL CONVENTION, 1789-2006

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**RULES OF ORDER**  
**HOUSE OF DEPUTIES**

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**I The Holy Scriptures**

1. As an indication of our humble dependence upon the Word and Spirit of God, and following the example of primitive Councils, a copy of the Holy Scriptures shall always be reverently placed in view at the meetings of this House. This rule is to be carried into effect under the supervision of the President and Secretary of the House. Placement of Holy Scriptures.

**II Opening of the Daily Session**

2. The daily sessions of the House shall be opened with prayer, and prayer for Missions shall be had daily at noon. Daily Devotions.

3. The President having taken the Chair, the roll of members shall be called whenever so ordered, without debate, by a majority of those present. Roll call.

4. Unless otherwise ordered by majority vote, the Minutes of the preceding day's session shall not be read; but, in lieu thereof, the same shall be certified by a Committee on Certification of the Minutes consisting of three Presbyters and three Lay Persons appointed by the President. This Committee shall meet daily, for the purpose of reviewing the Minutes, with the Secretary of the House, by arrangement, prior to the hour of assembly, and said meeting shall be open to any member of this House who may desire to attend. Certification of Minutes.

**III Order of Business**

5 (a) The Daily Order of Business shall be as follows: Daily order of business.

- (i) Opening Prayer.
- (ii) Report on the Certification of the Minutes, or Reading of the Journal.
- (iii) Communications from the President.
- (iv) 1. Report of Committee on Elections.  
 2. Report of Committee on Dispatch of Business (The President may also recognize the Committee on Dispatch of Business for further reports, as required, at any time.)
- (v) Reports of other Legislative Committees, in numerical order, as given in Rule 7.
- (vi) Reports of Special Committees.
- (vii) Reports of Joint Committees and Joint Commissions in the following order:
  - (1) Joint Committee on Program, Budget and Finance.
  - (2) Other Joint Committees.
  - (3) Joint Commissions.
- (viii) Introduction of Resolutions.
- (ix) Business on the Calendar.

## RULES OF ORDER

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Interruption of Daily Order.

(b) The President may interrupt the Daily Order of Business for Messages from the House of Bishops, Noonday Prayers, or Special Orders. If the Daily Order is not completed during the day, the President may, on the following day, after Items I to IV inclusive, resume the order where it was interrupted the previous day.

Calendar of Business.

6. The Secretary shall keep a Calendar of Business, on which shall be placed, in the order of their presentation, the subjects being briefly indicated, Orders of the Day, reports of Committees, Resolutions which lie over, and other matters undisposed of.

Consent Calendar.

The Secretary shall also keep a Consent Calendar, which shall be published daily and distributed to the members before the convening of the House on each legislative day, and designate it as a separate calendar. Matters shall be listed on the Consent Calendar in separate groupings according to the date that they have been placed thereon. All matters to which amendments have been proposed by a Committee shall be so designated. No debate is in order regarding any matter appearing on the Consent Calendar. However, the President shall allow a reasonable time for questions from the floor and answers to those questions. No amendment other than an amendment contained in a Committee report is in order regarding any matter on the Consent Calendar. Any amendments contained in Committee reports on such matters shall be deemed adopted unless the matter is objected to and removed from the Consent Calendar. Immediately prior to a vote on the first matter on the Consent Calendar the President shall call to the attention of the members the fact that the next vote will be on the first matter pending on the Consent Calendar. Matters appearing on the Consent Calendar shall be taken up immediately following the noon recess of the next legislative day following their placement on the Consent Calendar, or otherwise by unanimous consent or by adoption of a special order of business. A matter may be placed on the Consent Calendar by report of a Legislative Committee, if the Committee vote to report the matter with a recommendation for adoption, with or without amendments, or for discharge, or referral to a Joint or Standing Commission, or for rejection was by three fourths of the members present and if the Committee recommends placement of the matter on the Consent Calendar. Prior to a vote on final passage of any matter appearing on the Consent Calendar, it shall be removed from the Consent Calendar if (1) any three Lay or Clerical deputations, or (2) the sponsor of the matter, or (3) the Committee on Dispatch of Business files with the Secretary written objections to the presence of the matter on the Consent Calendar. Any matter so removed may not be placed thereafter on the Consent Calendar but shall be restored to the Daily Calendar. Any matter removed from the Consent Calendar, to which amendments have been proposed by a Committee, shall stand on the Daily Calendar in its original, unamended form, and amendments shall be treated as if the matter had never been on the Consent Calendar.

**IV Legislative Committees**

7. Not later than 90 days in advance of the opening date of the Convention, the President may appoint the following Legislative Committees, and such other committees as may be deemed necessary, and shall designate the Chair, Vice-Chair, and Secretary thereof, President may appoint Legislative Committees.

- (1) Dispatch of Business.
- (2) Certification of Minutes.
- (3) Rules of Order, of which the President shall be Chair, *ex officio*.
- (4) Constitution.
- (5) Canons.
- (6) Structure.
- (7) Consecration of Bishops.
- (8) World Mission.
- (9) National and International Concerns.
- (10) Social and Urban Affairs.
- (11) Church in Small Communities.
- (12) Evangelism.
- (13) Prayer Book, Liturgy and Church Music.
- (14) Ministry.
- (15) Education.
- (16) Church Pension Fund.
- (17) Stewardship and Development.
- (18) Ecumenical Relations.
- (19) Communications.
- (20) Miscellaneous Resolutions.
- (21) Privilege and Courtesy.
- (22) Committees and Commissions.
- (23) Credentials.
- (24) Sergeant-at-Arms.

