

# Unitarian Universalist Association

— 2004 —

## General Assembly

A Meeting of Congregations

June 24<sup>th</sup> - 28<sup>th</sup>, 2004



# A g e n d a

## **Business Process**

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### **Mini-Assemblies**

All business of the General Assembly is conducted in Plenary Sessions. Mini-Assemblies offer opportunities in small sessions for delegates to speak on issues, find out more about individual business items before a vote in plenary, and propose amendments to the business item or social witness statement. The Planning Committee or the Commission on Social Witness may move amendments to business items as a result of discussion in Mini-Assemblies.

### **Bylaw and Rule Amendments**

Proposed Bylaw and Rule Amendments will be discussed in Mini-Assemblies on Friday at 5:00 p.m. at the Hyatt Regency in the following rooms: Seaview A, Seaview B, Seaview C and Shoreline. The Planning Committee is responsible for these sessions and, immediately afterward, meets to consolidate results and formulate any amendments to be proposed.

### **UUA Statement of Conscience (Civil Liberties)**

Discussion of the proposed UUA Statement of Conscience takes place in the Mini-Assembly Friday at 1:30 p.m. in Room 104B of the Long Beach Convention Center. The vote to adopt is scheduled for a Plenary Session.

### **First-Year Study/Action Issues**

Four First-Year Study/Action Issues (SAIs) appear on the Final Agenda as a result of the Congregational Directives poll for General Assembly Action. Discussion of these SAIs takes place in a workshop Friday at 5:00 p.m. in Room 104B of the Long Beach Convention Center prior to voting in the Plenary Session for one issue for study and action during the coming two years.

### **Second-Year Study/Action Issue (Criminal Justice and Prison Reform)**

No vote is taken this year on the Study/Action Issue that was chosen by the last year's General Assembly. A workshop will be held Saturday at 5:00 p.m. in Room 301 of the Long Beach Convention Center, and those who engaged in study and action on the issue are invited to share experiences at this time. Based on the discussion, the Commission on Social Witness will draft a UUA Statement of Conscience for consideration during the coming year.

### **Actions of Immediate Witness**

Proposed Actions of Immediate Witness (AIWs) must be posted in the CSW exhibit booth by 5:00 p.m. on Friday. The complete AIW, along with the requisite delegate signatures, must be filed in the GA Office (Convention Center main lobby ticket office) by 5:00 p.m. on Saturday. Prior to voting for adoption Monday afternoon, preliminary action on AIWs will be taken in Plenary Session on Sunday, and Mini-Assemblies to discuss the proposed AIWs will be held Sunday at 4:45 p.m. at the Hyatt Regency in the following rooms: Seaview A, Seaview B, Seaview C, Shoreline, Regency Ballroom D and Regency Ballroom F.

### **Budget Hearing**

UUA Finance Committee members and UUA officers conduct a hearing on the 2004 - 2005 budget Friday at 1:30 p.m. in Room 305 of the Long Beach Convention Center. This session offers an opportunity to ask questions about and consider changes to the budget. Motions on the budget must be submitted in writing in the GA Office (Convention Center main lobby ticket office) by 5:00 p.m. on Sunday, for consideration Monday.

### **UUA General Assembly June 24-28, 2004**

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# Living the Democratic Process

### Purpose

**GENERAL ASSEMBLY: A MEETING OF CONGREGATIONS** is an annual opportunity for delegates from member congregations to affirm, promote, and practice the democratic process while conducting the business of the Association.

**RULES OF PROCEDURE** are adopted at the start of the Assembly. They are printed (as proposed but not necessarily as adopted) in the GA Agenda. The Rules of Procedure are designed to help the delegates effectively represent their congregation.

### Speaking in Plenary

Before speaking you must be recognized by the Moderator, and to be recognized you must be at a microphone. The Moderator recognizes you by referring to the microphone (“I recognize the delegate at the Pro microphone...”).

Any **DELEGATE** may speak; non-delegates need the consent of the Moderator or vote of the Assembly to admit the speaker to the floor. (This happens only rarely.) Once recognized, identify yourself (name and society from which you are a delegate), e.g., “I’m Chris Doe from Rip Roaring Congregation of Great City, Ohio.”

**BE SUCCINCT** and remember you have only two minutes. You may speak on a motion only once as long as others wish to speak.

Speaking time is limited. Do not speak if your point has already been made by another speaker. Be respectful of other delegates by only speaking when you have something important to add to the discussion.

There are four microphones: **PRO**, **CON**, **PROCEDURE** and **AMENDMENT**

- ♦ To speak in favor - go to the **PRO** mike.
- ♦ To speak against - go to the **CON** mike.
- ♦ To make an amendment – go to the **AMENDMENT** Table for assistance.
- ♦ To raise a procedural issue, go to the **PROCEDURE** mike.

**PROCEDURAL** questions are limited to:

- ♦ Parliamentary inquiry
- ♦ Points of order and information
- ♦ Question of privilege
- ♦ Motions to extend or limit time of debate, change the order of business, recess, or adjourn.

**TIME USED ON PROCEDURAL ISSUES IS INCLUDED** in the time set for debating the item on the floor. Procedural issues must be raised at the Procedure microphone. They take precedence over discussion.

The **AMENDMENT** mike is used only for making an amendment that has first been processed at the Amendment Table.

### Debate

**THERE MUST BE 15 MINUTES OF DISCUSSION ON THE MOTION AS PRINTED** (or as presented by the Planning Committee or Commission on Social Witness) before an amendment may be proposed unless the Rules of Procedure specify otherwise. If no one is standing at a microphone to speak on the motion as presented, this time may be shortened. The Moderator alternates recognizing speakers at **PRO** and **CON** microphones.

**AFTER 15 MINUTES OF DEBATE, AMENDMENTS MAY BE PRESENTED.** Debate takes place on each amendment until it is resolved. *Only one amendment may be presented at a time.* (You can’t amend an amendment.)

An amendment may be to insert new words, delete words, or to delete and insert. Each amendment may cover only one subject. An amendment may not change a non-business resolution into a Business Resolution; for example, you can’t add language to an Action of Immediate Witness that requires specific action from congregations or the UUA Board or staff. Before an amendment may be presented to the delegates, it must be presented in writing at the Amendment table next to the Amendment mike (see also “Mini-Assembly” below).

Some motions must be filed prior to the opening of a session, particularly ones concerning the **BUDGET**. See Rules of Procedure in the Final Agenda for deadlines and place for filing them.

Motions of Amendment to items on the Agenda, Actions on Reports, etc., may be made as part of the debate.

Be careful that your motion does not change the meaning so much that it is a substitute rather than an amendment. You may make a substitute motion at some times but must recognize it as such.

### Voting

Delegates vote by:

- ♦ Voice (call for ayes and nays)
- ♦ Uncounted show of voting cards
- ♦ Counted show of voting cards
- ♦ Written ballot

The Moderator is responsible for determining whether a motion passed or failed. A delegate who disagrees with the Moderator's determination may come to the procedural microphone and ask for a counted vote. At least 49 other delegates must support the request to force the counted vote.

