

Policies of the Board of Trustees of the Unitarian Universalist Congregation of Atlanta

As amended on November 21, 2017

I. Ends

A. Our Mission

The Unitarian Universalist Congregation of Atlanta is a community of faith that encourages and supports our individual spiritual quests out of which we act together for social justice.

B. Our Values

We are grounded in the principles of the Unitarian Universalist Association, covenanting with each other and other UU congregations to affirm and promote:

- The inherent worth and dignity of every person;
- Justice, equity and compassion in human relations;
- Acceptance of one another and encouragement to spiritual growth in our congregations;
- A free and responsible search for truth and meaning;
- The right of conscience and the use of the democratic process within our congregations and in society at large;
- The goal of world community with peace, liberty, and justice for all;
- Respect for the interdependent web of all existence of which we are a part.

We value

- Community. We value the friendship, love, and caring that we find in our congregation. We value the varied parts of our community—our children, youth, young adults, not so young adults, and the adults who are gracefully growing old within our midst.
- Diversity. We believe in and value the inherent worth and dignity of all people. We believe in this even when we are in conflict with people and value the conflict resolution process for the opportunities it provides us to learn. We value people across all racial, ethnic, and religious categories.
- Spiritual growth and development. We value an intellectually rich spiritual environment that transforms people's lives. We value all the performing and graphic arts as they are represented in our worship and throughout our building. We value our rituals and traditions, across the life cycle from birth to death. We

value experiences for our children and youth that promote their healthy development and dissemination of our socially and religiously liberal values.

- Social justice. We are a people moved to put our faith into action. We value our congregation's history of involvement in social justice and community activism, and we value our status as "a force to be reckoned with" for liberal activism and justice in the wider world.
- Involvement and participation. We value generosity and opportunities to share our time, talents, and money to sustain our community and extend our reach into the world.

C. Ends Statements - the difference we will make in the world

Acting out of our values, and in accordance with our mission, UUCA will give to the world:

- A vibrant faith community for spiritual seekers that worship together, embracing lifelong religious learning and respecting different spiritual journeys.
- A loving community that provides support and care for others through both the best and the most difficult of times.
- A safe and welcoming community where all are valued.
- Children and youth centered in the values of our religious community and nurtured in love, who are compassionate leaders in seeking justice and peace.
- People with a passion for social and economic justice who work together for human rights and a sustainable environment.
- A creative community that challenges us to see the world with new perspectives and gives voice to the human spirit through music and the Arts.

We are a place where hope is born - Hope that we as a congregation, nation, and world can live harmoniously, with arms that can reach across great divides to offer support, find friendship, and make peace. We give these gifts to the world.

II. Executive Limitations

The Executive shall not cause or allow any practice, activity, decision, or congregational circumstance that is inconsistent with our Unitarian Universalist principles or is unlawful, imprudent or in violation of professional ethics, or commonly-accepted business practices.

A. Treatment of Congregants (members, friends, and visitors)

With respect to interactions with congregants, the Executive shall not cause or allow continuation of any practices that fail to promote the full participation of all congregants in all of its activities.

Accordingly, the Executive shall not:

1. Cause or allow conditions or practices that are unsafe or disrespectful.
2. Fail to encourage, intentionally create, and maintain a community that is inclusive and welcoming across various boundaries of exclusion.
3. Fail to hold congregants accountable to our congregational covenants

B. Treatment of Staff

With respect to the treatment of paid and volunteer staff, the Executive shall not cause or allow conditions or practices that are unsafe, unclear, disrespectful or unprofessional.

Accordingly, the Executive shall not:

1. Fail to implement best practices for inclusive and unbiased hiring.
2. Fail to maintain an inclusive and respectful work environment.

C. Compensation and Benefits

The Executive shall not provide compensation and benefits to employees, consultants, and contract workers that are inconsistent with fair compensation standards that cause or allow jeopardy to the fiscal or institutional integrity of UUCA.