In addition, the President shall appoint Legislative Committees on Admission of New Dioceses if such legislation will be presented to the Convention.

8. The President may appoint Study Committees related to work of the Executive Council, and such Special Committees as the President deems desirable or as may be ordered by the House. Other Committees.

9. The size of all Committees, unless otherwise noted, shall be at the discretion of the President; *Provided*, that, when the number of members equals or exceeds the number of Provinces, there shall normally be at least one member from each Province. The President shall be a member, *ex officio*, of all Committees. Size of Committees.

10. A list of the members of the Legislative, Study, and Special Committees shall be prepared and distributed to the House as soon as may be after appointment. Committee lists to be distributed.

## RULES OF ORDER

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- Committees meeting in advance. **11.** Such Committees as are so instructed by the President shall convene in advance of the opening of Convention to consider matters referred to them.
- Assigned room and meeting time. **12 (a)** The Secretary shall arrange a permanent Committee room and a regular time for meeting of each Legislative or Special Committee and shall publish and post a chart indicating the arrangements.
- Quorum. **(b)** A majority of any Committee shall constitute a quorum, but the question of the presence of a quorum in Committee shall not be raised on the consideration of a Committee report or recommendation in the House unless the same question was raised in Committee.
- When Chair fails to act. **(c)** In case of the failure of the Chair of any Committee to call a meeting of the Committee, or to call up for consideration a matter referred to it, then a majority of the members of the Committee shall have the right to call a meeting of the Committee or to require such consideration, as the case may be.
- Prior notice of hearings. **(d)** No hearing by a Committee shall be held upon any matter before it unless notice of the time and place of hearing and the matter to be heard is posted no later than at least four hours before the matter is scheduled to be heard. Each day the Chair or the Secretary of each Committee shall deliver to the Secretary of the House (at the office of the Secretary of the House) a written notice signed by the Chair or by the Secretary. Such notice shall state the time (both date and hour) and the place of the proposed hearing and shall identify by number (and *Blue Book* page reference, if available) the proposition or propositions to be considered at the next session of the Committee. The Secretary shall post a copy of each notice received on a bulletin board at or near the chamber and easily accessible to the members of the House and to the public. If the notice contains a request that the notice be read to the House prior to adjournment, the Secretary shall do so.
- Testimony before Committee. **(e)** No person not a member of a Committee shall be permitted to testify before that Committee until they register by signing a witness slip upon which they state their names, their identifications (*e.g.* Bishop, Deputy and Diocese, and, if Visitor, their addresses and organizations, if any, represented) and the particular proposal to which their testimony is to be addressed. The person testifying shall be subject to such time limitations as may be imposed by the Chair.
- Record to be kept. **(f)** The Chair of each Committee shall keep, or cause to be kept, a record in which there shall be collected or entered:  
  - (1) The time and place of each hearing, and of each meeting of the Committee, and the matters considered at the meeting.
  - (2) The attendance of Committee members at each meeting.
  - (3) The name and identification of each person appearing before the Committee and the proposition upon which each person spoke.
- Meetings in conference. **(g)** Except as provided herein, every Committee meeting shall be open to the public. However, the Chair may convene the Committee in conference, during which time the public may remain but may not

participate in the Committee deliberations. Upon a two-thirds majority vote of Committee members present, a Committee may go into executive session if the matter to be considered in executive session has first been scheduled for hearing and heard in open session, and interested persons have been given an opportunity to be heard.

Meetings in executive session.

**(h)** At the conclusion of each meeting of a Committee, its Chair shall prepare, or cause to be prepared on forms provided for the purpose, a separate report with regard to each matter upon which the Committee took final action during the meeting. Each such report shall be in the following alternative form:

Committee Chair to prepare a report from the alternatives.

- (1) Recommends adoption, with or without amendments, in which case the question shall be on the adoption of the Resolution, or the Resolution as amended.
- (2) Recommends rejection, with or without reasons, in which case the question shall be on the adoption of the Resolution, notwithstanding the recommendation of the Committee for rejection.
- (3) Recommends that it be discharged from further consideration of the Resolution because
  - (i) the matter is not within the scope of the Committee's function, in which case it may recommend referral to an appropriate Committee;
  - (ii) the matter has already been dealt with by action of the House at this meeting of the General Convention; or
  - (iii) the matter is covered by a Resolution of a prior General Convention; or
  - (iv) for other reasons.
- (4) Recommends referral to a Standing Commission of the General Convention to study the theological, ethical and pastoral questions inherent in the subject or to develop recommendations and strategies on the subject which will be of concrete assistance to this Church or to study or make recommendations concerning the subject.
- (5) Recommends concurrence with or without amendment with House of Bishops Message.
- (6) Recommends non-concurrence with House of Bishops Message.

Adoption.

Rejection.

Discharge from consideration.

Referral.

Concurrence.

Nonconcurrency.

Each report shall be dated, signed by the Chair or Secretary of the Committee, and transmitted to the office of the Secretary of the House, who shall endorse thereon the date of receipt thereof. If there is a minority position in the Committee and a minority spokesperson requests a minority report, the Chair shall include the same in the report.

Reports to be signed.

