

Proposed Changes to Bylaws

There are 7 Bylaws proposals to be voted on by the congregation.

Bylaws Proposal 1: Changes Articles VIII, IX and X

Changing Leadership Development Committee back to Nominating Committee. Some of the duties are removed and the name is changed in multiple places.

Bylaws Proposal 2: Change to Article XVI Amendments.

Add a paragraph to authorize updating TOC and numbering after the Bylaws are amended.

Bylaws Proposal 3: Changes Articles. VI, VII, and XI

Makes the governing structure more adaptable to changing conditions. The Board can create and dissolve standing committees, task forces, and teams. Makes reporting structure a matter of policy instead of bylaws. Specifies that the Minister is a non-voting Board member.

Bylaws Proposal 4: Article XV Minister

When calling a Minister add an additional vote to start the process and elect members to the Ministerial Search Committee. When hiring a contract minister, the approval vote is to start the process and elect members to search committee. No approval vote at end for contract minister.

Bylaws Proposal 5: Article V Membership, Section 1

Expand this to 4 sections for clarity. Remove Board approval for transferring UUs. Modify reinstating membership. Add voting as a responsibility. Add aging out for associate members. Other rewording.

Bylaws Proposal 6: Article V, Section 2

Minor changes to the annual update to membership section. If proposal 5 is approved, this section will become section 5.

Bylaws Proposal 7: Article V, new section

Add a section on revoking membership.

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Bylaws Proposal 1: Changing the name of Leadership Development Committee back to Nominating Committee

Change the name of Article VIII **Leadership Development** to **Nominating Committee**.

In Article VIII, Section 1,

Change Leadership Development to The Nominating Committee.

In Article VIII, Section 2,

Remove the following bullet points:

- Provide training for current and potential leaders.
- If requested by the Board, act as process observer at meetings or facilitate self-reviews of the Board or other groups.
- Advise the Board in recruiting or appointing committee, task force, or ministry chairs.

In Article IX. NOMINATIONS AND ELECTIONS,

- Change **Leadership Development** to **Nominating** in the first 4 places that it appears.
- Change **Leadership Development** to **Nominating Committee** in the fifth place that it appears.

In Article X. MEETINGS OF THE MEMBERSHIP

- Change **Leadership Development** to **Nominating** in the only place it appears.
- Add an apostrophe to “Roberts Rules of Order” to get “Robert’s Rules of Order.”

Reasons for Proposal 1

This committee was called Nominating until it was changed to Leadership Development in May 2017 to follow the UUA wording. Changing back to nominating only should make it easier to find members willing to run since it eliminates a lot of the work.

This change needs to be approved before the elections.

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Bylaws Proposal 2: Article XVI. Updating TOC and numbering

Add this paragraph at the end of Article XVI:

Clerical notations, such as updating the table of contents, renumbering of articles and sections to make them sequential, and updating any references to those numbers, do not need to be separately approved as they do not change the meaning. These changes take effect after the adjournment of the meeting that approved the amendments.

Reasons for Proposal 2

When the Bylaws are amended the table of contents needs to be updated. Until all the substantive changes are voted on, it is not clear what clerical changes are needed. Articles and sections need to be sequentially numbered and that is best done after the votes are finalized.

Bylaws Proposal 3: Change the governing structure.

In Article VI. BOARD OF DIRECTORS change these sections:

In Section 1. Composition

Change the sentence: The Minister shall be an Ex Officio member of the Board of Directors.

To: The Minister shall be a **non-voting** Ex Officio member of the Board of Directors.

In Section 2. Powers and Duties

In the fifth point, change ***Council of Committees*** to ***Leadership Council***.

In the sixth point,

Change: **appointed by the President with the approval of the Board of Directors.**

To: **appointed and approved by the Board of Directors.**

Article VII. DUTIES OF OFFICERS, TRUSTEES

In Section 1. President

Remove: *Ex Officio member of all committees.*

In Section 3. Secretary

Add this bullet point: “• Ensures an accurate list of Committees, Task Forces, Teams, and Ministries is maintained and available to the membership.”

Replace current Article XI with this:

Article XI. COMMITTEES

Section 1. Standing Committees

- Standing Committees of the Church perform ongoing duties specified by a Board approved policy. The Board may create or dissolve Standing Committees to adapt to the changing needs of the church.
- Creating committees

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The Board creates a standing committee by approving a committee policy that includes a list of duties. Members must be notified of the change and the reasons it was made. The vote to create must be done at a regular meeting of the Board of Directors and any member that attends may comment before the vote. Standing committees that exist at the time this section is approved, continue to exist until the Board dissolves them.

