

**From the By-Laws of**  
**THE STANDING COMMITTEE**  
**OF THE DIOCESE OF LONG ISLAND**  
**ARTICLE V - AGENDA**

**Section 1. Access to Agenda**

(a) The Standing Committee of the Diocese of Long Island is a separate and distinct ecclesiastical body, established by the Constitution and Canons of the Episcopal Church and the Diocese of Long Island and recognized by the statutes of the State of New York, having duties, obligations, privileges and rights so established.

(b) Access to the Agenda of the Standing Committee by any person, corporations or other legal or canonical body is established by such constitutions, canons and statutes as of right and does not require the permission or leave of any other person or body except as expressly provided in such constitution, canon or statute.

(c) Any person, corporation or body wishing to lay a matter or appear before the Standing Committee in any matter or business which may properly come before the Standing Committee shall so advise the secretary, or if he be absent, the president, or their designated agent, or if they be absent, any member of the Standing Committee, and request that the matter or appearance be put upon the Agenda of the Standing Committee for a stated meeting.

(d) Any such request shall:

(i) include a description by title of the substance of the matter to be considered in sufficient detail to advise the members of the matter or matters to be before the Standing Committee;

(ii) be accompanied by any and all documents, files, or instruments that will be required by the Standing Committee for full consideration and appropriate action; and

(iii) be presented to the secretary, president, agent or member not later than seven (7) days prior to the date of the stated meeting at which the matter is to be considered.

(e) A request for the consideration of any emergency matter may be made at any time and upon such terms as the president or secretary shall deem appropriate.

**Section 2. Communications**

Unless otherwise provided by constitution, canon or statute all communications on matters considered by the Standing Committee shall be made by the secretary, or, in its absence, the president, or in the absence of both of them, by a member so designated by the Standing Committee.