**13.** Reports of all Committees shall be submitted to the House by the Secretary of the House. At the time of the announcement of the report of a Committee, its Chair, or a member thereof designated by the Chair,

Reports to be submitted to the Secretary.

## RULES OF ORDER

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shall be available and prepared to explain the report or the recommendation of the Committee. Printed reports of Committees dealing with matters other than pending proposals, and requiring no action by the House, and which have been delivered to members of the House in advance, shall be presented by title, except that the spokesperson for the report, upon request, shall be allowed five minutes for summarizing the same.

Resolutions to amend Constitution or Canons.

**14.** Any Resolution which involves an amendment to the Constitution or Canons, shall be referred by the President to the appropriate Legislative or Special Committee for action and simultaneously to the Committee on the Constitution or the Committee on Canons, as the case may be, and such Committee shall make certain that the Resolution is in proper constitutional or canonical form, achieves consistency and clarity in the Constitution or Canons, and includes all amendments necessary to effect the proposed change, and shall promptly communicate its recommendations to the Legislative or Special Committee. In such case the Committee shall neither concern itself with, nor report on, the substance of the matter referred to it, but whenever requested to do so by the Presiding Officer of the House, the Committee shall in its reports to the House make recommendations as to substance. The Committee on the Constitution and the Committee on Canons, when acting on a matter first heard in another Committee, shall not be required to give the notice required by Rule 12(d). No such resolution shall be placed on the Calendar until such Committee shall have approved it in proper constitutional or canonical form.

Requests for appropriations to Committee on Program, Budget and Finance.

**15.** Before final consideration by the House, the Joint Standing Committee on Program, Budget and Finance (PB&F) shall have been informed by the Committee considering any proposed action which, if adopted by General Convention, would require an appropriation of funds and PB&F shall have acknowledged receipt of such information by endorsement on the committee report or by other appropriate means. Implementation of any such resolution is subject to funding in the budget.

Dispatch of Business to set order when Committees are ready.

**16.** The Committee on Dispatch of Business, when in its opinion it is advisable, may provide that no Report of a Commission or Joint Committee, or of any Committee of this House to which any part of such Report has been referred, be made the order of business, until the reports of all Committees to which any part of such Report has been referred be ready to report thereon.

Exceptions to Rules 12 and 13.

**17.** The provisions of Rules 12 and 13 shall not apply to Committees having procedural matters only, including, but not limited to, the Committee on Elections, Committee on Certification of Minutes, Committee on Dispatch of Business; *Provided, however* the meetings of such Committees shall be open to Bishops, Deputies, and Visitors, except that, on a two-thirds majority vote of Committee members present, the Committee may go into executive session.

Proviso.

**18.** The Secretary shall prepare a Memorial Roll listing the names, Dioceses or Missionary Dioceses, dates of birth and death, and time of service in the General Convention, of all deceased members of the current or any preceding General Convention of whom memorials shall not theretofore have been made; and, after suitable devotions arranged by the Chaplain, such Memorial Roll shall be received by the House standing. Memorial Roll.

**V Commissions and Joint Committees**

**19 (a)** No Report of a Commission or a Joint Committee containing Resolutions, that has been printed and distributed to the members of this House at least three weeks before the meeting of the Convention, shall be read at length to the House, but the Chair or a member of that Committee or Commission may make an oral summary. Oral summary.

**(b)** If there be a minority report of such Commission or Joint Committee, a member of such minority shall be afforded an opportunity to make an oral summary on the floor of the House.

**20 (a)** Every Report of a Commission or Joint Committee shall be referred to the appropriate Legislative Committee of this House, if there be one; but, if not, to a Special Committee of this House. The House may at any time refer any Report or Resolution to the Committee on the Constitution to draft a constitutional amendment or to the Committee on Canons to draft a canon or amendment to the Canons which will carry into effect, if enacted, the Report or Resolution so referred. Referrals to appropriate Committees.

**VI Resolutions and Memorials**

**21 (a)** All Resolutions requiring concurrent legislative action shall contain the phrase, "*Resolved*, the House of \_\_\_\_\_ concurring," and shall be in such form that, when adopted by concurrent action of the House of Bishops or the House of Deputies pursuant to the Constitution and Canons, it shall constitute action of the General Convention. In proper form.

**(b)** Resolutions may be introduced only by:

- (1) Deputies.
- (2) Dioceses.
- (3) Provinces.
- (4) Standing Commissions.
- (5) Standing, Joint, and Legislative Committees.
- (6) The Executive Council.
- (7) Other Boards and Agencies created by and required to report to the General Convention.
- (8) The House of Bishops by Messages.

Submitting resolutions.

**(c)** All resolutions of Deputies shall be proposed by one Deputy and be endorsed by not less than two additional Deputies. Individual Deputies shall be limited to proposing not more than three resolutions. Endorsement.

**(d)** Except for Resolutions contained in Messages from the House of Bishops, Resolutions to be introduced must be in writing, filed with Resolutions to be in writing.