- **Dissolving committees**
Once created, a committee can only be dissolved if the bylaws do not refer to the committee or its chair. The vote to dissolve must be done at a regular meeting of the Board of Directors and any member that attends may comment before the vote. Members must be notified of the change and the reasons it was made.
- These committees should consist of three or more persons and meet at least one time in any ninety-day period, unless specified differently in their Board approved policy.

Section 2. Task Forces

Task Forces or Special Committees are created to address and complete a clearly defined task, issue, or endeavor and dissolve once it is completed. They are created by the Board of Directors which specifies the task and appoints members. Task Forces can be dissolved by the Board if no longer needed. They automatically dissolve once their task is done and the final report to the board is submitted or at the end of a fiscal year unless affirmatively reinstated by the Board of Directors in the new fiscal year.

Section 3. Teams

Teams perform ongoing duties of a well-defined scope on an informal basis. The Board creates a team by approving the team policy. A team is not required to have formal meetings. The policy must specify the scope of the duties and how team members are picked. The Board may dissolve a team when it is no longer needed.

A standing committee may create a team to assist with the work of the committee. The committee's policy must be modified to include the team and be approved by the Board.

Section 4. Leadership Council

The purpose of Leadership Council is to network, review, and discuss church activities, and to identify any issues that would require support by the Board of Directors or Congregation. The Leadership Council in its entirety or as subgroups should meet monthly unless the Council decides to skip a meeting. The chair or other representative of each Committee needs to attend. All Board members and representatives of Ministries, Task Forces and Teams may attend. The Board will appoint a person to preside over Council meetings. Minutes of all the meetings and any reports submitted to the Council need to be distributed to Church leadership.

Reasons for Proposal 3

The governing structure needs to be more flexible to adapt to changing conditions. Our current bylaws specify that all committees report to the president and specifies each standing committee by name. When we have a minister, the structure needs to adapt. Some of the current standing committees

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should report to a minister and other standing committees, like the Committee on Shared Ministry, need to be created which current wording does not allow.

To allow more flexibility, Committees, Task Forces and Teams are now defined and can be created or dissolved by the Board. This is more in line with Robert's Rules of Order and current UUA guidance.

Bylaws Proposal 4: Minister

Replace current Article XV with this:

Article XV. MINISTER

Section 1. Called Minister

- The Minister shall be responsible with the Members for the guiding of worship and the spiritual interests within the Church. The Minister shall have freedom of the pulpit as well as freedom to express their own opinion outside the pulpit.
- Approval to search for a minister to call must be obtained by a supermajority at a meeting of the membership whose notice specifies this vote. At the same meeting the election of members to the ministerial search committee will be held. Nominations can be submitted to the Board before the meeting or from the floor during the meeting. Procedures concerning the search committee's election shall be published in the meeting notice.
- The Ministerial Search Committee will dissolve once a minister has been called or at the next Annual Meeting unless renewed by a vote of the members.
- The Minister shall be called upon recommendation of a Ministerial Search Committee by a supermajority of the Members at any meeting whose notice specifies this vote.
- The Minister may be dismissed by a vote of the Members at any meeting whose notice specifies this vote.

Section 2. Contract Minister (such as an interim, contract or developmental minister)

- Preapproval to hire a contract minister must be obtained at a meeting of the membership whose notice specifies this vote. At the same meeting the election of members to the Ministerial Search Committee will be held. Nominations can be submitted to the Board before the meeting or from the floor during the meeting. Procedures concerning the search committee's election shall be published in the meeting notice.
- The Ministerial Search Committee will dissolve at the next Annual Meeting unless renewed by a vote of the members or can be dissolved by a vote of the Board.
- The Ministerial Search Committee's recommendation must be approved by the Board of Directors.
- The duties of the Minister shall be as prescribed by the Letter of Agreement, approved by the Minister and Board of Directors. Procedure for dismissal of the minister will be proscribed in the Letter of Agreement.

Reasons for Proposal 4

Reason for change: There is currently no plan to hire a minister, but since we recently hired a minister, it is good to learn from our experience and adjust our bylaws. There are currently more UU congregations looking for UU ministers than there are UU ministers. It would be better for our hiring process to match the UUA model.

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The section about calling a minister has also been changed to add an additional vote to start the process and elect members to the Ministerial Search Committee. The proposal is that a supermajority is needed to start the calling process. If there is not a supermajority that wants a called minister, how will a minister get approved by a supermajority?

The standard UUA hiring process for a contract minister is for the Board to do everything without formal input from the members. This is fine for congregations that expect to always have a minister. Since we are mostly a lay-led congregation, hiring a minister has a large impact on how we function and our budget. For this reason, the proposal is for the members vote to approve hiring a minister before the search begins. This makes the vote not about any individual, but about being lay-led or minister-led. If this vote passes, the members would then vote on the composition of the Ministerial Search Committee.

