

Position Descriptions
Committee Officers & Legislative Aides
78th General Convention
June 25 – July 3, 2015
Salt Lake City, Utah

Chair

- 1) Attend the meeting of HOD and HOB Legislative Committee Chairs meeting to be held in Salt Lake City May 6, 2015.
- 2) Attend the Orientation of Committee Officers and Legislative Aides to be held in Salt Lake City June 23, 2015 from 2 to 5 pm.
- 3) Work as a member of the leadership team of officers and assumes the leadership role of committee Chair.
- 4) Become familiar with the Joint Rules of Order and the HOD Rules of Order; becomes familiar with the proposed HOD Rules of Order in the Blue Book once published.
- 5) Become familiar with basic parliamentary procedure in order to preside effectively at committee meetings.
- 6) Begin work before General Convention if authorized by the President of the House of Deputies.
- 7) Consult and coordinate with the Chair of the parallel HOB Legislative Committee (if there is one).
- 8) Determine the committee meeting schedule (refer to the Draft General Convention calendar posted on the General Convention website).
- 9) Organize the committee starting no later than May 1 using the Extranet to begin work including:
 - welcome committee members and ask members to introduce themselves
 - develop and post a meeting schedule
 - develop committee norms or covenant
 - educate committee members about the different types of committee meetings (open, conference, and executive session as described in the current Rules of Order)
 - develop guidelines for those who testify before the committee
 - appoint a member of the HOD committee to serve the committee as Chaplain if desired (there could be chaplains from the HOD and the HOB committees and they could work together)
 - circulate and review pre-filed Resolutions
 - review and group Resolutions by category and topic

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- determine the need for subcommittees to take responsibility for beginning to work with a group of Resolutions; appoint subcommittee chairs
 - prioritize Resolutions assigned to the committee
 - identify Resolutions for which there will be hearings on June 23rd and 24th before Convention formally convenes; notify the General Convention Secretariat for posting on the General Convention website to provide required advance notice of the first public hearings
 - discuss Resolutions and other matters assigned to the committee with the understanding that committees may not perfect Resolutions because hearings cannot be held until Tuesday, June 23 (every matter that comes before the House requires a public hearing).
- 10) With the assistance of the Secretaries, track the status of all Resolutions, Memorials, and other matters to come before the committee.
 - 11) With the assistance of the Secretaries, keep track of Resolutions upon which the House of Bishops has acted.
 - 12) Keep seat as a Deputy in order to be available on the floor of the House as needed; committee officers do not relinquish their seat as a Deputy to an Alternate Deputy unless there is an emergency.
 - 13) Keep other committee Chairs informed about matters likely of interest to them.
 - 14) Set a consistently high standard for committee member performance in terms of diligence, punctuality, and preparedness. Take the committee's business seriously, but do not take yourself too seriously.

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Vice Chair

- 1) Attend the Orientation of Committee Officers and Legislative Aides to be held in Salt Lake City June 23, 2015 from 2 to 5 pm.
- 2) Work as a member of the leadership team of officers at the direction of the committee Chair.
- 3) Assist the Chair with his or responsibilities as requested and delegated.
- 4) Substitute for the Chair if necessary.
- 5) Chair a subcommittee if asked to do so by the committee Chair.
- 6) Keep seat as a Deputy in order to be available on the floor of the House as needed; committee officers do not relinquish their seat as a Deputy to an Alternate Deputy unless there is an emergency.

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Secretary

- 1) Attend the Orientation of Committee Officers and Legislative Aides to be held in Salt Lake City June 23, 2015 from 2 to 5 pm
- 2) Work as a member of the leadership team of officers at the direction of the committee Chair.
- 3) Take attendance of committee members at all committee meetings including hearings.
- 4) Ensure a quorum is present before voting and taking action on any matter.
- 5) Ensure that accurate and complete minutes are taken and all actions taken are recorded; meeting minutes are taken in accordance with directions provided by the staff of the General Convention Office.
- 6) Ensure that minutes are submitted in a timely fashion.
- 7) Track the status of all Resolutions, Memorials, and other matters to come before the committee.
- 8) Assist the Chair and Vice Chair to keep committee members informed about upcoming committee meetings and likely agenda items.
- 9) Coordinate with the Office of the Secretary of General Convention as necessary.
- 10) Ensure that all background and research reports from the Archives are made available to the committee.
- 11) Keep seat as a Deputy in order to be available on the floor of the House as needed; committee officers do not relinquish their seat as a Deputy to an Alternate Deputy unless there is an emergency

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Assistant Secretary

- 1) Attend the Orientation of Committee Officers and Legislative Aides to be held in Salt Lake City June 23, 2015 from 2 to 5 pm.
- 2) Work as a member of the leadership team of officers at the direction of the committee Chair.
- 3) Assist the Secretary as requested.
- 4) Project committee work on a screen during committee meeting, and edit Resolutions as the committee works on the Resolution or other matter.
- 5) Electronically file Committee Reports after necessary authorizations from the Resolution Review Committee and PB&F are obtained.
- 6) Track all legislation in the LPO (legislative processing system); watch for messages from the House of Bishops pertaining to this committee's Resolutions and ensure the Chair and Secretary are kept apprised.
- 7) Serve as primary contact for the liaison from Dispatch of Business.
- 8) Keep seat as a Deputy in order to be available on the floor of the House as needed; committee officers do not relinquish their seat as a Deputy to an Alternate Deputy unless there is an emergency

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Legislative Aide

- 1) Attend the Orientation of Committee Officers and Legislative Aides to be held in Salt Lake City June 23, 2015 from 2 to 5 pm.
- 2) Attend meetings of the House of Deputies Legislative Aides Committee chaired by the Rev. Paul Burrows, and work under his supervision and guidance.
- 3) Assist with the work of the committee at the direction of the committee officers, especially the Chair and the Secretaries.
- 4) Coordinate with the Committee on Dispatch of Business liaison assigned to the committee.
- 5) Obtain legislative process information from the Secretariat.
- 6) Assist with arrangements for committee meetings and hearings.
- 7) Manage the logistics of hearings including witness registration and room set-up; for especially large hearings, arrange a suitable venue through the Secretariat and be available to the Chair throughout the hearing.
- 8) Maintain neutrality in regard to Resolutions and other matters being considered by the committee.

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