Accordingly, the Executive shall not:

1. Set compensation and benefits below fair compensation without a plan to reach fair compensation
 - a. that is updated annually prior to the development of the next year's budget,
 - b. that does not exceed the congregation's ability to pay within current budget constraints
 - c. that is approved by the Board of Trustees, and
 - d. that includes the following information:
 - i. the fair compensation standards to which UUCA aspires, including comparison to the current UUA Fair Compensation Guidelines;
 - ii. a list of current UUCA employees with position titles that are congruent with UUA terminology;
 - iii. description of the current benefit package for employees, including
 - a) any recommended changes for the upcoming year and
 - b) budgetary impact of any recommended changes;
 - iv. status of current salary and other compensation for each employee with reference to position in UUA guidelines (at or distance from minimum, mid-point, or maximum salary; at or distance from other recommended aspects of compensation package);
 - v. any gap between current compensation (including both salary and other benefits) and the fair compensation standards to which UUCA aspires;
 - vi. steps to achieve fair compensation standards to which UUCA aspires:
 - a) long range steps and timeframe for achieving;
 - b) steps for upcoming budget year.
2. Establish compensation and benefits that create obligations beyond one year. All obligations shall be subject to change in the event of losses of revenue.
3. Allow patterns in compensation and benefits that reflect unfairness toward members of various underrepresented groups.

D. Annual Budget

The budget shall not risk financial jeopardy nor deviate from the congregation's Bylaws, Ends policies, or the Long Range Plan.

Accordingly, the Executive shall not allow budgeting which:

1. Plans expenditures that exceed projected revenues for the budget period.
2. Omits income from any source or expenses of any type without Board approval.
3. Omits parallel presentation of projected year-end actuals of current fiscal year.
4. Omits budget assumptions or disclosure of multi-year commitments for any budget line item.
5. Assumes unrealistic projections of revenue, expenses, or cash flow.
6. Insufficiently funds items in IV.G. Cost of Governance policy.
7. Is presented to the Board in full draft later than three months prior to the end of the current fiscal year.

E. Financial Condition and Activities

With respect to the congregation's actual, ongoing financial condition and activities, the Executive shall not cause or allow the development of financial jeopardy or deviation from priorities established in Ends policies or Long Range Plan.

Accordingly, the Executive shall not:

1. Indebt the congregation nor acquire, encumber or dispose of real property as these rights are reserved solely for the congregation.
2. Deviate from the approved budget without an appropriate level of approval.
 - a. Without Board approval, the Executive shall not;
 - i. End the fiscal year with a deficit
 - ii. Deviate from the expense total from the approved budget by more than 0.5% (one-half of one percent).
 - iii. Deviate from budgeted amounts by more than 2% of the compensation category or 5% of any other category.
 - iv. Make commitments which, in aggregate, increase baseline expense total in a subsequent year by more than 1% of current budget total.
 - v. Deviate materially from the defined purpose of any dedicated reserve
 - b. Without congregational approval, the Executive shall not:
 - i. Spend or commit funds which in aggregate exceed 4% of budgeted income.
3. Allow restricted accounts to exist without establishing regulations on the purpose, criteria and term of said accounts, and without prior authorization from the Board.
4. Be untimely in financial activities, including
 - a. the settlement of payroll and accounts payable.
 - b. pursuit of receivables.
5. Neglect to review and disclose to the Board the terms and conditions of all loans at least annually.
6. Provide late or inadequate financial reports to the Finance Trustee. Accordingly, monthly reports must not:

- a. Be received later than the tenth business day of the following month
 - b. Exclude parallel presentation of year-to-date actual income and expense for current and prior fiscal year.
 - c. Exclude budgeted income and expenses.
 - d. Exclude currently forecasted income and expenses.
7. Neglect to maintain a purchasing policy that ensures an effective review of price, quality, accessibility, and sustainability for purchases of goods and services and prudent protection against conflicts of interest.

F. Asset Protection

The Executive shall not allow the congregation's assets and property to be unprotected, inadequately maintained, or unnecessarily risked.

Accordingly, the Executive shall not:

- 1. Neglect to maintain appropriate policies for risk management, safety and security, including policies addressing the prevention of abuse of children and adults.
- 2. Neglect to maintain policies to protect and respect intellectual property, information and records, both paper and electronic.
- 3. Neglect to maintain a financial internal controls policy, including but not limited to
 - a. segregation of duties
 - b. proper authorization
 - c. adequate documentation and records
 - d. independent checks and audits.
- 4. Neglect to report to the Board at least annually on the status of the Asset Protection Policies
- 5. Withhold a timely notification to the Board of material losses incurred.
- 6. Allow the congregation, in consideration of Georgia law, to be inadequately insured, against theft and casualty loss at less than replacement value congregational liability and personal liability of Board members and staff relating to congregational business.
- 7. Allow the building, grounds or equipment to suffer from improper wear and tear, insufficient maintenance, or environmental degradation, nor fail to provide for building security.
- 8. Invest congregational funds imprudently nor use uninsured accounts.
- 9. Endanger the congregation's public image or credibility.
- 10. Endanger the congregation's tax-exempt, not-for-profit status under federal and state laws

G. Asset Utilization

The Executive shall not devote congregational assets to endeavors that are incongruent with Ends policies or Unitarian Universalist principles.

