

Standing Rules of the UUNB Board of Trustees

CHANGE HISTORY

DATE	SECTION	SUMMARY OF CHANGE	DATE APPROVED
1/15/22	8	Suspension of quorum requirements	1/15/22
2/15/22	ALL/8	Reformatted outline/addition of procedures for hybrid / Zoom congregational meetings	2/15/22

SECTION 1: FISCAL YEAR

The fiscal year will be from January 1 to December 31.

SECTION 2: SCHEDULED CONGREGATIONAL MEETINGS AND AGENDAS

The agendas for the Scheduled Congregational Meetings will be prepared by the President or his/her designee and made available to the congregation for changes and additions for 3 weeks in advance of the meetings. The January meeting is the annual congregational meeting to include these specific items: the state of UUNB, certification of membership and setting quorum requirements, nomination, election and installation of officers and trustees, election of the Leadership Development Committee, and adoption of the annual budget. The September meeting will primarily address Stewardship Development. There are no specific requirements for the May meeting.

SECTION 3: MULTIPLE OFFICES

Officers may not hold more than one office at the same time.

SECTION 4: CALENDAR TERMS OF OFFICERS

The term of office, nominally one calendar year for officers, will begin at the next Board of Trustees meeting after election (at the January meeting) and continue until the next annual election.

SECTION 5: CALENDAR TERMS OF TRUSTEES

The term of office, nominally two calendar years for trustees, will begin at the next Board of Trustees meeting after election (at the January meeting) and continue until the annual election at the end of their term. The Trustees' terms shall be staggered so that no more than two Trustees go out of office in any one year.

SECTION 6: FACILITATOR

A facilitator may be appointed by the President, or other presiding officer if the President is not available, prior to congregational meetings to assist the chairperson, at his or her discretion.

SECTION 7: MEMBERS USE OF NAME & MAILING LIST

Names and addresses in the Member Directory are strictly for the use of members and friends of the congregation. Names, phone numbers, and addresses, including email addresses, shall not be given to anyone, individuals or organizations, or listed on the church web site without express permission of the person involved. The membership list is for church use only.

SECTION 8: GOVERNANCE (CONGREGATIONAL MEETINGS)

At all congregational meetings discussions will be managed with the goal of achieving consensus using a combination of consensus and parliamentary procedures. We observe that "Consensus Decision-Making" and "Robert's Rules of Order" are poorly understood and polarizing concepts. We don't use these terms although we draw pieces from both systems.

To promote efficient running of the meetings and to avoid confusion, the procedure will be as follows (Procedures are modified for Hybrid / Zoom (or Zoom-alternative) meetings):

- Meeting will be chaired by President or designated alternate.
- A written agenda will be available at the door for each member.
 - Hybrid / Zoom meeting alternative: Agenda is sent to members via email.
- There will be a member list at the door for check in.
 - Hybrid / Zoom meeting alternative: Secretary or designated alternate will document Zoom attendees based on their names used to sign in to Zoom.
- Members receive Red, Green and Yellow cards at check-in (for consensus testing).
 - Hybrid / Zoom meeting alternative: Not used for hybrid or Zoom meetings.
- Secretary determines presence (or absence) of a quorum and reports to President.
- Chair manages congregational business---approval of minutes; reports; etc.
- An item to be decided will be presented as a motion in written form to the Secretary and printed on Flip Chart.
 - Hybrid / Zoom meeting alternative: An item to be decided will be presented in written form on the meeting agenda that is distributed prior to the meeting and will be announced to the attendees by the President or designated alternate chair (as there is no flip chart available during a Zoom meeting).
- Chair reads motion, when seconded, opens meeting for discussion and recognizes speakers.
- The chair manages the decision process.

Where special majority is required in the Bylaws, vote will be taken. Where no special majority is required, chair may define and seek consensus. If consensus is not achieved, ameliorating amendments may be sought. If consensus is not obtainable, majority vote may be taken. Chair will determine how vote is expressed, colored flags, voice, etc. Chair will report and secretary will record how motion is decided----passed, failed, tabled, etc.

- Hybrid / Zoom meeting alternative: President (or chair) will ask members to vote by raising a hand with their cameras on, or will accept their vote via the chat function in Zoom, so that yes votes can be counted to establish either a consensus or majority.

In an emergency (such as a pandemic, a natural disaster, a local disruption, or other emergency circumstance as defined by the Board of Trustees) the Board of Trustees may temporarily suspend the quorum requirements for a meeting to enable the transaction of business.

SECTION 9: MEMBERSHIP QUALIFICATIONS

1) Adult membership is open to all persons who have reached the age of 18 years or older and meet qualifications set down in the Bylaws.

2) Youth membership is open to young people 9 to 17 years old who have been prepared for membership by a full member of the congregation.

Youth members are not required to pledge and may not vote but are encouraged to participate in the congregation in other ways.

SECTION 10: CLARIFICATION OF BOARD & STANDING COMMITTEE RELATIONSHIP

Consistent with becoming a larger congregation, decisions need to be empowered at the committee level rather than at the top. Therefore, a committee has the ultimate decision on a candidate or action, which is then presented to the board for formal up or down vote.

SECTION 11: PROCEDURE FOR BOARD DECISION MAKING

A Board vote is considered binding. In the rare event that a member of the Board may feel a Board vote was ill considered, the Board member should consult with the President who may ask the board to delay implementation of the vote. Board members will be canvassed by email as to their willingness to delay implementation. A majority vote will place the reconsideration as first item on the agenda of the next board meeting.