## RULES OF ORDER

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- In case of Canonical amendment. the Secretary of the House of Deputies, bearing a brief descriptive title and the name and Diocese of the Deputy or the name of the Commission, Committee or other organization presenting the same. In all cases where a Resolution seeks to amend a Canon or a Title of the Canons the form of Resolution submitted shall set out the enactment in the form prescribed by Canon V.1, shall include with a dash overstrike on each letter any words that are deleted by the amendment and shall underline any words which are added by the amendment; *Provided* that if the amendment of an entire Title is to be covered by one enactment under Canon V.1.4, the deleted text and the underlining of the new text need not be included but the proponent shall make adequate written explanation of the changes. The Secretary shall prepare a concise digest of each Resolution (including identification of the sponsor). The Secretary shall also provide each Deputy and Bishop with a copy of such digest and of each Resolution; shall provide each Legislative Committee to which the Resolution is referred a sufficient number of copies; and shall retain on file in the office of the Secretary additional copies for review by any Deputy or Bishop.
- Prefiled Resolutions. (e) Any such Resolutions received by the Secretary of the House of Deputies at least ninety (90) days prior to the opening date of the Convention shall be referred to the proper Legislative Committee or Special Committee Chair at least sixty (60) days prior to the opening date of Convention. The Secretary shall acknowledge receipt of all such Resolutions to the proposer.
- Referral to be made to one Committee. (f) Each Resolution shall be referred by the President to one appropriate Legislative Committee for action, or if, in the opinion of the President, there be no appropriate Committee, then to a Special Committee; or, in the discretion of the President, it shall be placed on the Calendar. Upon a vote of two-thirds of the members present, the House may consider immediately any Resolution. Each Resolution which involves an amendment to the Constitution or to the Canons shall be referred to the appropriate Legislative Committee on Constitution or on Canons pursuant to Rule 14; *Provided, however*, that the substance of any such Resolution may be considered by the House, sitting as a Committee of the Whole, prior to referral to, or report of, such appropriate Committee.
- Proviso. (g) The President may refer any Resolution, for information only, to an appropriate Legislative Committee other than it has been referred to for action or as to form. Consideration by such Committee shall not be required prior to action thereon by the House. The Resolution shall not be the subject of a report to the floor from such Committee.
- Procedural Resolutions. (h) Procedural Resolutions offered for the immediate action of the House shall be considered at once, unless objection be made or reference be requested, in which event the provisions of Rule 21(e) shall apply.
- Memorials. 22 (a) All Memorials shall contain the substance of the phrase, "The (*organization*) memorializes the General Convention to . . .," and shall be in such form as to urge action by the General Convention on a

Resolution already introduced or on any other matter on which the General Convention is requested to take action. The inclusion in a Memorial of a suggested form of Resolution shall not have the effect of requiring that the Memorial be given the status of a Resolution as defined in Rule 21.

**(b)** Memorials must be in writing, filed in duplicate with the Secretary of the House of Deputies, bearing a brief descriptive title and the identification of the person or organization filing the same. The Secretary shall prepare a concise digest of each Memorial (including identification of the sponsor) which digest shall be distributed to all Deputies and Bishops. The Secretary shall also provide each Legislative Committee to which the Memorial is referred a sufficient number of copies, and shall retain on file in the office of the Secretary additional copies for review by any Deputy or Bishop.

**(c)** Each Memorial shall be referred by the President to one or more appropriate Legislative Committees for information. Such Committee may consider such Memorial and submit to the floor a Resolution embodying the substance of such Memorial, but the Memorial itself shall not be the subject of a report from the Committee to which it is referred.

Memorials referred for information only.

**23.** The President, or the House, by a majority vote, may at any time refer any Resolution to a Special Committee on Drafting, appointed or to be appointed by the President, for the purpose of putting in proper language the substance of the matter so referred. Any Deputy desiring to introduce a Resolution, and any Legislative or Special Committee to which a Resolution has been referred, may request assistance in the proper drafting or redrafting of the substance of any matter.

Committee on Drafting.

**24.** Except by a vote of two-thirds of the members present, no new business requiring concurrent action shall be introduced in this House after the second legislative day of its session, and no matter which originated in this House and which requires concurrent action by both Houses shall be considered by the House during the last two legislative days.

Time limit on concurrent Resolutions.

**25.** Any Resolution not reported to the House by the third legislative day after its being referred to a Committee may be recalled by a two-thirds vote of the members present, and thereupon shall be placed upon the Calendar, unless the motion to recall include a provision that the question be taken up for consideration immediately upon the recall.

**VII Motions in Order of Precedence**

**26.** The following motions shall have priority in the order listed. The mover

Motions with priority.

- (1) cannot interrupt a member who has the floor;
- (2) must be recognized; and
- (3) the motion must be seconded.

Motions are subject to the following further rules:

**(a) To Adjourn or Recess**

- (1) Not debatable, if unqualified.
- (2) Not amendable.
- (3) Cannot be laid on table.
- (4) May be renewed after progress.
- (5) Majority vote.
- (6) The motion to adjourn shall always be in order, except that it shall not be offered when another member has the floor.

**(b) To Adjourn to Time Certain**

- (1) Debatable, as to the time, for two minutes to each speaker.
- (2) Amendable as to the time.
- (3) Cannot be laid on table.
- (4) May be renewed after progress.
- (5) Majority vote.

**(c) To Lay on Table or to Table**

- (1) Not debatable.
- (2) Not amendable.
- (3) Cannot be laid on table.
- (4) May be renewed after progress.
- (5) Majority vote.

**(d) To Vote Immediately or at Time Certain, or to Extend Debate**

- (1) Not debatable.
- (2) Amendable, as to time, if a time specified.
- (3) Cannot be laid on table.
- (4) May be renewed after progress.
- (5) Two-thirds majority to vote.
- (6) When applied to a Substitute, covers main Question also, unless otherwise specified.
- (7) At time fixed for vote to be taken, no motion shall be in order except to adjourn.