Accordingly, the Executive shall not:

- 1. Invest congregational funds without considering socially responsible investment opportunities
- 2. Allow inappropriate use of the property
- 3. Deny the fullest practical use of the building by persons with disabilities.

4. Grant the status of UUCA Integrated Auxiliary Organization to any group or organization without prior Board authorization, nor neglect to maintain a policy on the process of application for and review of this status.
5. Grant the status of an official UUCA group without having a Board approved operational policy that defines the purpose, criteria, rights and responsibilities of such groups.

H. Grants and Contracts

The Executive shall not enter into any grant or contract on behalf of the congregation that is unrelated to achievement of Ends or that involves unacceptable means.

Accordingly, the Executive shall not:

1. Enter into or terminate a grant or contract that is significant to program operations without timely notification to the Board.
2. Enter into a grant or contract agreement without adequately assessing the qualifications and capacity of a grantor or contractor to fulfill their responsibilities as identified in a grant or contract.
3. Administer a grant or contract in a non-businesslike manner, nor in a manner that creates a conflict of interest.

I. Gift Acceptance

The Executive shall not be unprepared for UUCA to manage bequests and other non-pledge gift income.

Accordingly, the Executive shall not:

1. Be unprepared to receive, manage, and disburse gift income.
2. Accept or disburse gift income that is contrary to the congregation's Mission, Ends, and Unitarian Universalist Principles.
3. Spend gift income in excess of 2% of the current operating budget without prior Board approval.

J. Communication and Support to the Board

The Executive shall not cause or allow the Board to be uninformed or unsupported in its work.

K. Executive Absence

The Executive shall not allow a lack of continuity of proficient Executive leadership.

L. Executive Well-Being

The Executive shall not neglect his or her well-being and spiritual care.

III. Board-Executive Linkage

The Board will hold the Executive accountable for the operational organization and its achievements and conduct.

A. Composition of the Executive

The Executive or Executive Team shall be defined by the Board, and shall usually

consist of the Senior Minister only or the Senior Minister and one or more senior staff.

B. Unity of Voice

Only decisions of the Board acting as a body, stated in officially passed motions, are binding on the Executive. Thus, decisions or instructions of individual Board members, officers, committees or congregation members are not binding on the Executive except in rare instances when the Board has specifically delegated the exercise of such authority.

C. Responsibility and Accountability of Executive

The Board holds the Executive accountable for organizational operations, achievement and conduct. The Board shall instruct the Executive through written policies that state the organizational Ends to be achieved (“Ends”) and prescribe any means, such as organizational situations or actions, to be avoided in achieving those Ends (“Executive Limitations”).

The Executive may delegate responsibilities and authority to paid staff and volunteers. The performance of paid staff and volunteers is considered by the Board to be the performance of the Executive.

Accordingly,

1. The Executive will present to the Board each year a strategic plan that will address and work toward the Ends. This strategic plan will comport with any Long-Range plan developed by the Board.
2. The Board will develop Executive Limitations that define the latitude the Executive may exercise in choosing how to accomplish the strategic plan and work toward the Ends. The Board may change these Executive Limitations, thereby changing the Executive’s latitude.
3. The Board will refrain from giving instructions to persons who report directly or indirectly to the Executive, and will refrain from formally or informally evaluating any staff other than the Executive.

D. Assessment of Executive Performance

The Board assesses the Executive’s performance by determining whether (1) progress has been made toward the Ends; (2) organizational operations have been conducted within Executive Limitations.

The standard for assessing the Executive’s performance shall be whether the Executive has used or complied with any reasonable interpretation of the End or Executive Limitation at issue.

