ESTABLISHING UUSD POLICIES

POLICY
Approved by the Board of Trustees December 15, 2021

Preamble: Establishing congregation-wide policies is necessary in order to provide for the efficient operation of UUSD.

Authorization: Sections 6.5 and 6.9(g) of the By-Laws reserve the right to the Board of Trustees (BOT) to set congregation-wide policies.

Responsible organization: Board of Trustees

1. The Secretary of the BOT has the primary responsibility for assuring that UUSD has an up-to date policy manual and may form committees, ad hoc teams, or otherwise delegate this responsibility to accomplish this.

2. Any UUSD Committee, Staff, Team, Member, or the BOT may suggest a new or revised policy.

3. The BOT must authorize the development of any new or revised policies. 4. Policies must be

approved by the BOT prior to implementation.

5. Procedures to implement policies may change from time to time. Updating procedures to implement policies is the responsibility of the entity (Committee, Staff, Team, Member, BOT) implementing the policy. Changes to procedures need not be approved by the BOT. The effective date of a revised procedure will be indicated in the PROCEDURE section below.

PROCEDURE

Effective as of December 15, 2021

In order to obtain BOT approval of a proposed policy, the proposer of the policy will follow this procedure, unless specifically exempted by the BOT:

1. The BOT must authorize the development of the policy. The BOT:
    a. Will receive requests, in writing, when a new policy is proposed, specifying why the policy is needed.
    b. Will consult with stakeholders, as necessary.
    c. May stipulate certain aspects of the policy that should be included.
    d. May approve, request changes, or disapprove the proposal.

2. Policies should conform to the format attached to this document.

3. The policy sponsor is responsible for assuring that UUSD organizational components impacted by the policy will have the opportunity for consultation, review and input. The sponsor should coordinate this effort with the Executive Team.

4. If a proposed policy impacts the day-to-day operations of the congregation, the DRAFT policy must be submitted to the Executive Team for review. The Executive Team will review the proposed policy in a timely manner and (if necessary) provide recommendations for changes. When the DRAFT policy has been finalized, the Executive Team will prepare a recommendation to the BOT on whether or not to approve an operational policy

5. At a regularly scheduled BOT meeting, the policy will be discussed.
   a. It is suggested that the sponsor of the policy attend a BOT meeting to reiterate the need for the policy and to answer any questions.
   b. If it is an operational policy, an Executive Team representative will offer its recommendation on approval.
   c. The BOT may approve, request changes, or disapprove the submitted policy.

6. Once approved, the adopted policy will be included in the official UUSD Policy Manual at the direction of the Secretary of the BOT.