

**Position Descriptions & Timeline**  
**House of Deputies Committee Officers & Dispatch of Business Liaisons**

**80<sup>th</sup> General Convention**  
**July 7-14, 2022**

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**1) HOD Legislative Committee Chair**

- 1) Prepare for and attend all online and in person training and information sessions for legislative committee officers as invited.
  - Tuesday, September 28, 2021 (2:00 – 5:00 pm ET) – Legislative Committee Officers Training
  - Wednesday, October 20, 2021 (2:00 – 3:30 pm ET) – Legislative Committee Training for all Legislative Committee Members
  - Wednesday, February 16, 2022 (2:00 – 3:30 pm ET) – Technical Training for Hearings for Officers & Dispatch of Business Liaisons
  - Wednesday, May 4, 2022 (2:00 – 4:00 pm ET) – Legislative Chairs Meeting
  - Tuesday, July 5, 2022 (10:00 am – 12:00 pm ET) – Legislative Committee Officers Meeting in Baltimore
- 2) Work as a member of the team of officers of your HOD committee and assume the critical leadership role of committee chair; work as a collegial member with all HOD committee chairs sharing information, resources, and expertise as appropriate.
- 3) Attain a working knowledge of the HOD Rules of Order and the Joint Rules of Order; become familiar with the any proposed revisions to the HOD Rules of Order once published.
- 4) Become familiar with basic parliamentary procedure (including the HOD Rules of Order as applicable to legislative committees and Robert’s Rules of Order) to preside effectively at legislative committee meetings. Attend online training opportunities prior to General Convention.
- 5) Prior to and during General Convention, consult and coordinate with the chair of the parallel HOB Legislative Committee (if there is one).
- 6) Determine the committee meeting schedule using the parameters set by the General Convention Office; remember that while it has become customary for HOD and HOB parallel legislative committees to meet jointly, there may be instances when either committee may elect to meet separately.

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- 7) Organize the HOD committee to begin work using the online platform managed by the General Convention Office. In organizing the committee, chairs are expected to work with other officers to:
- welcome committee members and ask members to introduce themselves
  - develop and post a meeting schedule
  - develop committee norms or a covenant (samples are available)
  - educate committee members about the different types of committee meetings as described in the HOD Rules of Order
  - develop guidelines for those who testify before the committee (samples are available)
  - appoint a member of the HOD committee to serve the committee as chaplain if desired; there may be chaplains from the HOD and the HOB committees and they may work together if the two chairs so decide
  - circulate and review all pre-filed Resolutions
  - review and group Resolutions by category and topic
  - determine the need for subcommittees for groups of related Resolutions; appoint subcommittees and subcommittee chairs
  - prioritize Resolutions assigned to the committee
  - understand that every Resolution must be noticed for a public hearing; identify Resolutions for which there will be hearings online prior to General Convention, identify Resolutions for which there will be hearings July 5 and 6, 2022 in Baltimore prior to the first legislative session which convenes July 7; notify the General Convention Secretariat for posting on the General Convention website to provide the required advance notice of hearings.
- 8) Make use of and interface with the HOD Resolution Review Committee which will provide information and guidelines for all HOD committees.
- 9) With the assistance of the HOD legislative committee secretary, HOD legislative committee assistant secretary, and HOD Dispatch of Business liaisons, track the status of all Resolutions and other matters to come before the HOD committee. Watch the HOD Calendar closely to anticipate when your committee's Resolutions will be on the action Calendar during General Convention and be prepared to make a presentation to the full HOD using the introductory script which will be provided to HOD chairs prior to arriving in Baltimore; alert your committee members when you know that a Resolution is coming to the floor.
- 10) With the assistance of the HOD legislative committee secretary, HOD legislative committee assistant secretary, and HOD Dispatch of Business liaisons, keep track of Resolutions on which the House of Bishops has acted.
- 11) Keep other HOD legislative committee chairs informed about committee proceedings likely of interest to them; ask for comparable notice from them.

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- 12) Keep your seat as a deputy to be available on the floor of the House as needed; legislative committee officers do not relinquish their seats to alternate deputies unless there is an emergency.
- 13) Set a consistently high standard for committee member performance in terms of attendance, punctuality, diligence, and preparedness. Speak to the president of the House of Deputies if a committee member does not attend meetings so the president may consider a replacement.