It is crucial that you bring your voting card with you to each Plenary Session. Voting cards are difficult to replace, if lost, and you cannot vote without your card. As a delegate, you may not give your voting card to anyone else to use.

### Mini-Assembly

A Mini-Assembly is an opportunity for delegates to propose amendments to resolutions on the final agenda, discuss the proposed amendments, and, for the Statement of Conscience, to work collaboratively with other delegates to draft amendments. Mini-Assemblies save Plenary Session time and permit freer debate than plenaries do. It is not possible to offer an amendment to a business resolution, bylaw change, rule change, or social witness statement during plenary debate if it was not submitted for consideration at the appropriate mini-assembly.

There is a mini-assembly scheduled for the rule changes listed on the final agenda. All mini-assemblies are listed in the program.

After a Mini-Assembly and before voting in Plenary Session, the Planning Committee may incorporate proposed amendments into a Business Resolution or a Bylaw and the Commission on Social Witness may incorporate proposed amendments into a Statement of Conscience or an Action of Immediate Witness. For Statements of Conscience, the Commission on Social Witness is required to report all amendments to the GA delegates. The Commission on Social Witness can prioritize the amendments, including the order of their presentation at the amendment microphone in Plenary. If you wish to modify the Statement of Conscience, plan to attend the entire mini-assembly and work collaboratively with other delegates to suggest amendments.

### Budget Hearing

At the Budget Hearing questions may be answered, but no motions may be made. Motions to modify the budget must be made in writing by the time announced in the Rules of Procedure. Budget motions, if adding funds to an item or proposing new spending, must specify which other specific categories are to be reduced. See Rule G-10.1.4.

### Statements of Conscience

Based on feedback from the mini-assembly, the Commission on Social Witness may recommend that the delegates change the length of time the statement is debated before amendments are in order.

Debate is limited to 12 minutes per amendment.

### Actions of Immediate Witness

Sometimes significant actions, events, or developments occur that delegates may wish to address immediately. The process for admitting Actions of Immediate Witness to the agenda means that congregations have no opportunity to consider and discuss them in advance of General Assembly, so care should be taken to only submit Actions of Immediate Witness that could not otherwise be accommodated in the congregationally-based Study/Action Issue process. Consult Article IV, Section 4.16 (b) (1) of the UUA Bylaws for the criteria for an Action of Immediate Witness.

**HOW MANY ACTIONS OF IMMEDIATE WITNESS MAY BE ADMITTED TO THE AGENDA?** No more than six.

# Guide for Delegates

**HOW CAN A DELEGATE PLACE AN ACTION OF IMMEDIATE WITNESS ON THE AGENDA?** Pick up the required cover sheet and petition form for signatures at the Commission on Social Witness (CSW) booth. Submit a copy of the AIW at the CSW booth for posting by the Friday deadline. Then begin collection signatures from other delegates. Submit the AIW with the required number of delegate signatures to the CSW at the GA Office by the Saturday deadline. See the cover sheet for directions, requirements, and deadlines.

**WHAT HAPPENS THEN?** The Commission will select no more than six from among those submitted which meet the criteria for an AIW. These will be submitted to delegates for admission to the Agenda. The motion to admit is not debatable, but there will be an opportunity for a two-minute statement of advocacy by the sponsor of each AIW. After consideration of proposed amendments at a Mini-Assembly, each AIW will be voted on by the delegates for adoption by the General Assembly.

## To Get Your Questions Answered

**PLAY FAIR.** The guidelines that follow are not subterfuges for you to use to get around time limits. They are designed to make you more knowledgeable and effective.

**POINT OF INFORMATION.** Raise a point of information when you want to get information, not give it. A delegate may request “Point of Information” from any microphone. It’s exactly that: a request for information such as “On what are we voting?” or “What is the cost to the UUA of this motion?” Your question cannot be a statement, and no preface except your identification is permitted.

**POINT OF PERSONAL PRIVILEGE.** Raise a point of personal privilege when your ability to do business is being hampered. Any delegate may request a Point of Personal Privilege. You go to the procedural microphone and say “Point of Personal Privilege” and wait to be recognized by the Moderator. After recognition, identify yourself and state your point (no statement, no argument or preface, just the bare request), such as “It is not possible to hear from the pro microphone” or “Our section was not counted.”

**POINT OF PROCEDURE.** You use this for questioning parliamentary procedure. A delegate may interrupt debate by going to the procedural microphone and saying “Point of Procedure” and wait to be recognized. A sample point is “Is this not an amendment to an amendment?” or “Was a vote taken?”

**NEED INFORMATION?** Have a question about the status of the Agenda, a business matter, procedures, etc.? Ask a member of the Planning Committee. They will be identifiable on the floor of the Assembly during each Plenary Session. When the Assembly is not in session, look for one of them at the GA Office. The Bylaws are in the Program.

**DO YOU HAVE AN AMENDMENT? ARE YOU UNHAPPY WITH WORDING?** Time constraints preclude more than two or three amendments to an item being considered in plenary. Preliminary work on agenda items is completed in the mini-assembly.

## Committee of the Whole

When the Assembly is debating a particularly complex or difficult question (there may be two, three, or four alternate versions or ideas) the Moderator may decide, or a delegate may move, that the Assembly move into a “Committee of the Whole” to consider the subject. If done, the Rules of Procedure are eased and the Assembly now acts as a committee.

- ♦ A person other than the Moderator may occupy the Chair.
- ♦ Discussion may take place without motions.
- ♦ The only motions allowable are motions to amend, adopt, or reconsider.
- ♦ Non-binding straw votes may be taken.
- ♦ The formality of pro/con microphones is somewhat relaxed.
- ♦ You may speak only once on a discussion unless no one else wishes to speak.
- ♦ Time limits are relaxed or do not exist unless the “Committee” sets them.

Once the Committee of the Whole has decided what it wants to do, a delegate moves that the Committee of the Whole “rise and report” specifying the agreed-upon result. The Moderator takes the Chair, and the Plenary Session of the General Assembly is again in session. The motion formulated in the Committee is reported and vote is taken immediately, without debate or possibility of amendment.