Accordingly,

1. The Board will monitor the Executive’s performance regularly and systematically, on a schedule and by a method determined by the Board. The Board, however, is free to monitor Executive performance as to any End or Executive Limitation at any time and by any method set forth below.

2. The Board will acquire the data upon which to monitor the Executive's performance by one or more of the following methods:
 - a. By internal report, in which the Executive discloses performance assessment information to the Board;
 - b. By external report, in which an external, disinterested third party selected by the Board provides performance assessment information to the Board;
 - c. By direct Board inspection, in which one or more Board members designated by the Board, or the Board as a whole, obtains performance assessment information.
3. The Board will determine whether any Ends or Executive Limitations need to be revised based upon the Executive's interpretation and performance.
4. If the Board finds that the Executive is out of compliance with one or more Executive Limitation(s) or finds that the Executive has not made sufficient progress towards the Ends, the following steps may be taken, as appropriate:
 - a. Board President & President-Elect will discuss concerns with the Executive and document the discussion.
 - b. Board President & President-Elect will discuss with the Board of Trustees the possible need to revise Executive Limitations or Ends to clarify the Board's expectations for Executive Performance. Executive Limitations and Ends are revised by the Board of Trustees as needed.
 - c. After consultation with the Board of Trustees, the Board President & President-Elect give formal notice to the Executive of the findings and may provide a verbal warning, more frequent monitoring of the conduct that resulted in the finding, and/or a requirement that the Executive provide a corrective action plan including a timetable. These actions are documented by the Board President and President-Elect.
 - d. If, following a reasonable period of time, there is insufficient improvement regarding the conduct that led to the finding of non-compliance, the Board will provide to the Executive and (optionally) the Congregation, a Letter of Concern/Warning.
 - e. If there continues to be insufficient improvement regarding the identified concern, the Board will initiate a consultation with the Unitarian Universalist Association.
 - f. If additional action is needed due to insufficient improvement, the Board will issue a Notice of No Confidence to the Congregation based upon the Executive's non-compliance. The Notice will provide recommendations for further action.
 - g. No actions identified in these Board Policies are intended to limit the authority of the Board of Trustees to call a Congregational business meeting, at any time, pursuant to Article XIII, Section A 4 (b) of the Bylaws for purposes of dismissing the Senior Minister.

IV. Board Governance

The Board of Trustees of the Unitarian Universalist Congregation of Atlanta will govern through set policies and will act on behalf of the congregation to further the

congregation's mission and chosen Ends.

A. Governing Principles

The Board will govern with emphasis on:

- the seven Unitarian Universalist Principles,
- outward vision,
- open and candid deliberations,
- collective rather than individual decisions,
- shared responsibility for decisions,
- spiritual and strategic leadership more than administrative detail,
- clear distinction of Board and Executive roles,
- the future while learning from the past and present.

Accordingly,

1. The Board will cultivate a sense of group responsibility. The Board, not the Executive, will be responsible for excellence in governing. The Board will use the expertise of individual members to enhance the ability of the Board as a body rather than to substitute individual judgments for the Board's values. The Board will allow no officer, individual, or committee of the Board to hinder or be an excuse for not fulfilling Board commitments.
2. The Board will govern and inspire the congregation and direct the Executive through the careful establishment of broad written policies reflecting the congregation's values and the desired Ends to be achieved and the means to be avoided.
3. The Board's major policy focus will be on the desired Ends, not on the administrative or programmatic means of attaining those Ends.
4. The Board will enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation, policy-making principles, respect of roles, and ensuring continuance of governance capability. Continued Board development will include orientation of new Board members in the Board's governance process.
5. The Board will monitor and regularly discuss the Board's own process and performance and will periodically discuss process improvements.

B. Board Job Description

The Board is elected to represent the congregation in determining and demanding appropriate organizational performance.

Accordingly,

1. The Board is the link between the Executive and the congregation.
2. The Board will produce written governing policies that, at the broadest levels, address each category of organizational decision.
 - a. Ends: The difference we make in the world.
 - b. Executive Limitations: Constraints on executive authority that establish the prudence and ethics boundaries within which executive activity and decision must take place.
 - c. Board Governance: Specification of how the Board conceives, carries out, and

- monitors its own task.
- d. Board-Executive Linkage: How authority is delegated and its proper use monitored.
3. The Board will assure Executive performance in compliance with the Ends and Executive Limitations policies.

