

Eno River Unitarian Universalist Fellowship Congregational Policies

CII. Policy-Making Guidelines

PMG1 POLICY CHANGES

- A. The Board of Trustees and the Coordinating Team (CT) may adopt, amend, or rescind policies relating to matters within their respective authorities. Various factors both expected and unexpected will make it necessary to do so, such as:
 - 1. Existing policies may not be effective in supporting achievement of intended results.
 - 2. ERUUF's goals and ends may evolve over time.
 - 3. Experience working within the structure of existing policies may point out the need for new policies, changes to policies, or changes to ends.
- B. When policy change is desired, recommendations may be submitted by any member of the Congregation or staff.
 - 1. Recommendations concerning Board policies should be given to the Board, and CT policies to the CT.
 - 2. The proposed change may be in the form of a description of the recommended change, and/or may contain the proposed language of the policy revision or addition.
 - 3. Proposed changes will be evaluated by the Board or CT (depending on policy ownership) and will be reviewed with affected individuals and groups as appropriate.
- C. New policies, policy modifications, or rescissions ideally will be recommended either by or through that part of the institution most intimately connected with their implementation. The expectation is that recommendations will be developed and refined in a spirit of cooperation and respect throughout the process.

PMG2 STEPS TO POLICY ADDITIONS, AMENDMENTS, AND RESCISSIONS

Any member of the congregation or staff who desires to propose an amendment to ERUUF policies should follow these steps:

- 1. Review the existing policies that are relevant to the governance area under scrutiny.
- 2. Provide a written explanation of the problem with the existing policy.

3. State in writing what needs to be changed in the policy to address the problem.
4. Explain how the anticipated impact of the change will improve the functioning of ERUUF in meeting the goals set forth in our mission and ends.
5. If desired, draft a revised policy or new policy that will accomplish the desired improvement.
6. Submit the above information to any member of the CT or board (depending on policy ownership) for analysis and review.
7. The board or CT will review the proposed policy change at its first available meeting.
8. The board or CT may refer the proposed policy change to other ERUUF individuals, committees, or groups for review as necessary to fully vet the recommendation and open a period of time to receive comments from the congregation on the proposed policy changes.
9. The board or CT will review how this change might affect other existing policies.
10. When any comment period is over, the board or CT will make its decision concerning the proposed change. The board and CT will keep each other informed of proposed policy changes for information purposes.
11. A board or CT member will notify the individual or committee about its decision on the proposed policy.
12. If a similar policy change has been proposed within the last ERUUF operational year, the board or CT need not review it again so soon, unless circumstances have changed significantly. If the board or CT declines to review the change due to such a timing issue, it shall nevertheless respond to the change originator with the facts of its recent review.
13. The board or CT will communicate all policy changes to the congregation in a timely manner through the ERUUF Newsletter. All currently effective policies will be available on the ERUUF web site.

PMG43 MAINTAINING CHANGE HISTORY

- A. A history of all policy changes will be kept in the ERUUF board or CT Policy Manual as an appendix. The appendix will list the name of the policy changed, the date of the change, and a short description of the substance of the change.
- B. Documentation of the original recommendation, a reference of those members and staff who reviewed it, the final action taken, and the reasons for the change (or lack of change) shall be maintained in board files for board policies and by the CT for CT policies.