Once the Ministerial Search Committee (MSC) is set up, the process follows the standard UUA model. This means it is up to the Board and the MSC to select and hire a contract minister. This eliminates the need to have members vote before the hiring process is finalized.

Bylaws Proposal 5: Article V, Section 1

Replace current Section 1 with the following Sections 1, 2, 3, and 4.

Section 1. Introduction

The Church embraces new Members without regard to any aspect of their Personal Identity.

Section 2. Member

Requirements

- Must be sixteen (16) years of age or over.
- Complete orientation classes designed for prospective new members. This requirement may be changed to an individualized orientation for people with extensive involvement in a UU congregation.
- Former members requesting to have their membership reinstated must get Board approval. If the Board does not approve the request the reason must be documented, and provided to the former member.
- Sign the membership book.

Responsibilities

- Vote at Annual or Special Meetings of the Church.
- Make annual recordable financial contributions to the Church.
 - The Board is authorized to make exemptions from this requirement when individual circumstances warrant.
- Support the Church through service as able.
- Observe the Covenant of Right Relations (as approved and revised by the Congregation).

Benefits

- Only Members may Vote at Annual or Special Meetings of the Church.
- Speak at Annual and Special Meetings of the Church.
- Only Members can hold elected office or be appointed as a committee chair.
- Receive additional membership benefits as may be described in written policies and procedures adopted by the Board (such as discounted fees for the use of Church facilities).
- May be designated as official delegate or representative of the Congregation.

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Section 3. Associate Member

Requirements

- Must be under eighteen (18) years of age, and at least thirteen (13) years of age, with parental or legal guardian approval.
- Must be an active participant of the BBUUC youth program for one or more years.
- Sign the membership book.
- Once they turn eighteen (18) they cease being an associate member and if they want to become a member, must follow the normal process.

Responsibilities

- Support the Church through service as able.
- Observe the Covenant of Right Relations.

Benefits

- Speak at Annual or Special Meetings of the Church.
- Join and serve on committees.

Section 4. Member Emeritus

Requirements

- The Board of Directors may designate any formerly active Member as a Member Emeritus with their permission.

Responsibilities

- Observe the Covenant of Right Relations.

Benefits

- Speak at Annual or Special Meetings of the Church.
- Join and serve on committees.

Reasons for Proposal 5

- Split up the section to make it easier to understand.
- Change new member class requirement.
- Remove the requirement that if the individual is transferring membership, Board approval is required.
- Change reinstating membership requirement to include a documented reason will ensure transparency and discourage the Board from using trivial reasons to deny reinstatement.
- Add to member responsibilities: Vote at Annual or Special Meetings of the Church.
- Adding to associate member: Once they turn eighteen (18) they cease being an associate member and if they want to become a member, must follow the normal process.
- Change *Covenant of Right Relationship* to *Covenant of Right Relations*, to match the name of the official, approved covenant as well as Article XII Ministries.

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Bylaws Proposal 6: Article V, Section 5

Replace current Section 2 with the following Section 5

Section 5. Annual Update to Membership Roster

Each Year, the Board of Directors at its October meeting or if there is no October meeting, its next meeting thereafter, shall start the process of reviewing the status of all members. After consulting with the relevant committees, the Board shall designate a Board member to personally contact any Member whose status is in doubt, inquiring into the Member's interest and intentions. The Member in question shall be invited to renew the Member's personal involvement by committing to fulfill membership requirements. If personal contact cannot be made, a letter or email shall be sent to the last known address of the Member. After three (3) weeks from the date of mailing the letter of inquiry, if no reply requesting continuation has been received, the Board of Directors shall remove the Member's name from the membership rolls.

Reasons for Proposal 6

- Change timing of annual update to membership roster from November to October. The process can take a couple of months and starting before the holidays would be better.
- Change "after consulting with the Caring and Membership Committees" to "After consulting with the relevant committees." The Board has the responsibility and will consult with the committees that can help, but that is a procedure and should not be in bylaws.
- Make it clear that email is a valid way to contact someone and is often the best way.

Bylaws Proposal 7: Article V, Section 6 Revoking Membership

Add the following new Section 6

Section 6. Revoking Membership

1. The Board of Directors, after following approved policy, may revoke membership for behavior that is abusive, harmful, dangerous, disruptive, or destructive. At least 5 Board members must vote in favor of revoking the membership. The reason must be documented and provided to the member.
2. If a Member displays serious criminal conduct, the Board may immediately revoke membership.

Reasons for Proposal 7

Reason for adding section: In very rare cases someone will act in a way that makes church activities less welcoming to others. Talking to the member will normally fix the problem, but if it does not, further steps including revoking membership and legal action might need to be taken. Requiring documentation of the reasons makes the process more transparent.