



Unitarian Universalist Church of South County (UUCSC)

Title: PREPARING FOR OFFICIAL CONGREGATIONAL MEETINGS		
Initial Board Approval Date:	Date First Issued: 10/18/05 (Effective Date)	
Date Board Approved Revision:	Revision #:	Effective Date of Revision:

BACKGROUND/HISTORY/DISCUSSION:

N/A

PURPOSE:

This policy provides and documents uniform guidelines to follow in preparing for official congregational meetings at UUCSC.

POLICY:

UUCSC prepares for official congregational meetings by following the procedures listed below.

AREAS/COMMITTEES/SUBCOMMITTEES INVOLVED:

Board of Directors; applicable Committee Chairs depending on nature of business to be covered.

MODIFYING CIRCUMSTANCES/EXCEPTIONS:

N/A

DEFINITIONS (AS/IF APPLICABLE):

N/A

PROCEDURE(S):

- I. The following tasks must be completed in preparation for an official congregational meeting at UUCSC. The individual chairing the meeting (usually an Officer, Board member or Committee Chair) is responsible for the following tasks. Note – the Chair may delegate responsibility for some tasks to assure they are performed.
 - A. Prepare the meeting agenda, detailing old business and new business items to be covered.

- B.** Publish notice of the meeting in the UUCSC newsletter if possible. The deadline is the 21st of the month for the following month's newsletter)
- C.** Publish the meeting notice in the weekly announcements (slip sheet in the Order of Service) for three (3) weeks prior to the meeting. The deadline is Wednesday for the upcoming Sunday. The notice should be sent by e-mail to office@uucsc.org).
- D.** Publish the meeting notice on the UUCSC web site 2-3 weeks early, with a reminder the week of the meeting. Emphasize that a quorum is needed and that attendance is important.
- E.** If committee reports are to be made, assure that the applicable Committee Chair is available and prepared to present the required information.
- F.** Request labels from the newsletter database (delete other ministers and congregations, but include "friends").
- G.** Assure that there is a sufficient supply of UUCSC envelopes for the mailing, or plan to use a UUCSC rubber stamp on larger envelopes if there are many enclosures.
- H.** Assure there is a sufficient supply of postage stamps for a first class mailing.
- I.** Notify UUCSC office staff a week or two prior to the mailing preparation so that sufficient volunteers will be available to make copies and stuff envelopes.
- J.** Plan to include the minutes of previous official meeting(s) in the mailing and on the web, as appropriate.
- K.** Make copies of materials ahead of time and make them available in the church lobby for non-electronic distribution and for the convenience of newcomers.
- L.** Assure that the meeting notice, with agenda, is mailed 14 days prior to the meeting, first class. This is required by the UUCSC Bylaws.
- M.** Post all materials on the UUCSC web site at least 14 days in advance.
- N.** Make necessary advance arrangements for childcare, nursery and older kids. Advise the Treasurer if a check is needed to pay caregiver(s).
- O.** Arrange for food for the meeting. The food may be catered, or pre-assigned/designated people may volunteer to provide food. Potlucks do not work well for official meetings, as adequate amounts and varieties of food cannot be guaranteed.
- P.** Write a script for the meeting, as/if needed.
- Q.** Obtain a count of current members from the Treasurer prior to the meeting and calculate two thirds during the meeting if any amendments to the Bylaws are pending.

- R. Plan to have Board members and committee members identify themselves during the meeting.
 - S. In advance, write motions that are know to be required and provide copies to pre-arranged motion makers (e.g., to key leaders/congregants who were involved in the effort). This assures a smooth flow to the meeting, saves time and assures adherence to Roberts' Rules.
 - T. Provide script to Secretary electronically.
 - U. Arrange for a parliamentarian.
 - V. Arrange for the necessary audio-visual equipment, including microphones at podium and/or hand-held microphones for speakers.
- II. At the meeting, assure the following tasks are accomplished:
- A. Thank those who are serving (child care and food).
 - B. Remind attendees about Roberts' Rules of Order.
- III. After the meeting, send broadcast e-mail to all members regarding key decisions made. Also publish the same information in the UUCSC monthly newsletter.

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

UUCSC Bylaws

FREQUENTLY ASKED QUESTIONS (FAQS) AND ANSWERS:

N/A

OTHER RESOURCES:

N/A