## Friday Plenary I 8:30 a.m. - 12:30 p.m.

- 8:30 Call to Order (Gini Courter)
- Approval of Rules of Procedure
- Preliminary Credentials Report  
(Wayne Arnason)
- Financial Advisor's Report  
(Larry Ladd)
- Investment Committee Report  
(Lucia Santini-Field)
- Presentation of the 2005-06 Budget  
(Lyn Conley)
- Beacon Press Financial Update
- Annual Program Fund Update
- Song: Gather the Spirit
- Address from President Niwano,  
Rissho Kosei-kai
- Introduction of International Guests
- Fearless Minds: A Retrospective
- Holdeen India Report (Kathy Sreedhar)
- Presentation of Awards
- Introduction of Service Project
- Overview of the Social Witness  
Process (Richard Nugent)
- Report of the Social Witness Review  
Taskforce
- Covenant Groups at GA
- Presentation of Awards
- Panel and Discussion: The Language  
of Reverence (Lee Barker)
- President's Report (William Sinkford)
- Announcements (Wayne Arnason)
- Process Observation
- 12:30 Recess

## Saturday Plenary II 8:30 a.m. - 12:30 p.m.

- 8:30 Call to Order (Gini Courter)
- Credentials Report (Wayne Arnason)
- Executive Vice-President's Report  
(Kay Montgomery)
- Offering for Development of Religious  
Education Curricula (Burton Carley)
- Awards
- How Study Action Issues Work for  
Congregations and the UUA  
(Meg Riley)
- Presentation of Study Action Issues
- S1 Civil Marriage Equality
  - S2 Oppression of Women World Wide
  - S3 Stopping Mass Extinction
  - S4 Threat of Global Warming
- Study Action Issues
- Proposed Changes to the Study Action  
Issues Process
- Journey Toward Wholeness  
Transformation Committee Report  
(Kim Varney)
- Song: Love Will Guide Us
- How Congregations Can Work for  
Voting Rights (Welton Gaddy)
- How Statements of Conscience Are  
Implemented (Meg Riley)
- Debate and Vote on Statement of  
Conscience
- Proposed Changes to the Statement of  
Conscience Process
- Beacon Press: Supporting the Justice  
Work of Congregations (Helene Atwan)
- Moderator's Election (Wayne Arnason)
- Plenary Process Observations
- Announcements (Wayne Arnason)
- 12:30 Recess



# Agenda

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## **Sunday Plenary III 12:45 p.m. - 4:15 p.m.**

12:45 Call to Order (Gini Courter)  
Greetings from the UUMA (Ken Sawyer)  
Greetings from LREDA  
(Makanah Morris)  
Credentials (Wayne Arnason)  
Report of the Ministerial Fellowship  
Committee (Phyllis Daniel)  
Report of the Religious Education  
Credentialing Committee (Liz Jones)  
Debate and vote on Sections 7.1, 7.2, 7.13,  
12.1-12.8: Religious Education  
Credentialing  
Debate and vote on Rule G-3.10.1.  
Democratic Process  
Debate and vote on Rule G-2.1  
Democratic Process  
Song: Now Let Us Sing  
Starr King 100<sup>th</sup> Anniversary  
(Rebecca Parker)  
Moderator's Report (Gini Courter)  
How Actions of Immediate Witness Are  
Implemented (Rob Keithan)  
Motions to Admit Actions of Immediate  
Witness (Richard Nugent)  
Faith Based Community Organizing  
Overview (Margie Fine)  
Our Congregations Work with FBCOs  
(Susan Leslie)  
Socially Responsible Investing  
(Joan Cudhea)  
Announcements (Wayne Arnason)  
Plenary Process Observations  
4:15 Recess

## **Monday Plenary IV 1:00 p.m. - 5:00 p.m.**

1:00 Call to Order (Gini Courter)  
Credentials (Wayne Arnason)  
UU Women's Federation Report  
(Nancy Van Dyke)  
UU Service Committee Report  
(Charles Clements)  
Vote on Rule G-9.12.6 - G-9.12.10:  
Election Campaign Reform  
Vote on C-2.3 Bylaw Proposal;  
Non-discrimination  
Votes on Actions of Immediate Witness  
Song: For All That Is Our Life  
General Assembly Service Project Report  
Thanking those who made General  
Assembly so incredible this year  
Responsive Resolutions  
Final Credentials (Wayne Arnason)  
Plenary Process Observations



## **RULE 1. ORDER OF BUSINESS**

Consideration of and action upon items must proceed in the order set forth in the Final Agenda unless during the meeting that order is changed by majority vote.

## **RULE 2. MEANS OF VOTING**

So long as a quorum is present, action on any question, unless the Bylaws otherwise provide, will be decided in the first instance by an uncounted show of hands/voting cards, or by an uncounted standing vote of the delegates present. If the Moderator wishes a counted vote or if a delegate requests it and the Moderator determines that 49 other delegates join in the request, the vote must be counted. Except for Study/Action Issues for Social Justice (Rule 11), no vote will be taken by written ballot unless the delegates order a written ballot by a two-thirds vote. Provided a quorum is present at each Plenary Session, all matters submitted to a vote of the delegates will be determined by the number of votes cast by delegates present and voting on the matter. The required proportion of votes cast by delegates to approve any action or resolution will be as set forth in the Bylaws or Rules or these Rules of Procedure.

## **RULE 3. MINUTES**

The Executive Committee of the Board of Trustees will approve the minutes of the General Assembly Plenary Sessions, which will be prepared by the Recording Secretary in consultation with Legal Counsel.

## **RULE 4. PRESENTATION OF ITEMS**

The provisions of Rule 5 notwithstanding, the Planning Committee and/or the Commission on Social Witness will, at their discretion, move the item as printed on the Final Agenda or move an amended version of the item.

## **RULE 5. AMENDMENTS**

Except for clarifying amendments, amendments to the main motion and motions to refer, table or to call the question will not be in order until there has been at least fifteen minutes of debate, if that much is needed, on the merits of the main question as moved. Amendments to a business resolution or a bylaw or rule proposed amendment must be submitted for consideration at the appropriate mini-assembly in order to be offered in the plenary session. No amendment or other change to any motion under consideration will be entertained unless it is submitted in writing on forms prescribed by the Moderator, who may, however, waive this requirement.

## **RULE 6. TIME LIMITS**

The following time limits are imposed on all business transacted by the Assembly except as otherwise provided in these Rules for Actions of Immediate Witness, Study Action Issues and UUA Statement of Conscience. If, however, there is no objection from the floor, the Moderator may grant minor extensions of time. Any time limits imposed by this rule may be extended by a two-thirds vote.

- a) No person may speak on any motion for more than two minutes, and not more than once, so long as there are others who have not spoken who desire the floor, except that persons having special information may, with the permission of the Moderator, reply to questions.
- b) Thirty minutes is allowed for discussion of any proposed bylaw or rule amendment, resolution, or action on a report that is on or admitted to the Final Agenda. Whenever possible, the discussion time will be equally divided between proponents and opponents and by the alternate recognition of speakers at microphones designated Pro and Con.
- c) A motion to call the previous question on the main motion shall not be in order if there are potential speakers at both Pro and Con microphones and the original or extended time for discussion has not expired. A motion to call the previous question on a motion to amend the main motion is in order after 10 minutes of discussion concerning the amendment.

# Rules of Procedure

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## **RULE 7. MICROPHONES**

- a) Pro and Con Microphones. Usage of the microphones designated “Pro” or “Con” is limited to statements in support of or in opposition to motions.
- b) Amendment Microphone. Usage of the microphone designated “Amendment” is limited to presenters of motions and members of the Board of Trustees who may use the microphone only for:
  - 1) making an amendment to a main motion or another amendment, provided the motion is otherwise in order;
  - 2) using such additional time remaining under Rule 6, if any, to speak in support of the amendment; and
  - 3) stating the Board of Trustees’ position at the outset of debate on those items on the Final Agenda on which the Board takes a position.
- c) Procedure Microphone. All other matters must be brought to the Procedure microphone.

