

UUFSD Policy and Procedure Document**Policy ID: 402****Title: Policies and Procedures Committee**

Date Approved: November 21, 2010 by the Board of Directors

Purpose

To specify the purpose and operation of the Policies and Procedures committee at UUFSD.

Policy

UUFSD operates according to the Fellowship Bylaws. Article VI, Section 8 states the following:

The Policies and Procedures document [notebook of related documents] is intended to record actions taken by the Board of Directors, to clarify ambiguities in the Fellowship Bylaws, and to define the Fellowship's administrative and committee structure and responsibilities. Policies and Procedures shall be kept by the recorder of board minutes and shall be reviewed and updated by the Board of Directors at least every two years.

Policies are drafted, approved, and communicated according to Policy 100, Policies and Procedures for Operations of UUFSD.

UUFSD committees are formed and operate according to the Fellowship Bylaws and Policy 401, Committee Operations. The Policies and Procedures committee will consist of two to four members with open-ended terms. The Chair of the committee will be elected by its members and approved by the Board of Directors.

Meetings are open to the congregation. Membership in the committee is by invitation of the committee.

Procedure

The Policies and Procedures committee is responsible for managing the process of presenting draft Policies and Procedures documents to the Board of Directors for approval and for ensuring that existing policies are reviewed and updated, if necessary, every two years.

New policies, or revisions to existing policies, may be proposed by an individual, a committee, or by the Board of Directors.

- When new policies are proposed by an individual or committee, the Policies and Procedures committee works with the individual or committee to edit the draft document to ensure the document is consistent with the Fellowship Bylaws and Policy 100.

- When new policies are proposed by the Board of Directors, the Policies and Procedures committee writes the draft document ensuring that the document is consistent with the Fellowship Bylaws and Policy 100.
- When revisions to existing policies are needed, the Policies and Procedures committee works with the committee(s) and/or individuals who are affected by the policy to make the revisions, ensuring that the document is consistent with the Fellowship Bylaws and Policy 100.
- When policies are due for two-year review, the Policies and Procedures committee works with the committee(s) and/or individuals who are affected by the policy to make the revisions or confirm that revisions are not needed, ensuring that the document is consistent with the Fellowship Bylaws and Policy 100.
- The Policies and Procedures committee may recommend to the Board of Directors that a policy be created.
- The Policies and Procedures committee may recommend to the Board of Directors that a policy be retired if it is no longer needed.
- The Policies and Procedures committee may recommend to the Board of Directors that the Fellowship Bylaws be modified for consistency with Policies and Procedures documents.

The Board Liaison to the Policies and Procedures committee presents new policies and revisions to existing policies to the Board of Directors for approval as outlined in Policy 100.