



Unitarian Universalist Church of South County (UUCSC)

Title: DEALING WITH DIFFICULT BEHAVIOR		
Initial Board Approval Date:	Date First Issued: 08/18/05 (Effective Date)	
Date Board Approved Revision:	Revision #:	Effective Date of Revision:

BACKGROUND/HISTORY/DISCUSSION:

N/A

PURPOSE:

UUCSC is a caring community where mutual respect must prevail. This policy assures that the fabric of the community is protected against the disruptive or inappropriate behavior of any one person.

POLICY:

The Board of Directors of UUCSC will deal with the disruptive behavior of individuals according to the guidelines outlined in this policy.

AREAS/COMMITTEES/SUBCOMMITTEES INVOLVED:

Committees, committee chairs, informal groups, UUCSC at large, Board of Directors

MODIFYING CIRCUMSTANCES/EXCEPTIONS:

N/A

DEFINITIONS (AS/IF APPLICABLE):

Ad Hoc Committee A committee that is formed for a specific purpose with a life-span of one year unless otherwise designated. In the case of this policy, the committee is formed for the specific purpose of addressing the disruptive or inappropriate behavior of an individual. Once the incident is addressed and resolved, the committee is disbanded.

PROCEDURE:

- I. The following six-step process is recommended to deal with the disruptive or inappropriate behavior of individuals:
 - A. When any participant or UUCSC member experiences what he/she perceives as disruptive or inappropriate behavior, that person is urged to draw the disruptive person aside and explain in what way he/she finds the behavior unacceptable.
 - B. If the offended person continues to experience the disruptive behavior, or does not feel able to deal directly with the person deemed to be disruptive, he/she/they should bring the matter to the attention of the leadership of the committee or group, or to a member of the Board of Directors. That leadership person will discuss the matter with the person deemed to be disruptive.
 - C. If a second complaint about the behavior occurs, a formal letter will be written by the Board member or committee chair to the person, stating that the behavior must be corrected. A copy should be sent to the board President. The letter should explain in what way the behavior is damaging to the UUCSC community and invite the individual to meet with an ad hoc committee for mediation. The specific purpose of forming the ad hoc committee is to address the particular individual incident of disruptive or inappropriate behavior. The Board will appoint the ad hoc committee members.
 - D. The ad hoc committee will attempt to resolve the problem by mediation.
 - E. In the event that mediation fails to resolve the problem, the ad hoc committee will make a recommendation to the Board as to the action to be taken. This action could include:
 1. Exclusion from one committee or informal group activity.
 2. Exclusion from all committees or informal groups.
 3. Exclusion from UUCSC totally.
 4. Other steps that the Board or ad hoc committee may find appropriate.
 - F. If, in time, the person reconsiders and wishes to re-enter the particular group, he/she may meet with the leadership of the committee/organization to request re-entry, subject to Board of Directors' approval.
- II. In some situations, immediate action may be warranted and should be taken. It is appropriate to call the police to remove a person exhibiting violent behavior. The six steps may be accelerated if the behavior is threatening.

REFERENCES/CITATIONS (e.g., Roberts' Rules, bylaws, or other policies):

UUCSC Bylaws

FREQUENTLY ASKED QUESTIONS (FAQS) AND ANSWERS:

N/A

OTHER RESOURCES:

N/A