## **RULE 8. COMMITTEE OF THE WHOLE**

At any stage of the meeting, the Moderator, without a vote of the Assembly, at his or her discretion from time to time may order the meeting resolved into a Committee of the Whole or reconvened in regular Session. While the meeting is acting as a Committee of the Whole, the following Special Rule will apply: The Presiding Officer, without a vote of the Committee of the Whole, may permit reconsideration of any action taken by the Committee of the Whole and other departures of the Rules of Parliamentary Procedure if it appears to him or her that the work of the Committee of the Whole will thereby be expedited.

When the General Assembly is reconvened, the only motion in order will be to adopt the recommendation of the Committee of the Whole. A motion recommended by the Committee of the Whole will not be subject to amendment, debate, or delay.

## **RULE 9. BUDGET MOTION**

Any motion concerning the 2004 - 2005 budget that is to be made at the time provided for such motions during the formal business sessions must be filed in writing at the General Assembly Office not later than 5:00 p.m. Sunday. All such motions must provide for reductions in specific other categories of spending equivalent to the increase in spending recommended in the motion. Adoption of the motion requires a two-thirds vote.

## **RULE 10. RESOLUTIONS AND ACTIONS NOT ON THE FINAL AGENDA**

A Resolution or Action not on the Final Agenda may be considered only under the following circumstances:

- a) under Bylaw Section 4.16, which permits the addition of Actions of Immediate Witness to the Agenda and consideration of non-substantive resolutions;
- b) under Bylaw Section 4.16(c), which permits the addition of Responsive Resolutions in response to a substantive portion of a report by an officer or committee reporting to the Assembly.

## **RULE 11. STUDY/ACTION ISSUES FOR SOCIAL JUSTICE** Pursuant to Bylaw Section 4.12(c):

Up to five Study/Action Issues for Social Justice may be presented to the General Assembly. A sponsor of a Study/Action Issue determined by the Commission on Social Witness to be eligible for consideration will have two minutes to speak in support of obtaining the vote necessary to be selected as the Study/Action Issue referred for study. Following the presentation by the sponsors for all Study/Action Issues eligible for consideration, time will be provided for up to four additional statements of support for each Study/Action Issue. Persons wishing to speak shall use the microphone designated for the Study/Action Issue for which he/she advocates.

After debate concerning the proposed Study/Action Issues, a written ballot, prepared by the Commission on Social Witness, will be used to receive the vote of the delegates for which one of the Study/Action Issues will be referred for study. The Study/Action Issue receiving the highest number of votes among all Study/Action Issues shall be referred for study providing, however, that if no Study/Action Issue receives a majority of the votes cast, then a second vote shall be taken between the two Issues receiving the highest number of votes cast in the initial election.

### **RULE 12. UUA STATEMENT OF CONSCIENCE**

One hour will be allowed for debate.

The Commission on Social Witness may recommend for delegate approval by majority vote an amount of time for the Statement to be debated before amendments are in order. If no such recommendation is proposed and approved, no amendment shall be in order unless there has been at least 30 minutes of debate, if that much is needed, on the merits of the proposed UUA Statement of Conscience.

A motion to amend a proposed UUA Statement of conscience is not in order in the Plenary Session unless it first was presented to a mini-assembly as described in Rule 4.12.4. Up to twelve minutes will be allowed for the debate of an amendment.

The Commission on Social Witness will have the discretion to prioritize the amendments including their presentation at the amendment microphone in Plenary.

### **RULE 13. ACTIONS OF IMMEDIATE WITNESS**

The proposed Action of Immediate Witness must be in writing.

A copy for posting at the Commission on Social Witness booth must be delivered to the booth in the exhibit area no later than 5:00 p.m., Friday, so that proposals may be made available for viewing prior to the filing deadline.

The copy to be filed must have attached signatures showing the requisite delegate support specified in Bylaw Section 4.16(b)(2) and must be filed with the Commission on Social Witness in the General Assembly Office by no later than 5:00 p.m., Saturday.

Each sponsor of an Action of Immediate Witness determined by the Commission on Social Witness to be eligible to be considered for possible admission to the agenda under Bylaw Section 4.16(b) will have two minutes to speak in support of obtaining a vote supporting the admission of the action to the agenda.

The sponsor will move admission at a Plenary Session scheduled before vote on the action is to occur and when called upon to do so by the Moderator.

The motion to admit is not debatable and requires a two-thirds vote of support.

A motion to amend an Action of Immediate Witness is not in order in the Plenary Session unless it first was presented to a mini-assembly, as described in Bylaw Section 4.16(b)(4).

Twenty minutes will be allowed for debate, if needed, on each proposed Action of Immediate Witness. No amendment shall be in order unless there has been at least twelve minutes of debate, if that much is needed, on the merits of the proposed Action of Immediate Witness.

Adoption of an Action of Immediate Witness may occur only during the final Plenary Session of the Assembly and must be by two-thirds vote, as specified in Bylaw Section 4.16(b)(5).

### **RULE 14. AMENDING THE RULES OF PROCEDURE**

These Rules of Procedure will be adopted by a two-thirds vote and may be amended, suspended, or repealed during the course of the Assembly only by a two-thirds vote, except for the preceding Rule 9, the amendment, suspension, or repeal of which requires a four-fifths vote.

### **RULE 15. ADJOURNMENT**

The final business session of the 2004 General Assembly will be adjourned no later than 5:00 p.m., Monday, June 28.

## Study/Action Issues - First Year

*The four Study/Action Issues presented here were selected by certified congregations to be placed on the Agenda. The vote on the following SAIs will be to determine which one shall be referred to congregations and districts for further review and study in the Statement of Conscience process, pursuant to Bylaw Section 4.12. An implementation session on the chosen SAI will be held on Monday at 10:15 a.m.*

### S1 Civil Marriage Equality

**Issue:** What can Unitarian Universalists do to promote the understanding of civil marriage equality for same-sex couples?

**Background and Reasons for Study:** Marriage has changed over time to fit the needs and purposes of society. The societal norm in Western culture has not always been an exclusive partnership between any man and any woman. In the United States, interracial unions were once deemed “unnatural” and were illegal in some states until 1967 when the Supreme Court recognized this as a violation of civil rights.

The right to marry a person of one’s own gender is still illegal in America. A federal law, the Defense of Marriage Act (DOMA, 1996) stipulates that marriage is between a man and a woman. Similar laws exist in 37 states; others have pending legislation. These laws unquestionably grant hundreds of state and federal civil rights, responsibilities, benefits and protections of civil marriage to opposite-sex couples, while denying these rights to more than 10 million gay and lesbian people in the United States. Same-sex couples in committed relationships face discrimination in life issues related to workplace, parenting, legal agreements, housing, taxes, memberships, immigration, medical care, legal protections, among others.

