



**How to Use the GCSRW Monitoring Forms  
Monitoring for Inclusiveness (gender, race, disability, clergy/laity)**

Identify if this is a plenary or a legislative committee session on the monitoring form.

**Top Section:** monitor's name, date, time, type of session, and demographic information about the presiding officers can be filled in immediately. Under "Podium" on the Plenary sheet, only make a hash mark to represent each presenter, each presiding bishop (make the hash marks for remarks and the number of times speaking on the lower section, far left column – "Presider").

**Floor in the Plenary Session:** there is space for hash marks for each time the presiding officer, assisting bishop, and/or the presenters make considerable remarks from the podium – "Presider." You can circle those marks that refer to a certain presider/presenter if you wish to distinguish them for reference to gender, race, disability, or age later.

Each time the presiding officer recognizes someone from the floor,

- 1) make hash mark under female, male or non-binary.
- 2) make hash mark for the same individual under clergy or lay,
- 3) make hash mark if it is a racial/ethnic female, male or non-binary if that is readily perceived.
- 4) Make a hash mark if the person identifies with a disability.
- 5) make hash mark if it appears to be a youth (17-26) or a young adult (26-40), or an adult (40-60) and an older adult (65+ older).
- 6) finally make a hash mark by the number of the microphone used (at the very bottom)

If more than one person presides, or there are multiple presenters, circle the that pertain to each presenter and identify in the margin if you can. This is not critical, however.

In addition, during the plenary presentations and debate, keep a list of the topics that are discussed or presented on the back of the form for future reference.

**Things to watch for:**

1. **Every time someone is recognized to speak, make a mark – that is called a "response opportunity" that the presiding officer gives to a speaker.**
2. **Make a mark for "points of order" if the person is recognized.**
3. **If speakers go longer than a minute or so...make a circle around that mark to indicate lengthy speech. How speakers monopolize "air time" of the group is a power/control piece sometimes.**
4. **Note any questions, any verbatim examples of exclusive language (re: gender, race, disability or age) on anyone's part.**



## General Commission on the Status and Role of Women

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5. **If you have questions about how to handle a specific situation in monitoring, write it down and get it to staff that day. Your questions may be relevant to all the other monitors as well.**
6. **If a speaker is a “repeater” write an “R” by their mark.**
7. **BE SURE to count the number of voting members present at each session. It is not accurate to go by the membership of the committee in the DCA as who is actually present that session.**
8. **Use a different form for each session of a committee (one for Wed. a.m. session, another for Wed p.m. session, another for Wed. eve session), and be sure to list on the back the issues or procedures that are discussed in each session.**