C. Annual Work Plan

The Board will develop and follow an annual work plan that

1. re-explores Ends policies with congregants and lay-leaders in regular dialogue,
2. systematically monitors and reviews Board policies including those set forth in the schedule outlined in the Board-Executive Linkage,
3. provides education and enrichment opportunities that enhance Board performance, and
4. provides education and communication to enhance the congregation's understanding of policy-based governance.

D. Role of the President

The President ensures the integrity of the Board's process and represents the Board to congregants and outside parties.

Accordingly,

1. It is the responsibility of the President to ensure the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.
 - a. Meeting discussion content will be only those issues which, according to Board policy, clearly belong to the Board to decide, not the Executive.
 - b. Deliberations will be fair, open, and thorough but also timely, orderly, and kept to the point.
2. The authority of the President consists in making decisions that fall within the policies in Board Governance and Board-Executive Linkage, except where the Board specifically delegates portions of this authority to others. The President is authorized to use any reasonable interpretation of the provisions in these policies.
 - a. The President shall preside at all business meetings of the congregation.
 - b. The President is empowered to chair Board meetings, with all the commonly accepted authority of that position.
 - c. The President, as an individual, has no authority to make decisions about policies created by the Board within Ends and Executive Limitations policy areas. Therefore, the President, as an individual, has no authority to supervise or direct the Executive.
 - d. The President may represent the Board to outside parties in announcing Board-stated positions and in stating the President's own decisions and interpretations within his or her authority.
 - e. The President may delegate this authority to another Board member, but remains accountable for its use.

E. Board Members' Code of Conduct

The Board members commit to ethical and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.

Accordingly,

1. Members will disclose their involvement with other organizations, with vendors, or with any other associations that might produce a conflict of interest.
2. Members must represent unconflicted loyalty to the interests of the congregation. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs. It also supersedes the personal interest of any Board member acting as a consumer of the congregation's services.
3. Members must avoid conflict of interest with respect to their fiduciary responsibility.
 - a. There must be no self-dealing or any conduct of private business or personal services between any Board member and the congregational staff except as procedurally controlled to assure openness, competitive opportunity, and equal access to inside information.
 - b. When the Board is to decide upon an issue about which a Board member has an unavoidable conflict of interest, that member shall absent herself or himself from not only the vote but also from the deliberation by leaving the meeting.
 - c. Board members must not use their positions to obtain employment by UUCA for themselves, family members, or close associates. Should a member of the Board desire employment, he or she must resign from the Board first.
4. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in the Board policies.
 - a. Members' interaction with the Executive or with staff must recognize the lack of authority vested in individuals except when explicitly Board-delegated.
 - b. Members' interactions with the public, press or other entities must recognize the same limitation and the inability of any Board member to speak for the Board except to repeat explicitly stated Board decisions.
 - c. Members will not express or act on their individual judgments of the Executive or staff performance outside of the Board.
5. Members will respect the confidentiality appropriate to issues of a sensitive nature.

F. Board Committee Principles

The Board may establish committees to help carry out its responsibilities. Committees will be used sparingly to preserve the Board functioning as a whole, and will not interfere with delegation from Board to Executive.

G. Cost of Governance

The Board will invest in its governance capacity.

Accordingly,

1. Board skills, methods, and support will be sufficient to assure governing with excellence.
 - a. Training and retraining will be used to orient new and prospective Board members, as well as to maintain and increase existing member skills and understandings.
 - b. Outside monitoring assistance will be arranged so that the Board can exercise confident control over organizational performance. This includes but is not limited

- to fiscal audit.
- 2. Costs will be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability,
 - a. For training, including attendance at conferences and workshops.
 - b. For audit and other third-party monitoring of organizational performance.
 - c. For surveys, focus groups, opinion analyses, and meeting costs.

H. Complaint and Inquiries Regarding Board Policies

The Board will address complaints and inquiries that relate to Board policies in compliance with the process set forth in the “Board of Trustees Policy Complaint and Inquiry Process.” Other matters will be referred to the appropriate entity.

Revisions to UUCA Board Policies

November 26, 2013

Added the word ‘accessibility’ in the following section of the Board Policies:
 II. Executive Limitations
 E. Financial Condition and Activities, item 7.