Recent decisions challenge discrimination against civil rights of lesbians and gays. The Massachusetts Supreme Judicial Court ruled that same-sex and opposite-sex couples must be given equal civil marriage rights. The U.S. Supreme Court ruled that the Constitution protects the liberty to enter into same-sex relationships and the private lives of every person. New Jersey’s and Vermont’s civil union statutes provide same-sex couples some legal status, but is neither equal to marriage nor universally recognized. Additionally, the Netherlands, Ontario and British Columbia recognize same-sex marriages. This is a dilemma for America, who by tradition and law has recognized marriages legalized elsewhere. Many opponents perceive equality for same-sex couples as a threat to the “sanctity of traditional marriage,” pressing for a constitutional amendment barring civil marriage equality nationwide.

Marriage in the U.S. is a legal, civil contract granted by the state that gives authority to persons such as clergy, justices of the peace, judges, and ship captains to legally sanction the marriage. A religious ceremony is not required by law and remains the choice of the couple. There is growing recognition that any legislation that denies civil marriage equality for same-sex couples is unconstitutional.

**Significance to Unitarian Universalism:** As leaders for social justice, Unitarian Universalists have historically engaged in securing equality for lesbians and gays, and supporting civil unions and legal equity regardless of sexual orientation. The 1996 General Assembly of the Unitarian Universalist Association passed a Resolution of Immediate Witness, “Support of the Right to Marry for Same-Sex

Couples.” With a UUA Statement of Conscience, Unitarian Universalists can give a religious voice that embraces diversity and rejects intolerance to organizations working for public support of civil marriage equality for same-sex couples.

### Possible Study Questions:

- How has marriage changed over time and within different cultures?
- Why do couples form relationships and does this differ for same-sex and opposite-sex couples?
- What are the rights, benefits, and protections of marriage and should anyone be denied those rights?
- What is the status of legislation related to this issue in your state?
- Would civil marriage licenses for all peoples interfere with rights and beliefs of religious institutions?
- How do Unitarian Universalist principles of justice and equity apply to civil marriage equality?

### Possible Actions:

- Study the issue and educate yourself, your congregation and community and political leaders.
- Form a book group to read *What Is Marriage For?* by E.J. Graf, using Beacon Press’s discussion guide.
- Join or start a local coalition working on civil marriage equality.
- Stay current and respond to legislation regarding civil marriage equality.

**Related Prior Social Witness Statements:** Support of the Right to Marry for Same-Sex Couples (RIW1996); Gay and Lesbian Services of Union (Bus 1984); and Gay Human Rights (Bus1977).

## S2 Oppression of Women World Wide

**Issue:** How can Unitarian Universalists work to end the injustices perpetrated against women around the world?

**Background and Reasons for Study:** Although women in the West have made tremendous gains in legal and cultural protections of their rights, many women suffer worldwide with little hope of recourse for the physical and psychological abuse they endure. Many women throughout the world have little or no access to education. In Africa, and elsewhere where HIV is rampant and access to drugs is severely limited, women are abused by men who have no fear of punishment. This exposes both women and their children to the scourge of HIV/AIDS. In parts of Africa and the Middle East, women must endure the painful practice of genital mutilation. Objective public birth control education in many countries has become subject to withholding of American foreign aid. Trafficking in women has denied many thousands of women the hope of ever having a decent, free, or dignified life.

**Significance to Unitarian Universalism:** It is impossible to reconcile the dignity and worth of all individuals with these realities of the worldwide oppression of women. This has long called us to fight for women’s rights in the United States and has helped us begin to develop a tradition of women’s leadership in this country. It should compel us also to fight for the rights of women throughout the world, so all women may live in societies which recognize and defend their rights.

### Possible Study Questions:



## Study/Action Issues - First Year

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- 72 • What has happened since the Beijing Accords created at the United Nations Fourth World  
73 Conference on the Status of Women? What can Unitarian Universalists do to ensure  
74 implementation of these Accords?
- 75 • How can we understand the roots of oppressive practices in other cultures and religions? Is  
76 “cultural relativism” an adequate defense of these practices? How can we dismantle current  
77 practices, so women’s human rights may be recognized and respected throughout the world?
- 78 • How does American foreign policy perpetuate the curtailment of women’s rights in other parts of  
79 the world?
- 80 • On what basis can men and women begin to challenge cultural and religious practices preventing  
81 women from getting basic and equal education and health care?

### 82 **Possible Actions:**

- 83 • Educate ourselves by reading the many primary accounts written by women living in societies  
84 sanctioning their oppression.
- 85 • Collaborate with the Unitarian Universalist United Nations Office, the Unitarian Universalist  
86 Service Committee, Amnesty International, and other organizations advocating women’s rights.
- 87 • Lobby members of congress to develop responsible foreign policy to prevent the oppression of  
88 women.
- 89 • Work on literacy and educational projects bringing hope and opportunity to women around the  
90 world.

**Related Prior Social Witness Statements:** Population and Development (1996 Gen); United Nations Convention for the Elimination of Discrimination Against Women (1981 Bus); Statement of Consensus in the United Nations (1969 Bus); and Human Rights Conventions (1965 Gen).

## 91 **S3 Stopping Mass Extinction**

92 **Issue:** How can we slow the massive extinction of other species and ensure the continuation of life  
93 on earth?

94 **Background and reasons for study:** Human beings are destroying other forms of life on  
95 unprecedented scales. The extinction rate for plants and animals is now thousands of times higher  
96 than the rate which prevailed prior to industrialization. The World Conservation Union puts one  
97 quarter of all mammals and one eighth of all birds at risk of extinction. A majority of the world’s  
98 biologists agree Earth is suffering a Sixth Great Extinction, dwarfing the cataclysm that killed the  
99 dinosaurs. As Dr. Edward O. Wilson wrote, “If the decision were taken today to freeze all  
100 conservation efforts at their current level while allowing the same rates of deforestation and other  
101 forms of environmental destruction to continue, it is safe to say that at least a fifth of the species of  
102 plants and animals would be gone or committed to early extinction by 2030, and half by the end of  
103 the century.”

104 Extinction on this scale means the permanent loss of much of the Earth’s gene pool, along with loss  
105 of undiscovered medicines, disease-resistant crops, and other potentially life-saving products. More  
106 important is the issue of whether the biosphere can adapt to such devastation or whether the  
107 impending die-off prefigures the disappearance of all forms of life.

**Significance to Unitarian Universalism:** We, as Unitarian Universalists, need to heed the results of science and common sense. Because the looming extinction crisis is unprecedented in human history, foresight and informed opinion are especially needed now. Our commitment to “respect the independent web of all existence of which we are a part” is one of our core principles of being in relationship with the world. Nothing that we do today would have as big an impact on our grandchildren’s futures as the loss of nature’s biological support systems, were we, and others, to ignore this principle.

### **Possible Study Questions:**

- How does the American lifestyle—what we eat, where we work, etc.—impact the survival of other species?
- What steps can be taken to preserve natural habitat, including rainforests, coral reefs, and other regions rich in biodiversity? How does our petroleum based economy affect the Earth’s ability to support life?
- What are the impacts of human population growth and economic globalization on the flora and fauna that share our planet?
- Can UU’s provide a spiritual vision that will motivate people to cherish other living creatures and protect the continuum of life on Earth?

