

## **Changes to UUCA Governing Documents Board Procedures**

- 1. Governing Documents.** There are essentially three UUCA Governing documents produced and maintained by the Board of Trustees: The Constitution; the By-Laws; and the Governing Policies. The fourth major document is the UUCA Five-year Plan (Currently “Awake and Look Forward 2013 – 2016”) produced by the Senior Minister in response to the Governing Policies.
  
- 2. Authority to Change.** Any changes to the Constitution or the By-Laws have to be proposed to the congregation as a draft for comment and discussion at a congregational meeting. After appropriate editing and discussion they can be accepted and adopted as formal changes at the following congregational meeting by a simple majority. Changes to the Governing Policies may be made by the Board by a simple majority without reference to the congregation, although the congregation should be kept informed of significant changes at the next congregational meeting.
  
- 3. Procedure for Drafting and Approving Changes to the Constitution or By-Laws.** The need for a change to either the Constitution or By-Laws may be identified by any member of the Board or congregation. The procedure to be followed will be:
  - a. Preliminary discussion to be held at the next Board meeting to agree that a change appears necessary;
  - b. A Committee of the Board is formed to examine the requirement and draft appropriate language;
  - c. At the following meeting the Board endorses (or amends) the proposed change;
  - d. A notice is put in Highlights and posted on the church website (under ‘Leadership/Meet Our Board’) showing the proposed change, inviting comment, and stating that it will be on the agenda for the next congregational meeting;
  - e. The Board takes note of any comments or proposed amendments that are presented and adjusts the change language as necessary;
  - f. The proposed change is presented formally to the congregation at the next congregational meeting for discussion, where it is either adopted, adopted with amendment, or rejected. If adopted, it is incorporated into the documents;
  - g. Amended versions of the documents are circulated and posted on the website.
  
- 4. Procedure for Drafting and Approving Changes to the Governing Policies.**

The need for a change to the Governing Policies may be identified by any member of the Board or congregation. The procedure to be followed will be:

  - a. Preliminary discussion to be held at the next Board meeting to agree that a change appears necessary. (If the change does not affect content {i.e. it is grammatical, typographical, or related to the ordering of existing paragraphs, the Board may approve the change on the spot and move directly to step d.);

- b. A Committee of the Board is formed to examine the requirement and draft appropriate language;
- c. At the following meeting the Board endorses, endorses with amendment, or rejects the proposed change;
- d. If endorsed, the change is made to the Governing Policies, the revised Policy is posted and the Change History is updated.
- e. A notice is put in Highlights and posted on the church website (under 'Leadership/Meet Our Board') showing the change with a detailed explanation of the Board's reasoning for the change, inviting comment, and stating that it will be presented at the next congregational meeting;
- f. The Board will review comments from the congregation and, if deemed appropriate, revise the Governing Policy as necessary;
- g. The congregation is informed of all changes at the next congregational meeting;

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