March 25, 2014

Added 4.a.-g. to the following section of the Board Policies:
 III. Board-Executive Linkage
 D. Assessment of Executive Performance

April 22, 2014

Added “updated annually prior to the development of the next year’s budget and is” to the following section of the Board Policies:
 II. Executive Limitations
 C. Compensation and Benefits

September 23, 2014

Added language to promote anti-racism, anti-oppression and multiculturalism in the treatment of congregants.
 II.Executive Limitations
 A. Treatment of Congregants

October 28, 2014

Added Accordingly, the Executive shall not:

- 1. *Fail to implement best practices for inclusive and unbiased hiring.*
- 2. *Fail to maintain an inclusive and respectful work environment.*

II. Executive Limitations

B. Treatment of Staff

December 12, 2014

Brought language from the Fair Compensation Plan into the Executive Limitations.

II. Executive Limitations

C. Compensation and Benefits

November 8, 2015

The Complaint and Inquiry Process called for in Section IV.H and the Taking a Public Stand Policy approved by the Board in January, 2015 per the Bylaw changes made in December 2014 were added as appendices to this document for simplicity of maintenance.

September 5, 2016

The Board Attendance Policy called for in UUCA Bylaws X.D.3 approved by the Board in August, 2016 was added as appendix to this document for simplicity of maintenance.

November 21, 2017

Added 3 statement to II Executive Limitations, A. Treatment of Congregants

Appendix A: Board of Trustees Policy Complaint and Inquiry Process

In accordance with Board Policy IV.H, the Board establishes the following procedures and guidelines for the resolution of informal and formal complaints and inquiries about the compliance with these policies by Board members or by the Executive:

- 1. Anyone concerned with a possible violation of policy may raise the matter with any member of the Board. The Board member should discuss with the concerned party the advisability of resolving the matter informally. If the concerned party wishes to lodge a formal complaint, the Board member will then advise the President.
- 2. A formal complaint may be made orally or in writing.
- 3. On being advised of a formal complaint, the President will appoint one, two, or

- three Reviewers, at least one of whom must be a member of the Board.
4. The Reviewer(s) will promptly meet with the concerned party and determine whether the complaint is valid or invalid on its face. A complaint is “valid on its face” if it is a factual claim that, if true, would indicate a significant violation of one or more of these policies.
 5. If the Reviewer(s) determine that the complaint is valid on its face, they will talk to those with knowledge of the facts and take all other reasonable steps to learn what actually happened.
 6. If a valid complaint is factually substantiated, the Reviewer(s) will form a judgment as to what specific steps the Board should take to fulfill its responsibility to require accountability.
 7. The Reviewer(s) will report to the Board on all the foregoing, including any complaints found to be facially invalid or unsubstantiated.
 8. Based on the Reviewer(s)’ report, the Board will take any action it deems appropriate to enforce accountability. In accordance with the general procedures for conducting sensitive matters in executive session, the Reviewer(s)’ report and the Board’s discussion of the report may be held in executive session. If the complaint is against a Board member, that member will have no part in the Board’s deliberations in respect to the report.
 9. The President will advise the concerned party as to the outcome of the review and the Board’s action, or will ask a member of the Board to advise the concerned party.

Appendix B Taking a Public Stand Policy

As Unitarian Universalists, we affirm the right of conscience and the use of the democratic process within our congregations and in society at large (Fifth Principle). We also affirm justice, equity and compassion in human relations (Second Principle).

The purpose of this policy is to define procedures by which UUCA can take a public stand for issues of social justice, equity and compassion. We seek to do this through a democratic process that engages the entire congregation and is felt to be fair to all concerned.

As in all democracies that affirm the right of individual conscience, there are minority opinions. The purpose of this policy is also to ensure that minority positions are honored, and that, even in the midst of disagreement and difference, we continue to treat each other respectfully and humanely.

There are two methods to start the process of having UUCA take a public stand. First, an official UUCA group, as defined by the Official UUCA Groups Policies and Procedures, or a UUCA team, appointed by the Executive to assist with Executive functions, may vote to approve a resolution according to that group’s or team’s policies. If approved, the resolution can be publicized as a Resolution of that Official Group or Team. If the group or team wishes to have UUCA take a public stand supporting the resolution, it must draft a petition and gather the signatures of at least fifteen percent of

verifiable UUCA members. The petition must clearly display the language of the proposed Congregational Resolution. The group or team would then request to be on the agenda of a Business Meeting. Upon receipt and verification of the petition by the Board of Trustees, the Senior Minister will begin the process of discussion and debate outlined below. The Board will either add the resolution to the agenda of the next Congregational Meeting or the Board will schedule a Special Business Meeting. Congregational Resolutions must be supported by a three-quarters ($\frac{3}{4}$) majority vote of voting members present at a business meeting of the Congregation.