### **Possible Actions:**

- Partner with the Sierra Club and other environmental organizations to develop service/learning opportunities for youth and adults.
- Form study circles on “Choices for Sustainable Living” of the Northwest Earth Institute.
- Encourage congregations to participate in the Green Sanctuary program.
- Support establishment of Unitarian Universalists For the Ethical Treatment of Animals (UUFETA) and the Seventh Principle Project chapters in our congregations.
- Share resources with coalitions like the National Religious Partnership for the Environment.
- Work to strengthen the U.S. Endangered Species Act and the U.N. Convention on International Trade in Endangered Species.

**Related Prior Social Witness Statements:** Responsible Consumption as a Moral Imperative (SOC 2001); Earth, Air, Water, and Fire (Gen 1997); Problem of Environmental Policy (Gen 1977); and Unitarian Universalist Statement on Survival and Population Control (Gen 1970).

## **S4 Threat of Global Warming**

**Issue:** What can Unitarian Universalists do to promote individual and collective changes in the way we live and work in order to slow and ultimately reverse global warming?

**Background and Reasons for Study:** Greenhouse gases, particularly carbon dioxide generated by burning fossil fuels, are trapping heat in earth’s atmosphere and raising temperatures. The evidence is everywhere – retreating glaciers, thinning polar ice, and warming oceans and lakes. Scientists have estimated that global warming could increase worldwide average temperatures as much as eleven degrees Fahrenheit by the year 2100. Predicted effects include extreme weather, spreading disease, widespread species extinction, and large areas of the planet becoming uninhabitable because of rising sea levels or drought. Changes in plant and animal life are well underway, including alterations in the range and distribution of plants; dying coral reefs; shifting migration patterns of birds; declining



## Study/Action Issues - First Year

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146 numbers of some species such as Arctic ringed seals; and a potentially devastating impact on  
147 countless others, from polar bears to manatees and from salmon to krill (the base of the Antarctic  
148 food chain). Increasing acidity of the oceans from carbon dioxide absorption could eventually  
149 threaten the survival of shelled marine animals and calcium-containing plankton. Wildfires, which  
150 are difficult or impossible to control in earth's northern forests, will become more likely as the  
151 environment become drier. Yet many political and business leaders in this country have failed to take  
152 seriously a problem we ignore at our peril. Our experiences with the insecticide DDT and synthetic  
153 fluorocarbons should have taught us how much damage human activity can do to the environment.  
154 The risk global warming poses to virtually all life is a greater potential danger than any other we face  
155 today or perhaps ever have.

156 **Significance to Unitarian Universalism:** Transcendentalism awakened 19th century Unitarians to  
157 the experience of the sacred through the unfolding of the natural world. Our seventh Principle  
158 challenges contemporary Unitarian Universalists to remember that we are part of the interdependent  
159 web of all existence. The choices we make, coupled with the choices made by government and the  
160 private sector, profoundly affect our environment. We have a moral responsibility to future  
161 generations to mitigate global warming while there is still time.

### 162 **Possible Study Questions:**

- 163 • Do we know enough to be confident that the earth's climate is in fact changing in ways that are  
164 likely to severely impact life if it continues? Where is the point at which global warming becomes  
165 irreversible?
- 166 • How does science answer those who dispute the increasing evidence of global warming?
- 167 • How realistic are the prospects that fundamentally new technologies such as energy from  
168 hydrogen or the sun will bring the problem under control and enable us to maintain the life style  
169 we have become used to?
- 170 • Why is there so little public concern about what is going on? Is it psychological denial, or failure  
171 to communicate the problem in terms that will bring the issue home to ordinary people, or both?
- 172 • What are the economic and political forces in our society that for reasons of self-interest don't  
173 want the question of global warming to be taken seriously?
- 174 • What are other faith traditions doing nationally and/or locally to take action on this issue? Are  
175 there opportunities for joining forces with them?
- 176 • Should a centralized leadership effort focus on climate change be established in the UUA?

### 177 **Possible Actions:**

- 178 • Lead our communities by individual examples, making wise environmental choices even at  
179 significant personal cost.
- 180 • Adopt socially responsible investing practices that consider environmental impacts.
- 181 • Establish an office within the Unitarian Universalist Association dedicated to combating global  
182 warming by assisting individual Unitarian Universalists and congregations to study and act upon  
183 this problem.
- 184 • Engage other faith communities, environmental groups, and other community organizations to  
185 advocate for government programs and policies that reduce reliance upon fossil fuels.

**Related Prior Social Witness Statements:** Responsible Consumption is Our Moral Imperative (SOC 2001); Earth, Air, Water, and Fire (1997 Gen); Population and Development (Gen 1996); Safer Sources of Energy (1992 Gen); and Protecting the Biosphere (1989 Gen).

## Civil Liberties

### Revised Draft Statement of Conscience Unitarian Universalist Association of Congregations

186 **Preamble:**

187 Liberty is at the core of our Unitarian Universalist faith. Civil liberties are at the heart of our  
188 American experiment in democracy. Those civil liberties guaranteed by the Bill of Rights,  
189 Amendments I through X to the constitution of the United States of America, are as fundamental to  
190 our practice of democracy as freedom of conscience is to our actions of faith.

191 Civil liberties carry a history of conflict and struggle between rights for all and privilege for some,  
192 between individual liberty and general security, between personal need and the common good,  
193 between the aspiration to reason and tolerance and the inclination to scapegoat and punish. Our  
194 democracy has the ability to balance these competing claims. Democratic process is at the heart of  
195 Unitarian Universalism. Our Unitarian Universalist Principles are grounded in freedom, reason, and  
196 tolerance. Ours is a tradition that has sought to uphold the sanctity of the individual voice,  
197 challenging ecclesiastical authority and Biblical literalism. We have affirmed that human beings  
198 need not adhere to the same beliefs or draw upon the same sources of meaning to discern the  
199 common good.

200 **Background:**

201 Since the terrorist attacks of September 11, 2001, American civil liberties have been curtailed and  
202 threatened in the name of ensuring security. As Unitarian Universalists, we look to American history,  
203 the history of our faith movement, and our shared principles and purposes to help us determine the  
204 appropriate balance between freedom and security. Prophetic people of all faiths have been  
205 instrumental in defending liberty throughout history. We stand on the shoulders of those who have  
206 fought to uphold civil liberties. Civil liberties are also essential to the free expression and practice of  
207 our faith tradition and to the diversity of faith traditions in America. They are further essential to our  
208 ability as citizens to fully engage the political process and hold our leaders accountable.

209 Religious liberty was at the core of the Edict of Religious Tolerance, issued in 1568 by the Unitarian  
210 King John Sigismund of Transylvania. Liberty of conscience propelled the founding of the American  
211 Civil Liberties Union in 1920 by Unitarian Roger Baldwin, with the support of the Unitarian minister  
212 Rev. John Haynes Holmes. Unitarian Universalists traditionally have been on the front lines of  
213 movements concerned with advancing civil rights and protecting civil liberties. Many of us are here  
214 today as immigrants, or children of immigrants, who fled oppression elsewhere for the promise of a  
215 vision whose core liberties are guaranteed for citizens and non-citizens alike.

