Introduction to PC-Biz

PC-Biz allows anyone to see and follow the business of a General Assembly meeting. Visit www.pc-biz.org or click the link found on the GA224 website. Contact OGA staff at biz.help@pcusa.org if you have any questions or need help. Students Assistants are also available to help during the assembly.

About this Course

How to Search PC-Biz
Keeping Track of Business
PC-Biz in Committee
PC-Biz in Plenary
About this Course

Welcome! This course is part of the 224th General Assembly (2020) Commissioner Pre-Assembly Training offered by the Office of the General Assembly (OGA), Presbyterian Church (U.S.A.).

Course Objectives

This course introduces PC-Biz, the Presbyterian Church (U.S.A.)'s online platform for seeing and following the business of a General Assembly. It will take approximately 10-15 minutes.

The course covers the following:

- How to search;
- Benefits of creating an account;
- Tools to help you track business;
- Finding committee information;
- and more.

How to Search PC-Biz

Simple search example

Let's start with an example: As a commissioner to the assembly, you want to search for any assembly business related to peacemaking.

Click the "Search" function.

Visit www.pc-biz.org or your mobile device or computer and click the "Search" option in the top menu.
Enter your search term(s).

In this example, we've done the following:

- Typed "peacemaking";
- Selected the 222nd GA (2016) from the drop-down list;
- When ready we'll click "Search".

You may also restrict your search to a particular committee, if desired.
Search results are displayed.

PC-Biz populates the screen with the items of business that match your search terms.

Click an item of business.

We found what we wanted, Item 12-06 Risking Peace in a Violent World.

Click an item of business.

Item of business in detail
Let's have a closer look at an item of business, in this example 12-06.

**Basic information** - this section lists the item’s basic information, such as the item number, title and source, and sponsoring entity.

**Item of business components** - this menu provides quick access to the item’s various components; click a component to show it in the window.

**Action Summary** - lists, at a glance, the official actions related to the item of business.

**Assembly Action** - lists the action taken by the assembly and the final text.

Committee action, the original recommendation, financial implications, comments, resources, and translations are also included here (not visible on screen).

**Advanced search example**
PC-Biz can help find you find specific information. In this advanced search example, we want to see all the items that a particular committee "Approved as Amended".

"More Options" feature

We'll start the search by selecting two items from the basic drop-down menus: "222nd GA (2016)" and "Church Polity and Ordered Ministry". Next, we'll click "More options".

Filtering a search.

New filters (drop-down menus) appear on the screen; you may use one or more of them. Here under "Committee Action" we selected "Approved as Amended" and clicked "Search".

Filtering a search.

Advanced search results.
There are four items of business that meet are search criteria. Clicking on the items in this list will show the item's full details.

Advanced search results.

Keeping track of business

Consider creating an account

Anyone can visit www.pc-biz.org and see the business that's before the Assembly. There are a few features though that are only available if you sign in to PC-Biz, such as Notes and Watch List; these features make it easier to track business.

Create an account.

Click "Register".
Click "Register".

*Enter your details.*

Complete the fields shown on screen. Note the "Organization" drop-down lists several options, in addition to "Unaffiliated". Finally, click "Register".

Enter your details.
**Sign in to PC-Biz**

When you want to sign in, click "Login" from the top-right menu, enter your email address and password, then click "Log in".

![Log in to PC Biz](image)

**Features to help you track business.**

Now that you have an account and are signed in to PC-Biz, several new features are available to you.

For this example, you are a commissioner with the Bills and Overtures committee, however, you want to track peacemaking business that's assigned to another committee.

**Start with the item of business.**

Locate the item(s) you're interested in following, in this example item 12-06.
Start with the item of business.

Add the item to your "Watch List".

Click "Watch Item" on the menu; it is now starred.

Add the item to your "Watch List".
Make notes for the item.

Click "Notes" to bring up the Notes dialog box. Type your notes, click "Add Note", and then Click "OK". Your notes are private and only viewable by you.

![Add Notes dialog box]

Make notes for the item.

Show items.

Your watch list items and items with notes are now listed on the PC-Biz home screen (provided you are signed in).

The "Show items" drop-down allows you to apply additional filters. In this example, item 12-06 is on our watch list and also has notes (yellow icon).
PC-Biz in Committee

Find committee information

For this example, you are a commissioner with the Mid Councils committee and you want to see the committee's business, meeting schedule, and membership.

Open your committee's page.

Start by clicking "Committees" on the top menu. Next, make the appropriate drop-down selections under "Event" and "Committee".
Open your committee’s page.

*Business before the committee.*

Items assigned to your committee are listed here, along with additional drop-down filters. Here we selected "Information for Committee" under the "Item Type" drop-down filter.

For more information on items of business, refer to the section Keeping Track of Business.

<table>
<thead>
<tr>
<th>Item</th>
<th>Item Title</th>
<th>CA</th>
<th>AA</th>
</tr>
</thead>
<tbody>
<tr>
<td>[05-03]</td>
<td>[Not Referred for Lack of a Concurrence.]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[05-04]</td>
<td>[Not Referred for Lack of a Concurrence.]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Business before the committee.*
PC-Biz in Plenary

SessionSync

SessionSync displays the item that’s currently being considered during Plenary or a Committee meeting. Click the green icon to enable SessionSync.

Submit motions.

Commissioners now have the option to use PC-Biz to submit electronic motions. You may also use paper motion forms.
To submit electronically, click "Submit Motion" on the top menu and fill out the form. Once you fill in all the fields, click the “Submit Motion” at the bottom of the form. You will receive an acknowledgement in the inbox of the Message Board.

This will display the Submit Motion Feature includes the following fields:

“This motion refers to item”: select the IOB which your motion refers to.

“Motion text”: write the text of your motion or copy and paste it from any other document.

“Does this motion have financial implications?”

“Has the Financial Implications Team advised you of costs?”

“What are the financial implications?”

“Motion made by”: by default, your name will appear. You can change it if you are submitting the motion in the name of other Commissioner. We will know that you submitted the motion for the other person.

Other additional information: Presbytery, Row, Seat and Nearest Microphone.
Submit Motion

In order to expedite the flow of business:

- Please enter your motion on this form before securing recognition from the Moderator.
- Please check to see if your motion has different financial implications than the recommendation to which it refers. If so, ask the Financial Implications Team to cost it prior to presenting it on the floor.
- After submitting this form, you will receive a copy of it via the PC-Biz message board.

If your motion is written on a paper form, please give it to the Parliamentary Assistant seated by the microphone, who will deliver to the platform ahead of the time you plan to make the motion. If possible, your motion will be displayed on the screen.

This motion refers to:

[01-01] Proposed Docket.

Does this motion have financial implications?  Yes  No
Has the Financial Implications Team advised you of costs?  Yes  No
What are the financial implications?

Motion made by:
Barbara Accord

Presbyterian:
Unaffiliated

Row:

Seat:

Nearest Microphone #:

Submit Motion

Submit motions.