**2) HOD Legislative Committee Vice Chair**

- 1) Prepare for and attend all online and in person training and information sessions for legislative committee officers as invited.
  - Tuesday, September 28, 2021 (2:00 – 5:00 pm ET) – Legislative Committee Officers Training
  - Wednesday, October 20, 2021 (2:00 – 3:30 pm ET) – Legislative Committee Training for all Legislative Committee Members
  - Wednesday, February 16, 2022 (2:00 – 3:30 pm ET) – Technical Training for Hearings for Officers & Dispatch of Business Liaisons
  - Tuesday, July 5, 2022 (10:00 am – 12:00 pm ET) – Legislative Committee Officers Meeting in Baltimore
- 2) Work as a member of the leadership team of officers at the direction of the HOD legislative committee chair.
- 3) Assist the HOD legislative committee chair with the chair's responsibilities as requested and when delegated.
- 4) Attain a working knowledge of the HOD Rules of Order and the Joint Rules of Order; become familiar with the any proposed revisions to the HOD Rules of Order once published.
- 5) Become familiar with basic parliamentary procedure (including the HOD Rules of Order as applicable to committees and Robert's Rules of Order) to preside effectively at committee meetings if requested to do so by the chair. Attend online training opportunities prior to General Convention.
- 6) Substitute for the HOD legislative committee chair when requested by the chair.
- 7) Serve as the chair of an HOD legislative subcommittee if asked to do so by the HOD chair.
- 8) Keep your seat as a deputy to be available on the floor of the House as needed; legislative committee officers do not relinquish their seats to alternate deputies unless there is an emergency.

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**3) HOD Legislative Committee Secretary**

- 1) Prepare for and attend all online and in person training and information sessions for legislative committee officers as invited.
  - Tuesday, September 28, 2021 (2:00 – 5:00 pm ET) – Legislative Committee Officers Training
  - Wednesday, October 20, 2021 (2:00 – 3:30 pm ET) – Legislative Committee Training for all Legislative Committee Members
  - Wednesday, January 12, 2022 (2:00 – 3:30 pm ET) Training for Secretaries on Actions & Protocols
  - Wednesday, February 16, 2022 (2:00 – 3:30 pm ET) – Technical Training for Hearings for Officers & Dispatch of Business Liaisons
  - Tuesday, July 5, 2022 (7:30 – 9:00 am ET) – Committee Secretaries Meeting in Baltimore
  - Tuesday, July 5, 2022 (10:00 am – 12:00 pm ET) – Legislative Committee Officers Meeting in Baltimore
- 2) Work as a member of the leadership team of officers at the direction of the HOD legislative committee chair.
- 3) Take attendance of HOD legislative 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 HOD committee actions are recorded; meeting minutes are taken in accordance with directions provided by the staff of the General Convention Office.
- 6) Ensure that HOD legislative committee minutes are submitted in a timely fashion and when requested by the HOD Secretariat.
- 7) Track the status of all Resolutions, Memorials, and other matters to come before the HOD legislative committee with the assistance of the HOD assistant secretary and HOD Dispatch of Business liaisons.
- 8) Assist the chair and vice chair to keep HOD legislative committee members informed about upcoming committee meetings and likely agenda items. Watch the HOD Calendar closely to anticipate when the committee's Resolutions will be on the action Calendar.
- 9) Coordinate with the HOD Secretariat as necessary.

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- 10) Maintain a cooperative relationship with the HOB secretary; remember that each House does its own secretarial work for its legislative committee.
- 11) Serve as the primary contact for the HOD Dispatch of Business liaisons.
- 12) Working as a team with the HOD Dispatch of Business liaisons, provide technical support in Zoom meetings and hearings potentially including hosting meetings, sharing files, managing the waiting room, managing audio controls, and providing basic technical support to members and guests.
- 13) Ensure that all background and research reports from the Archives are made available to the HOD legislative committee.
- 14) Keep your seat as a deputy to be available on the floor of the House as needed; legislative committee officers do not relinquish their seats to alternate deputies unless there is an emergency.