216 Among the stewards of our national democratic processes and of our faith traditions, Unitarian  
217 Universalists are gravely concerned with the current erosion of American civil liberties. Our criminal  
218 justice system has seen increases in police brutality, harsher sentencing, racial profiling, and a call by  
219 our leaders for quicker resort to the death penalty. The “war on drugs” has given the United States  
220 the dubious distinction of having the highest incarceration rate among economically advanced  
221 nations. Federal funding for faith-based initiatives has threatened religious liberty by compromising

# Statement of Conscience

*Amendments may be introduced only as called for at the Mini-Assembly on Friday, June 25th at 1:30 p.m. in Convention Center Room 104B.*

222 the independence and equality of different religious groups. The 2000 United States Presidential  
223 election raised serious concerns about the state of voting rights for all its citizens, the denial of rights  
224 of citizens to public records, and increased government secrecy in general.

225 The attacks of September 11, 2001, unleashed a climate of fear that has escalated these threats to our  
226 liberties and has given birth to an ill-defined “War on Terrorism.” The message from our government  
227 is that the United States cannot be both safe and free. Building on a pre-September 11 current of  
228 diminished civil liberties, the USA PATRIOT Act was signed into law on October 26, 2001. This Act  
229 permits the unlimited detention and deportation of foreign nationals on the basis of suspicion and  
230 without due process of law. It redefines the scope of terrorism law to include domestic associations,  
231 rendering citizen organizations, including communities of faith, subject to secret surveillance and  
232 investigation. It allows the FBI to investigate American citizens without probable cause if the agents  
233 consider it for “intelligence purposes.” It permits law enforcement agencies to conduct secret  
234 searches, including phone and Internet surveillance, and grants considerably greater access to  
235 personal records with fewer due process considerations.

236 Dissent has been branded as unpatriotic and tantamount to aiding and abetting terrorism.  
237 Emboldened by the passage of the USA PATRIOT Act, the Bush Administration has interrogated  
238 thousands of Arab and South Asian immigrants, incarcerated hundreds in the United States on minor  
239 immigration charges or material witness claims, and detained over 1,200 foreign nationals in  
240 Guantanamo Bay, Cuba, without due process or compliance with the Geneva Convention. Military  
241 tribunals have been empowered to convict suspected terrorists on the basis of hearsay and secret  
242 evidence and without independent judicial review. All this has happened in a climate of public  
243 opinion, in which Unitarian Universalists and others have too frequently failed to raise voices of  
244 reason and forbearance in the din of demagoguery and fear. This failure is evidenced by the hundreds  
245 of people who have been arrested and subject to excessive force and the denial of due process for  
246 exercising their constitutionally protected freedoms through lawful protests, rallies, vigils, and  
247 signage. Because so many of our global neighbors look to the United States as a model of  
248 democracy, the erosion of American civil liberties has given permission to governments elsewhere to  
249 do likewise.

250 We recognize that freedom sacrificed for safety is no longer freedom. Americans discovered this in  
251 the aftermath of the Alien and Sedition Acts of 1798, the infamous Palmer raids of 1920, the  
252 internment of 120,000 Japanese Americans following the bombing of Pearl Harbor, and the  
253 McCarthy hearings of the 1950s. We are discovering it today.

## 254 **Call To Action:**

255 As people of faith, and as Americans, we are called to action. We are called to reclaim our heritage  
256 as Unitarian Universalists and become vigilant stewards of our democracy. We are called to act as  
257 individuals, congregations, and as an Association of Congregations, to let our leaders know that some  
258 current policies are unacceptable; therefore:

- 259 • We hold public officials accountable and insist that they refrain from supporting policies and  
260 legislation that further limit civil liberties.
- 261 • We demand that Attorney General John Ashcroft be held fully accountable for his callous  
262 advocacy of policies that have eroded civil liberties, including the refusal to provide constitutionally  
263 guaranteed legal representation to detained individuals, American citizens and non-citizens alike.

## Statement of Conscience

*Amendments may be introduced only as called for at the Mini-Assembly on Friday, June 25th at 1:30 p.m. in Convention Center Room 104B.*

- 264 • We urge Congressional oversight committees publicly to monitor federal law enforcement  
265 and intelligence agencies, including the Foreign Intelligence Surveillance Court, to ensure that the  
266 excesses of the past do not become the norms of the future.
- 267 • We demand repeal of the USA PATRIOT Act, call upon local officials to adopt resolutions  
268 urging repeal and declaring their intention not to enforce its onerous provisions that limit individual  
269 freedoms, and oppose the proposed Domestic Security Enhancement Act (PATRIOT II.)
- 270 • We oppose implementation of the “total information awareness” data-mining program of the  
271 Department of Defense, efforts to revive the Terrorism Information and Prevention System (“TIPS”)  
272 program of the Department of Justice that sought to recruit Americans to spy on other Americans,  
273 and profiling based on nationality, ethnicity, or religion.
- 274 • We oppose nominees, to the federal appeals courts or the Supreme Court, whose records  
275 demonstrate insensitivity to the protection of civil liberties.
- 276 • We appeal to public officials and the media to support constitutional protections of the Bill of  
277 Rights. We encourage adult education classes focused on the guarantees of the Bill of Rights and  
278 urge public and private schools to include this focus in their regular curricula.
- 279 • We support the civil liberties activity of such organizations as the American Civil Liberties  
280 Union, Americans United for Separation of Church and State, Amnesty International USA, Bill of  
281 Rights Defense Committee, Center for Public Integrity, The Electronic Frontier Foundation, Human  
282 Rights First, The Interfaith Alliance, People for the American Way, the Unitarian Universalist  
283 Service Committee, and the Unitarian Universalist United Nations Office.

### 284 **Conclusion:**

285 Nearly every generation faces grave challenges to the liberties for which so many men and women  
286 have fought—the liberties for which many of our ancestors placed themselves in peril so that future  
287 generations could live in freedom. Balancing freedom and security is our challenge. Let us heed the  
288 words of Benjamin Franklin engraved on the base of the Statue of Liberty, “They that give up  
289 essential liberty to obtain a little temporary safety deserve neither liberty nor safety.”  
290 The ultimate test of democracy is the will to protect the rights of whomever we deem the “Other.” It  
291 is what matters most in a nation struggling to realize the promise of liberty and justice for all. It is a  
292 matter of conscience and faith.