**(e) To Postpone to a Time Certain**

- (1) Debatable for two minutes to each speaker.
- (2) Amendable as to time.
- (3) May be laid on table.
- (4) May be renewed after progress.
- (5) Majority vote.
- (6) When applied to a Substitute, covers main Question also, unless otherwise specified.

**(f) To Commit or Recommit to any Committee**

- (1) Debatable, except as to a Legislative Committee.
- (2) Amendable as to the Committee to which to be sent.
- (3) May be laid on table.
- (4) May be renewed after progress.
- (5) Majority vote.

**(g) To Amend or to Substitute**

- (1) Amendments and Substitutions are debatable only when main Question is debatable.

- (2) One Amendment may be made to each independent or separable portion of a Resolution; and the right to amend extends only to one Amendment of that Amendment and to a Substitute and one Amendment thereto.
- (3) A Substitute and its Amendment may be laid on table, but cannot be otherwise voted on until original matter is perfected.
- (4) May not be renewed.
- (5) Majority vote.
- (6) Amendments and Substitutes must be germane.
- (7) Amendments and Substitutes may be withdrawn by maker, with consent of the seconder, before decision is had thereon.
- (8) If Amendment or Substitute is laid on table the effect is the same as if it had not been offered.
- (9) Neither the Substitute nor its Amendment shall be voted on (except to lay on table) until the original matter is perfected, and when the Original Question and Substitute are both perfected, the vote comes first on the adoption of the Substitute or the Substitute as amended.
- (10) When a Substitute is pending, the motion to postpone indefinitely shall not be in order; but, unless otherwise therein provided, the motions (i) to postpone to a certain time, (ii) to commit or to recommit, (iii) to take a vote immediately or at a certain time, or (iv) to extend limits of debate, shall cover both the Substitute and the main Question.
- (11) No action on an Amendment or Substitute changes the status of the original Question. The original Resolution, as so amended, then remains the Question before the House.

**(h) To Postpone Indefinitely**

- (1) Debatable, including main Question.
- (2) Not amendable.
- (3) May be laid on table.
- (4) May not be renewed.
- (5) Majority vote.

**VIII Motions Without Order of Precedence**

27. The following motions have no order of priority, but are subject to the following rules:

Motions without order or priority.

**(a) Appeal from Decision of Chair**

- (1) Must be made immediately after decision. Mover need not be recognized, but requires a second.
- (2) Debatable for two minutes by each speaker, each speaking once.
- (3) Not amendable.
- (4) May be laid on table.

- (5) Majority vote. A tie vote sustains Chair.
  - (6) Cannot be renewed.
- (b) To Take from Table**
- (1) Mover must be recognized and requires a second.
  - (2) Not debatable.
  - (3) Not amendable.
  - (4) Cannot be laid on table.
  - (5) Majority vote.
  - (6) May be renewed after progress.
- (c) To Recall from Committee**
- (1) Mover may be recognized.
  - (2) Debatable.
  - (3) Amendable as to whether to be considered or placed on Calendar.
  - (4) May be laid on table.
  - (5) Two-thirds majority vote.
  - (6) May be renewed after progress.
- (d) To Create Special Order of Day for a Particular Time**
- (1) Mover must be recognized and requires a second.
  - (2) Debatable.
  - (3) Amendable as to time.
  - (4) Cannot be laid on table.
  - (5) Two-thirds majority vote.
  - (6) May be renewed after progress.
- (e) Call for Order of the Day**
- (1) Mover may interrupt a member who has the floor and is not required to be recognized or to have a second.
  - (2) Not debatable.
  - (3) Not amendable.
  - (4) Cannot be laid on table.
  - (5) No vote required, but two-thirds majority vote is necessary to suspend general or special order.
  - (6) May be renewed after progress.
- (f) To Suspend the Rules or Take Up Business Out of Order**
- (1) Mover must be recognized and requires a second.
  - (2) Debatable; two minutes to each speaker.
  - (3) Not amendable.
  - (4) Cannot be laid on table.
  - (5) Two-thirds majority vote.
  - (6) Cannot be reconsidered or renewed.
- (g) To Divide the Question**
- (1) May be made without being recognized and even though another member has the floor. When the voting is by Dioceses and Orders, the request for division must be made by the entire Clerical or Lay representation from any Diocese.
  - (2) Not debatable.
  - (3) Cannot be amended.

- (4) Cannot be laid on table.
- (5) Majority vote, if vote required.
- (6) Can be reconsidered.
- (7) If the Question under debate contains several distinct propositions, which are independent of each other, at the request of any member the same shall be divided and a separate vote shall be taken, but the motion to strike out and to insert shall be indivisible.
- (8) If the propositions relate to the same subject, and yet each part can stand alone, they may be divided only on a regular motion and vote.

**(h) Objection to Consideration**

- (1) If objection made before debate is begun, the mover may interrupt a member who has the floor and is not required to be recognized or to have a second.
- (2) Not debatable.
- (3) Not amendable.
- (4) Cannot be laid on table, but yields to all privileged motions.
- (5) Two-thirds majority vote.
- (6) Negative, but not affirmative, vote may be reconsidered.

**IX Reconsideration**

**28.** Neither a Question once determined, nor any Question of like import, shall be drawn again into debate or presented for action again during the same Convention, except upon the adoption of a motion to reconsider the action previously taken on such Question. Motion to reconsider.