**4) HOD Legislative Committee Assistant Secretary**

- 1) Prepare for and attend all online and in person training and information sessions for legislative committee officers as invited.
  - Tuesday, September 28, 2021 (2:00 – 5:00 pm ET) – Legislative Committee Officers Training
  - Wednesday, October 20, 2021 (2:00 – 3:30 pm ET) – Legislative Committee Training for all Legislative Committee Members
  - Wednesday, January 12, 2022 (2:00 – 3:30 pm ET) Training for Secretaries on Actions & Protocols
  - Wednesday, February 16, 2022 (2:00 – 3:30 pm ET) – Technical Training for Hearings for Officers & Dispatch of Business Liaisons
  - Tuesday, July 5, 2022 (7:30 – 9:00 am ET) – Committee Secretaries Meeting in Baltimore
  - Tuesday, July 5, 2022 (10:00 am – 12:00 pm ET) – Legislative Committee Officers Meeting in Baltimore
- 2) Work as a member of the leadership team of HOD legislative committee officers at the direction of the HOD chair.
- 3) Assist the HOD legislative committee secretary as requested.
- 4) Determine how best to make Resolutions available during meetings; determine how best to edit committee work during meetings.

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- 5) Electronically file HOD Legislative Committee Reports in the LPO system, following protocols for resolution amendment, after necessary authorizations from the HOD Resolution Review Committee and the Joint Standing Committee on Program, Budget and Finance (PB&F) are obtained.
- 6) Track all legislation in the LPO (legislative processing system); watch for messages from the House of Bishops pertaining to the HOD committee's Resolutions and ensure the HOD legislative committee chair, HOD legislative committee vice chair, and HOD legislative committee secretary are kept apprised.
- 7) Working as a team with the Dispatch of Business liaisons, provide technical support in Zoom meetings and hearings potentially including hosting meetings, sharing files, managing the waiting room, managing audio controls, and providing basic technical support to members and guests.
- 8) Assist with arrangements for HOD legislative committee meetings and hearings during General Convention in Baltimore. With assistance from HOD legislative committee members, 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 HOD chair throughout the hearing.
- 9) Keep your seat as a deputy to be available on the floor of the House as needed; legislative committee officers do not relinquish their seats to alternate deputies unless there is an emergency.

**5) HOD Dispatch of Business Liaison**

- 1) Prepare for and attend all online and in person training and information sessions for legislative committee officers as invited.
  - Wednesday, October 20, 2021 (2:00 – 3:30 pm ET) – Legislative Committee Training for all Legislative Committee Members
  - Wednesday, October 20, 2021 (3:30 – 4:00 pm ET) – Training for Dispatch of Business Liaisons
  - Wednesday, February 16, 2022 (2:00 – 3:30 pm ET) – Technical Training for Hearings for Officers & Dispatch of Business Liaisons
  - Tuesday, July 5, 2022 (10:00 am – 12:00 pm ET) – Legislative Committee Officers Meeting in Baltimore
- 2) Work under the supervision and guidance of the House of Deputies Committee on Dispatch of Business chaired by Deputy Ryan Kusumoto.
- 3) Assist with the work of the HOD legislative committee at the direction of the HOD committee officers, especially the HOD secretary.

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- 4) Working as a team with the HOD legislative committee secretary and HOD legislative committee assistant secretary, provide technical support in Zoom meetings and hearings potentially including hosting meetings, sharing files, managing the waiting room, managing audio controls, and providing basic technical support to members and guests.
- 5) Maintain neutrality regarding all Resolutions and other matters being considered by the HOD legislative committee; the primary role of a Dispatch of Business liaison is to assist with facilitating the legislative process rather than participating in drafting or debating Resolutions or other matters before the HOD legislative committee.
- 6) Keep your seat as a deputy to be available on the floor of the House as needed; Dispatch of Business liaisons do not relinquish their seats to alternate deputies unless there is an emergency.

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**Legislative Committee Timeline**

**2021**

September 28	Legislative Committee Officers Training (via Zoom) 2:00 – 5:00 pm ET
October 4	Meeting Sign Up process begins
October 20	Legislative Committee Members Training (via Zoom) 2:00 – 3:30 pm ET  Dispatch of Business Liaisons Training (via Zoom) 3:30 – 4:00 pm ET
November 1	Legislative Committees may begin work
November 22-26	No meetings for Holiday
December 4 – January 17	Meetings by special request only

**2022**

January 18	Legislative Committee work resumes
February 16	Legislative Officers technical training for Hearings (via Zoom) - Training for Chairs/Vice Chairs - Training for Secretaries (LPO) - Training for Dispatch of Business Liaisons (Technical Support) 2:00 – 3:30 pm ET
February 17	Legislative Hearings begin Legislative Committee meetings continue
May 4	Legislative Committee Chairs meeting (via Zoom) 2:00 – 4:00 ET
May 21	Final Legislative Day prior to arrival in Baltimore

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