

POLICY ON POLICIES

Submitted by UUCC Policy Manual Development Team (Regina Moody and Buzzie Kelly) 3/19/14 and 6/18/14
Adopted by UUCC Board: June 18, 2014
Amended by UUCC Board: July 16, 2014

1.0 RATIONALE/PURPOSE

This policy is to address the process for developing, issuing, and maintaining all UUCC policies. It defines the roles and responsibilities of the different participants in this process, the process for proposing a policy, and how a policy becomes adopted by the Board of Trustees. It also details how to preserve a record of policies in order to create an institutional memory of what was done and why.

2.0 DEFINITION

Policy: A statement of UUCC philosophy and direction, established to provide guidance and assistance to the congregation in the conduct of its affairs. A policy is a governing principle that mandates or constrains actions, has congregation-wide application, changes infrequently and sets a course for the foreseeable future, helps insure compliance with applicable laws and regulations, and is approved by the Board of Trustees.

Proposal: A proposed policy or policy revision in written form following the format described below.

3.0 POLICY

1. The Board of Trustees of the Unitarian Universalist Congregation of Columbia (UUCC) will develop and maintain a UUCC Policies Manual, hereafter referred to as “the Manual.”
2. The Secretary of the Board shall be responsible for recording any additions, amendments, revisions, or deletions to the Manual and for communicating them to the congregation. Any new, amended, or revised policy shall be included in its entirety as part of the Board meeting minutes and shall be posted online within 7 days of adoption by the Board.
3. A hard copy of the Manual shall be displayed in a conspicuous place and made conveniently available to all members and friends of the UUCC; an electronic version will be filed on the UUCC website. The electronic version shall be authoritative.
4. The Board shall review the Manual periodically with an eye to currency, consistency, accuracy, and conformity with the UUCC Bylaws.
5. A new policy or policy revision, hereafter referred to as “proposal,” may be proposed by Board members, UUCC committees, task forces, program groups, or staff members. In order to be considered for adoption by the Board, the proposer shall be placed on the Board agenda.
6. Any proposal shall be presented in writing for adoption at a minimum of two successive meetings of the Board, as described in “Procedure for Presenting a Policy Proposal” (see Attachment A). At least one week prior to the initial presentation, the proposal shall be emailed to all Board members. The initial presentation shall be for information. If the Board agrees by majority vote to proceed, the proposal will be presented at the next Board meeting for adoption. If revisions have been requested by the Board, the revised proposal shall be emailed to all Board members at least one week prior to the meeting. If approved at the

second meeting by majority vote, the proposal shall be considered adopted. If not approved, the proposal may be revised and presented to the Board as a new proposal.

7. If the need for a new Board policy or change in an existing policy is regarded as urgent, the individual initiating the matter can request adoption on an emergency basis with only one reading. If the proposal is approved by a three-fourths vote of attending Board members, it shall be considered adopted.
8. A proposal shall follow the standard policy format (see Attachment B).
9. All Trustees, committee chairs, and staff members are to be oriented annually to the contents and availability of the Manual.

Attachment A

PROCEDURE FOR SUBMITTING A POLICY PROPOSAL

DEFINITIONS

Policy: A statement of UUCS philosophy and direction, established to provide guidance and assistance to the congregation in the conduct of its affairs. A policy is a governing principle that mandates or constrains actions, has congregation-wide application, changes infrequently and sets a course for the foreseeable future, helps insure compliance with applicable laws and regulations, and is approved by the Board of Trustees.

Proposal: A proposed policy or policy revision in written form following the format described in the attachment.

PROPOSAL PROCEDURE

1. A new policy or policy revision, hereafter referred to as “proposal,” may be proposed by Board members, UUCS committees, task forces, program groups, or staff members.
2. In order to be considered for adoption by the Board, the proposer should contact the Board President and ask to be placed on the Board agenda at two consecutive Board meetings.
3. The proposal shall be presented in writing for adoption at two successive meetings of the Board, following the standard format in Attachment B. The initial presentation shall be for information. Copies of the proposal should be given to all Board members at the meeting.
4. No more than three (3) people responsible for the proposal should attend the Board meeting to explain the need for the proposal and answer any questions.
5. During the discussion, the Board may suggest minor revisions to the proposal. If, after discussion, the Board agrees by majority vote to proceed, the final proposal (incorporating any minor revisions) will be presented at the next Board meeting for consideration.
6. The proposer should bring copies of the final proposal to that meeting. If the proposal is approved at the second meeting by majority vote, the proposal shall be considered adopted.
7. If substantial revisions are requested by the Board at the initial meeting, the proposal should be revised and copies of the revised proposal provided to all Board members at least one week prior to the second meeting. If the revised proposal is approved at the second meeting by majority vote, the proposal shall be considered adopted.
8. If the revised proposal is not approved, the proposal may be revised again and presented to the Board as a new proposal, following the same procedure described above.
9. If the need for a new Board policy or change in existing policies is regarded as urgent, the individual initiating the matter can request adoption on an emergency basis with only one reading. Copies of the proposal should be presented to all Board members at that meeting. If the proposal is approved by a three-fourths vote of attending Board members, it shall be considered adopted.

Attachment B

STANDARD POLICY FORMAT

POLICY ON _____

Submitted by Names of submitters: date submitted

Adopted by UUCB Board:

1.0 RATIONALE/PURPOSE

Describe the rationale or purpose for this policy.

2.0 DEFINITIONS

Define terms as needed. This section may be left blank.

3.0 POLICY

1. List the policies here. Subcategories may be added as needed. Attachments may be included as needed.