**29.** All motions to reconsider shall be made and seconded on the day the vote is taken on the matter sought to be reconsidered, or on the next succeeding day on which the House shall be in session. To be made on same or next day.

**30.** The effect of a motion to reconsider, if carried, is to restore the matter reconsidered to its status immediately prior to the original vote upon it. Effect of motion.

**31 (a)** In all Questions decided numerically, the motion to reconsider must be made by one Deputy, and seconded by another, who voted in the majority; or, in case of equal division, by those who voted in the negative. In case of a vote by orders, where there is a concurrence of both Orders, the motion shall be made by a majority of a Deputation from any Diocese of either Order voting in the majority; and, in case of a nonconcurrence of Orders, the motion shall come from a majority of a Deputation of that Order from a Diocese which gave the majority in the negative. In either case, a motion to reconsider may be seconded by a majority of any Deputation of either side, without regard to its previous vote. Who may move and second.

- (b)** Motions to reconsider are subject to the following further rules: Rules governing motion to reconsider.
- (1) Mover must be recognized and requires a second.
  - (2) Debatable when motion to be reconsidered is debatable.

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- (3) Not amendable.
- (4) May be tabled.
- (5) Two-thirds majority vote.
- (6) Cannot be reconsidered.
- (7) No Question can be twice reconsidered unless it was materially amended after its first reconsideration.

### **X Decorum and Debate**

Recognition by Chair.

**32.** When the President shall be in the Chair, no member shall address the House or make any motion until after recognition by the President, except to make a parliamentary inquiry, a point of order, or a motion not requiring recognition.

Rights of member who has floor.

**33.** No member shall address the President while any other member has the floor; except to present a parliamentary inquiry, a point of order, or a question of privilege touching the character of the House or of one or more of its members.

Speaking to the House.

**34.** When any member is about to speak or to deliver any matter to the House, he shall, with due respect, address himself to the President, state his name and his Diocese, and confine himself strictly to the point of debate.

On private discourse.

**35.** While the President is putting any Question, the members shall continue in their seats, and shall not hold any private discourse.

President to leave Chair before members are excused.

**36.** When the House is about to rise, every member shall keep his seat until the President leaves the Chair. Before putting to a vote a motion to adjourn, the President may make any communication to the House, or may cause any notice to be read by the Secretary.

Limits on debate.

**37.** Except by leave of the House, no member shall speak more than twice in the same debate, nor longer than three minutes at one time. The total time of debate on any Resolution or Message shall be a maximum of thirty minutes.

**38.** No applause shall be permitted during any session of the House or of the Committee of the Whole.

Question of order.

**39.** All questions of order shall be decided by the President, without debate, but any member may appeal from such decision, as provided in Rule 27(a). On such appeal the vote shall be upon the Question, "Shall the decision of the Chair be sustained?"

### **XI Voting**

Members must vote.

**40 (a)** Unless excused by the House, every member who shall be in the House when any Question is put must vote on a division.

When late vote may be recorded.

**(b)** Any member absent from the House when a vote is taken, but coming in before the final announcement of the vote on any Question, may vote thereon, if then permitted by the President, but not otherwise.

41. The vote upon any Question shall be taken by Dioceses and Orders whenever required by the Constitution or by Canon, or whenever required by the Clerical or Lay representation from three or more Dioceses, before the voting begins. Whenever a vote shall be taken by Dioceses and Orders (except in the case of elections), the vote of each Order in each Diocese shall be stated by one member in each Order as "Aye" or "No" or "Divided". If desired by the entire Deputation from any Diocese that the Deputation be polled, the vote of the individual Deputies representing that Diocese shall be stated and recorded, or if by ballot or electronic means shall be recorded. Such record shall be made, also, in respect of the individual members of every Deputation, if so ordered, without debate, by a majority of the House. In lieu of a roll call, a vote by Dioceses and Orders may be taken by such electronic or mechanical means as may be provided, or by written ballots of each Order, each such ballot to be signed by the Chairman, or, in the Chairman's absence, by another member of the Deputation in the Order for which the ballot is cast; and, if the vote of a Deputation be divided, it may indicate the individual names of the Deputies and their votes on the Question. The results of all votes by Orders, whether by voice vote, by ballot, or by electronic means, shall be posted.

Vote by Dioceses and Orders.

Poll of Deputation.

42. Whenever a vote shall be taken by Orders (except in the case of elections), the Secretary of the House of Deputies shall audibly announce in cases where the prevailing side is less than a two-thirds majority of either order, the nay and divided votes in each Order in each Diocese before announcing the result to the House, and the vote in each Order in each Diocese so announced shall be corrected before, but not after, the final announcement of the vote of the House.

Verification of votes before announcement of results.

43. Unless otherwise expressly provided, any Rule requiring a two-thirds majority shall be construed to mean the affirmative vote of two-thirds of the members of the House present and voting. Whenever a Vote by Orders is called for on a proposition requiring a two-thirds vote under these Rules of Order, if not expressly prohibited by constitutional requirements, the proposition shall prevail if it received a majority of votes cast in each Order.

Definition of two-thirds majority.

44. The election of President, Vice-President, or Secretary of the House, or of Treasurer of the General Convention, shall be by individual secret ballot; though, by unanimous consent and direction of the House, a single ballot may be cast by an officer of the House in its behalf.

