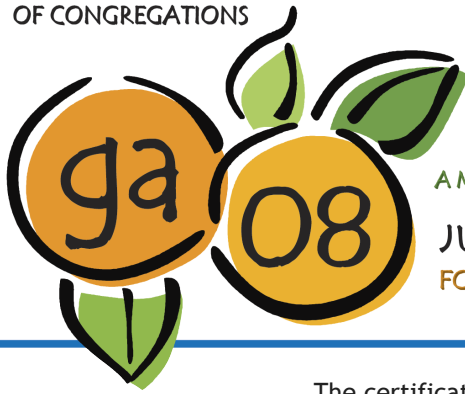


UNITARIAN UNIVERSALIST ASSOCIATION
OF CONGREGATIONS



GENERAL ASSEMBLY

A MEETING OF CONGREGATIONS

JUNE 25-29, 2008

FORT LAUDERDALE
FLORIDA 

BUSINESS GUIDE

This guide offers an introduction on how to participate in the business brought before the annual General Assembly. The procedures are set forth in the UUA Bylaws, found at uua.org > about us > governance.

The certification process for 2008 will begin in mid-November of 2007.

Instructions for certification will be sent to all congregations. The Annual Certification Report & Directory Update will be available online at uua.org > leaders > data services. All congregations must file for certification by February 1, 2008 in order to be certified. This process is used to report a congregation's official membership numbers, which determines its Annual Program Fund Fair Share contribution to the UUA and the number of member delegates it is allowed at General Assembly. Only certified congregations may send voting delegates to the 2008 General Assembly.

If certified, your congregation may

- Propose Amendments to the UUA Bylaws in collaboration with 14 other congregations.
- Propose a Business Resolution or Amendment to Rule in collaboration with 14 other congregations.
- Petition to propose Amendments to the UUA Bylaws by gathering 250 signatures in collaboration with other congregations.
- Petition to propose a Business Resolution or Amendment to Rule by gathering 250 signatures in collaboration with other congregations.
- Vote in the Congregational Poll to determine what appears on the Agenda at General Assembly.
- Send voting Delegates to General Assembly.

Your district may

- Write up to three Business Resolutions.
- Propose Amendments to the UUA Bylaws and Rules.

2008 GA Business Calendar

August 2007	Congregational Study/Action Issues Process Overview and Proposer's Guide, prepared by the UUA Advocacy & Witness staff, available at uua.org/csw ; CSAI Proposal Form made available.
October 1, 2007	CSW deadline for CSAI proposals for GA 2008-2012. Deadline for receipt of proposed Business Resolutions and Amendments to Bylaws and Rules for GA 2008.
November 15, 2007	Annual Certification & Directory Update Process begins at uua.org . Congregational Poll (if necessary) made available and congregations notified of its availability.
February 1, 2008	Deadline for congregations to complete online the Annual Certification and Directory Update. Deadline for response to Congregational Poll (if necessary).
March 1, 2008	Deadline for congregations and districts to submit comments regarding the Congregational Study/Action Issue (CSAI) and the related resource guide to the Commission on Social Witness.
Late February 2008	UUA mails a comprehensive GA packet to all congregations, which includes Notice of Meeting (60 days prior to GA. Rule 4.6.1), the Tentative Agenda, registration and housing forms.
May 9, 2008	Delegate credentials for General Assembly mailed to certified member congregations.
May 23, 2008	Final Agenda available to congregations at uua.org .
June 25-29, 2008	General Assembly in Fort Lauderdale, FL.

Social Justice at General Assembly

For details on the social justice process, including CSAIs, Statements of Conscience, and Actions of Immediate Witness, visit uua.org/csw, write to socialwitness@uua.org or to the Commission on Social Witness c/o UUA Advocacy & Witness, 25 Beacon Street, Boston, MA 02108, or call the Advocacy & Witness Staff Group at (617) 948-4607.

Business Resolutions and Amendments to Rules Refer to Article IV of UUA Bylaws and Rules

A Business Resolution "...directly involves the administration and structure of the Association. Any resolution submitted which, taken as a whole, has as its purpose the making of a statement of social concern or principle shall be deemed to be a Study/Action Issue for Social Justice..." (Rule G-4.18.2)

How to write a Business Resolution:

Formatting:

Each resolution should have two parts: a preamble and operative paragraph(s).

The first part sets forth the reasons for action, the second part the action desired and the persons or organizations who are requested to act.

Each paragraph in the preamble should begin with "Whereas"; the first operative paragraph with "Be it Resolved that the 20xx General Assembly of the UUA" (urges, recommends, etc.); and successive operative paragraphs with "Be it Further Resolved."

Each part of a resolution should be:

Accurate: State facts, not opinions or judgments.

Brief: Short statements are more clearly understood than long ones.

Clear: Use direct, straightforward language.

Unified: Limit a resolution to one topic.

Who may submit Resolutions

Fifteen collaborating UUA certified (in 2007) member congregations, by action of their governing boards or congregations. A district, by official action at a district meeting at which a quorum is present. (A district may submit no more than three Business Resolutions.)

The bearer of a petition signed by 250 members of UUA certified (in 2007) member congregations, with no more than ten members from any one congregation.

How to submit Resolutions

There are two different forms used for submitting Business Resolutions. Use either "Business Resolution or Amendment to Rule by District or Congregations," or "Business Resolution by Petition or Amendment to Rule by Petition." These forms are available at uua.org > events > general assembly > business & social witness, or from the GA office at (617) 948-4209 or gaoffice@uua.org. Submit all the materials together by October 1, 2008.

What happens next

Proposed Business Resolutions and Amendments to Rules appear on the GA Tentative Agenda. UUA certified member congregations use the Congregational Poll to vote for the inclusion of said resolutions on the Final Agenda; congregations must respond to the Poll by February 1, 2008. Those receiving a majority of the votes cast are placed on the GA Agenda.

Amendments to the UUA Bylaws Refer to Article XIV of UUA Bylaws and Rules

Bylaws and Rules are the basic legal guide to the actions of the Association.

How to write Amendments

Proposed amendments must be clear and unambiguous. They should be precise, using words consistent with the context. Include the basic argument to be used by the proponents.

If other Bylaw sections will be affected, this should be noted.

How to submit Amendments

Use the form "Proposed Amendment to Bylaws," which is available at uua.org > events > general assembly > business & social witness, or from the GA Office at (617) 948-4209 or gaoffice@uua.org. Submit all materials together by October 1, 2008.

Who may submit Amendments

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What happens next

Proposed amendments to Bylaws and Rules appear on the Tentative Agenda, then the GA Agenda for vote by delegates.