Second, the Board of Trustees, as duly authorized representatives of the congregation, may, by a majority vote, endorse a proposed resolution brought by a member of UUCA. If approved, the resolution can be publicized as a Resolution of the Board of Trustees of the Unitarian Universalist Congregation of Atlanta. If the Board wishes to have UUCA take a public stand, the Senior Minister will begin the process of discussion and debate outlined below. The Board will either add the resolution to the agenda of the next Congregational Meeting or schedule a Special Business Meeting. Congregational Resolutions must be supported by a three-quarters ($\frac{3}{4}$) majority vote of voting members present at a business meeting of the Congregation.

The language of the proposed Congregational Resolution must be crafted while keeping the following things in mind:

- UUCA's Mission and Ends Statements;
- Our Unitarian Universalist Principles and Purposes;
- Existing UUA resolutions including Statements of Conscience, Actions of Immediate Witness (AIWs) and Congregational Study/Action Issues (CSAIs).

Discussion and Debate

Once the process has been successfully started, the Senior Minister (or his/her designee) forms a Congregational Resolution Team, composed of at least one staff member, one Board member, one Healthy Relationships Team member, and other congregants. This team is charged with developing, publicizing and facilitating a series of events which has the following over-all characteristics/results:

- Covenant-centeredness: all efforts are made to ground the process in healthy relationship practices;
- UUCA values-centeredness: all efforts are made to link the process to UUCA's Ends and to strengthen awareness of our UU commitment to public witness, democratic process, and other shared values;
- Timeliness: the period between the verification of the petition and the congregational vote should not exceed 90 days;
- Comprehensiveness: all reasonable measures are taken to ensure that as many congregants as possible are engaged in the process and have the opportunity for asking questions, discussion, and debate;

- Balance: educational events include diverse viewpoints that are communicated accurately and fairly;
- Completeness: the Congregational Resolution Team includes an “after-vote” plan that seeks resolution of difficult feelings and any unresolved issues.

Congregational Vote

In collaboration with the Congregational Resolution Team, , the Board of Trustees will set a date for a vote on the proposed Congregational Resolution.

Before the vote, the meeting notice will include the text of the proposed resolution, together with brief viewpoints that fairly represent a sampling of differing viewpoints.

After quorum is established, adoption of a Congregational Resolution requires a favorable three-quarters (¾) majority vote from those members present and voting. Twenty percent of the voting members of the Congregation shall constitute a quorum

Post-Congregational Vote, and Beyond

Approved resolutions will be published in the congregational newsletter and website. The following must be clearly stated: “The congregational resolution does not bind any individual UUCA member nor devalue those members who oppose the resolution. Minority opinions foster the diversity we cherish and represent an opportunity for continued dialog among ourselves and in the community at large.”

Approved resolutions represent the view of the Congregation and may be ascribed to the Congregation at Large. (“The Unitarian Universalist Congregation of Atlanta takes X stance on Y issue.”)

The Senior Minister and any Additional Ministers have the right and responsibility to voice stands on social issues in a public manner, as per the UUCA Bylaws.

Appendix B Board of Trustees Attendance Policy

Board Members will commit to attend all regular Board meetings. Occasionally, a situation may arise that prevents a Board member from attending a meeting. If an absence will occur, the member should notify the Board in advance if possible, and take reasonable steps to cover expected duties during the absence. Regarding attendance, the UUCA Bylaws state (Article X, Section D, item 3): “Any person serving as a member of the Board who shall have been absent for three regular meetings in any twelve-month period may, at the discretion of the Board, be considered to have resigned.” If a Board Member misses three meetings within 12 months, the Board President or President-Elect will notify in writing the Board Member that this has occurred. If the Board Member wishes to remain on the Board, the Board Member must submit a written request to the Board within 10 days of the notification. This request should include an explanation for the absences and a rationale for why the person should remain on the Board. The Board will review this request and a majority vote will determine whether to approve it.