Election of Officers by individual secret ballot.

**XII Messages from the House of Bishops**

45. Messages from the House of Bishops shall be handed by the Secretary of this House to the President, to be laid before the House as early as may be convenient. All such Messages communicating any legislative action on the part of the House of Bishops shall be referred, without debate, to the proper committee, unless, without debate, the

Procedure.

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House shall decide to consider such Message without such reference. The report of the Committee upon any Message so referred shall be entitled to consideration as of the date and priority of the original receipt of such Message. The question of its immediate consideration, to be decided by two-thirds vote as soon as the report is presented.

Messages not subject to motion to postpone or lay on table.  
Exception.

**46.** When, either without reference or after reference and report, the consideration of such Message shall have begun, 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 to lay on the table. However, consideration of such Message shall be subject to a motion for the appointment of a Committee of Conference, as hereinafter provided in this Rule 48.

Form of final action.

**47.** The final action of the House upon such Message shall be by vote upon the Question, "Shall this House concur in the action of the House of Bishops as communicated by their Message No. \_\_\_?" If amendments have been adopted, then shall be added the further words, "as amended." Upon the submission of such Question, all votes in the affirmative shall be counted in favor of such concurrence.

Committee of Conference.

**48.** If, during the consideration by this House of any action taken by the House of Bishops, a motion is made stating the position of this House and requesting a Committee of Conference, such motion shall have precedence and be put to vote without debate, and, if passed by a majority of the members of this House then present, a Committee of Conference shall be appointed. A Committee of Conference also shall be in order, with or without motion, (1) in cases where the House of Bishops has concurred, with amendments, in action by this House, or (2) in cases where this House has concurred, with amendments, in action taken by the House of Bishops. When a Committee of Conference has been ordered, final action upon the matter under consideration shall be deferred until the Committee on Conference shall have reported to this House; *Provided*, that such report shall be made not later than the next business day, or within one hour after the convening of the last session of this House in Convention assembled, whichever event shall first occur.

Report of.

**49.** The report of the Committee of Conference shall be subject to debate and to amendment in the House. Action of the House shall be by vote upon the Question, "Shall the House adopt as its action the report of the Committee of Conference?" or, if amended, ". . . the report of the Committee of Conference, as amended?"

Report of Committee debatable.

Procedures if House of Bishops has taken prior action.

**50.** In the event that the House of Bishops shall have taken final action on the report of the Committee of Conference prior to its consideration by this House, the Message from the House of Bishops conveying the result of its action shall be considered by this House in all respects as an original Message from the House of Bishops.

Authority of Chair to confer.

**51.** The Chair of any Legislative or Special Committee shall have full authority, either alone or with members of the Committee, to confer

with the Chair of any Committee of the House of Bishops having duties and responsibilities the same as, or similar to, those of the Committee of the House of Deputies of which the person is Chair.

### **XIII Committee of the Whole**

**52.** Whenever so ordered by a vote of a majority of the members present, the House may go into the Committee of the Whole for the consideration of any matter.

**53.** The President shall designate some member of the House to act as Chair of the Committee of the Whole, which, when in session, shall be governed by these Rules, as adapted by the Chair, subject to appeal to the Committee, and also to the following provisions: rise and report to the House shall take precedence.

President to name Chair.

**(a)** A motion to rise and to report to the House, with or without request for leave to sit again, may be made at any time, shall take precedence over all other motions, and shall be decided without debate by majority vote. No such motion shall be renewed until after further proceedings shall have been had in the Committee of the Whole.

Motion to rise and report.

**(b)** A motion that a vote on any pending proposition be taken immediately or at some designated time may be made and be disposed of by majority vote, without debate, at any time; but, as before provided, a motion to rise and report to the House shall take precedence.

Other rules.

**(c)** No motion to lay on the table shall be entertained.

**(d)** The Committee of the Whole cannot alter the text of a Resolution referred to it, but may adopt and report amendments for action by the House.

**54.** No debate shall be allowed in the House on any motion to permit the Committee of the Whole to sit again regarding the same subject matter. Requests for such permission shall take precedence over all other business, and the motion thereof shall be put to vote immediately, without reference.

Motion to sit on the same subject not debatable.

### **XIV Election of a Bishop**

**55.** When considering the election of a Bishop, the approval of the Candidate's testimonials, or assent to the Candidate's consecration, and when acting upon the election of the Presiding Bishop, the House shall sit as soon as practicable after the receipt of official notification from the House of Bishops of such elections.

To sit as soon as practicable.

**56.** The confirmation of the Presiding Bishop shall be by individual secret ballot, unless otherwise ordered by vote of the House, or unless a vote by Orders be required by the entire Clerical or Lay representation from any Diocese before the balloting begins.

Individual secret ballot.

**57.** Confidential notifications from the House of Bishops of the election by them of a Presiding Bishop or of any other Bishop shall be referred immediately, without reading, to the Committee on the

Immediate referral.

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Consecration of Bishops, which shall make report thereon to such session of the House.

### XV General Regulations

- Absence. **58.** Unless a member have leave from the President or be unable to attend, no member shall be absent himself from the service of the House.
- Platform seating. **59.** Seats upon the platform shall be occupied by officers of the House of Deputies, designated members of the Committee on Dispatch of Business, and such other persons as may be invited by the President or authorized by vote of the House.
- Admission to floor. **60 (a)** No one shall be admitted to the floor except members and officers of this House, and except that two Ordained Persons, and two Lay Persons who are duly authorized representatives of the Episcopal Church in Liberia, and like representatives of the Episcopal Church in Navajoland, shall have seat and voice in a designated section on the floor of the House. In addition, up to 18 youth (not more than two youth from each Province) who are duly authorized representatives known as the Official Youth Presence, shall have seat and voice in a designated section on the floor of the House.
- Seating for special guests. **(b)** Alternate Deputies and former members of the House; the Presidents of Church colleges and Deans of Church seminaries; the President, Vice- Presidents, Secretary, Treasurer, and elected Members of the Executive Council; and the Directors and Associate Directors of the Departments and General Divisions of the Executive Council may be seated in a section reserved for Special Guests, except during Executive Sessions.
- Alternate Deputies. **(c)** Alternate Deputies may not sit or vote with their Deputations, unless and until certified by the Committee on Credentials as a substitute for a Deputy.
- Privilege of speaking. **(d)** The President of this House may further grant to any designated representative of any of the Departments and General Divisions of the Executive Council the privilege of speaking, on the same footing as a member of the House, on any matter pertaining to the work of the representative's Department or General Division which is under discussion by the House.
- Voting by President and Vice-President. Proviso. **61.** When not occupying the Chair as presiding officer, the President and Vice-President, if duly elected Deputies, may sit with their Deputations and vote, both individually and in votes by Orders; *Provided, however,* that in an individual vote the presiding officer, whether or not an elected Deputy, may vote only in case the presiding officer's vote is necessary to break a tie.
- Relinquishing Chair. **62 (a)** The President may relinquish the Chair to the Vice-President, the Secretary, or any member, for any session or portion thereof, and may resume the Chair at any time, except during progress of debate. Likewise, the Vice-President, while presiding, shall have the same right to relinquish and resume the Chair.

- (b) In the event of the absence of the President at the opening of any session, the Vice-President shall assume the Chair; and if both be absent, the Secretary shall assume the Chair and conduct the election of a Chair *pro tem*, who shall relinquish the Chair upon the return of the President or the Vice-President. Absence of officers.
63. The President may appoint a Chaplain from among the Deputies. The President may delegate to the Chaplain Opening Prayers or other devotions or may call upon the Chaplain for special prayers at any time the President deems appropriate. Appointment of Chaplain.
64. The President may invite a distinguished visitor to speak for not more than ten minutes, or may extend the privileges of the floor to a representative of a Church agency, although not a Deputy, to speak for not more than five minutes to a report of that agency. Distinguished visitors and others.
65. Except with the assent of three-fourths of the members present, the House shall not accept any invitation, or participate in any exercises, which shall involve suspension, interruption, or abridgment of its regularly appointed sessions. Priority of appointed sessions.
66. Except when otherwise ordered by majority vote of the House, no books, pamphlets, or other printed matter shall be distributed in the House, or be placed on the seats or desks of the Deputies, without the express permission of the President; but this prohibition shall not apply to reports of Committees, or to any papers or other documents present to and accepted by the House or printed by its authority. Distribution of printed matter.
67. No smoking shall be permitted in the House chamber. When the House is in session, no one shall use communications devices, including, but not limited to, wireless telephones and pagers, while in the House chamber, except as approved by the President. Decorum in the House chamber.
- XVI Unanimous Consent**
68. By unanimous consent, any action may be taken that is not in contravention of any provision of the Constitution or the Canons. Rule of unanimity.
- XVII Rules in Force**
69. At the meetings of the House of Deputies, the Rules and the Orders of the previous meeting shall be in force until they are amended or repealed by the House. Rules and Orders of previous meeting.
- XVIII Amendments**
70. These Rules may be amended at any time by a two-thirds majority vote of the members present, but only after the proposed amendment has been introduced in the House, has been referred to the Committee on Rules, and the report of such Committee has been made to the House. The proposed amendment shall be subject to debate and amendment before a vote is taken. Amendment of Rules by two-thirds majority vote.

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### **XIX Robert's Rules of Order**

**71.** Except when in conflict with the Constitution or Canons, or any Rule herein contained, the latest edition of Robert's Rules of Order shall govern the interpretation of these Rules and the procedure to be followed.

#### **Standing Orders**

Seating of Deputations.

**I.** Prior to the meeting of each General Convention, the Secretary of the House of Deputies shall determine, by lot, the seats to be occupied by the Deputation from each Diocese.

Recording of attendance in Journal.

**II.** The names of Deputies who have not registered in the manner designated by the Secretary, shall be noted as absent in the List of Members, as printed in the Journal.

Notice boards.

**III.** Proper notice boards shall be provided in a prominent place in the chamber of the House of Deputies or in the lobby, upon which the Secretary shall cause to be posted notices of all the meetings of Committees and Commissions of the House.

Flags.

**IV.** At all times when the House is in session, the National and Church flags shall be flown on the platform.

Sergeant-at-Arms.

**V.** There shall be a Sergeant-at-Arms, a member of the House of Deputies appointed by the President, and such assistants as are required. Their duties, under the direction of the President or presiding officer, shall be:

- (a)** To maintain order and decorum in the House.
- (b)** To exclude from the floor of the House those not entitled to seats thereon.
- (c)** To exclude non-members and visitors when the House is in Executive Session.
- (d)** To escort distinguished visitors, and to perform such other ceremonial duties as may be assigned by the President or presiding officer.