*Background: This draft Unitarian Universalist Association Statement of Conscience builds upon previous social witness statements on civil liberties adopted in 1963 (Support for the Bill of Rights) and in 2002 (Support for the International Criminal Court). In June 2002, the General Assembly of the UUA selected “Civil Liberties” as the issue suggested to congregations for two years of study, action, and reflection. The Commission on Social Witness (CSW) received initial reports from congregations and districts in March 2003. In June 2003, the CSW held a workshop on this issue at General Assembly. A draft Statement of Conscience was distributed to all congregations and districts for comment in the fall of 2003. Comments were reviewed by the CSW at its March 2004 meeting. This revised draft is part of the final agenda of the 2004 General Assembly. A Mini-Assembly will be held during General Assembly to receive and discuss proposed amendments beginning Friday June 25, 2004 at 1:30 p.m. Delegates of the 2004 General Assembly will debate a final revised draft before voting on whether to adopt it (requiring a two-thirds majority). The text of other UUA Statements of Conscience can be found at the UUA website ([www.uua.org/actions](http://www.uua.org/actions)) and the CSW website ([www.uua.org/csw](http://www.uua.org/csw)).*

### Proposed Bylaw and Rule Amendments

*brackets = deletion; underlining = insertion*

Adoption requires a two-thirds vote, except for C-Bylaws. A proposal to amend a section of the Bylaws whose section number is preceded by a "C" must be placed on the agenda and approved by a majority vote at a regular General Assembly preceding the one at which it may be finally adopted. First-step approval requires a majority. Final adoption requires a two-thirds vote.

*The following proposed amendments establish a Religious Education Credentialing Committee and give the Board of Review the same relationship to the Religious Education Credentialing Committee as it has to the Ministerial Fellowship Committee. In response to a request from the Religious Education Credentialing Committee, Bylaws Sections 7.13, 12.4, and 5.10 have been non-substantively changed from the language that appeared in the Tentative Agenda.*

#### Placed on the Agenda by the Board of Trustees

**Vote by Board of Trustees on the proposed amendment: For 25-0-0**

293

#### ARTICLE VII

294

#### Committees of the Board of Trustees

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#### Section 7.1. Committees of the Board of Trustees.

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The standing committees of the Board of Trustees shall be:

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(a) the Executive Committee;

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(b) the Ministerial Fellowship Committee;

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(c) the Finance Committee; **[and]**

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(d) the Investment Committee; **and**

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**(e) the Religious Education Credentialing Committee.**

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**Section 7.2. Appointment and Term of Office.** Members of the Executive Committee,

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Finance Committee, Investment Committee, **Religious Education Credentialing**

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**Committee**, and board-appointed members of the Ministerial Fellowship Committee shall be

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appointed by the Board at its first meeting following the regular General Assembly in each

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odd-numbered year except as otherwise provided herein. Members of such committees shall

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serve for terms of two years and until their successors are appointed and qualified.

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#### **Section 7.13. Religious Education Credentialing Committee.**

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**The Religious Education Credentialing Committee shall consist of seven members as**

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**follows:**

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**(a) three members, none of whom is a parish minister, minister of religious education, community minister, a credentialed religious educator, or a director of religious education, appointed by the Board;**

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**(b) one member who is a parish minister or community minister, appointed by the Board;**

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**(c) one member who is a minister of religious education, appointed by the Board;**

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**(d) one member who is a credentialed religious educator-masters level, appointed by the Board; and**

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## Bylaw and Rule Amendments

(e) one member nominated by the Board of the Liberal Religious Educators Association and appointed by the Board of Trustees. The committee shall have jurisdiction over religious education credentialing with the Association as provided in Article XII thereof. The Board of Trustees shall designate a person who is not a member of the committee to be its Executive Secretary and keep its records.

### ARTICLE XII

#### Religious Education Credentialing

##### Section 12.1. Religious Education Credentialing.

Each member congregation has the exclusive right to employ its own religious educator, but the Association has the exclusive right to confer on religious educators a religious education credentialing status with the Association. No religious educator shall be required to subscribe to any particular creed, belief, or interpretation of religion in order to obtain and hold religious education credentialing status.

##### Section 12.2. Religious Education Credentialing Committee.

The Religious Education Credentialing Committee shall have exclusive jurisdiction over religious education credentialing except as otherwise provided herein. It shall make rules governing religious education credentialing, subject to the approval of the Board of Trustees.

##### Section 12.3. Achievement of Religious Education Credentialing Status.

A religious educator may achieve a religious education credentialing status by action of the Religious Education Credentialing Committee, upon complying with the requirements of these Bylaws and the rules of the committee.

##### Section 12.4.

Religious Education Credentialing Levels. The Religious Education Credentialing Committee shall adopt rules related to levels of religious education credentialing as follows: religious education credentialing includes credentialed religious educator-associate level status, credentialed religious educator status, and credentialed religious educator-masters level status as determined by action of the Religious Education Credentialing Committee.

##### Section 12.5. Religious Education Credentialing Records.

The Executive Secretary of the Religious Education Credentialing Committee shall maintain up-to-date records of all religious educators who have achieved a status as a religious educator as described in Section 12.4 of these bylaws. Such records shall be available only to members of the committee, persons designated by the Committee, and, in cases of appeals, the Board of Review.

##### Section 12.6. Suspension or Termination of Religious Education Credentialing Status.

The religious education credentialing status of a religious educator may be suspended or terminated by the Religious Education Credentialing Committee for unbecoming conduct or other specified cause. Credentialing status may be suspended or terminated only after notice and opportunity for a hearing before the Committee at which the religious educator shall have the right to be represented by counsel, to introduce evidence, to have any relevant and material evidence in the possession of the Association produced, and to cross-examine and rebut adverse evidence.

## Bylaw and Rule Amendments

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### Section 12.7. Reinstatement of Religious Education Credentialing Status.

The Religious Education Credentialing Committee may reinstate in or readmit to religious education credentialing status a religious educator who has previously resigned from religious education credentialing status or whose religious education credentialing status has lapsed, been suspended or terminated.

### Section 12.8. Appeal.

A religious educator with a religious education credentialing status whose status is terminated may appeal the determination of the Religious Education Credentialing Committee to the Board of Review. The Board of Review shall have exclusive jurisdiction to hear and decide such appeals. No other appeal shall be allowed from any decision of the Religious Education Credentialing Committee.

### Section 12.9. Procedure on Appeal.

An appeal to the Board of Review shall be heard by a panel of the Board selected as provided in its rules. The panel hearing an appeal shall not try the case de novo but shall only review the record made before the Religious Education Credentialing Committee, except that the Board of Review by rules may permit the introduction of newly discovered evidence. These Bylaws and the rules of the Religious Education Credentialing Committee shall be binding upon the panel. The panel shall uphold the decision of the Religious Education Credentialing Committee if it can be sustained by a reasonable view of the record. The panel may set aside the decision of the Religious Education Credentialing Committee only where necessary to correct or prevent manifest injustice. The panel may remand the case in whole or part to the Religious Education Credentialing Committee or take such other action as may be just. The decision of the panel, which shall be the decision of the Board, shall set forth its finding and conclusions and shall be served upon the affected religious educator and the Religious Education Credentialing Committee. The decision shall be entered in the religious education credentialing records and shall be final and binding upon all parties. No appeal shall be allowed from the decision of the Board of Review. The Board of Review shall make rules to carry out the intent of this section.

[Additionally, existing Articles XII, XIII and XIV shall be re-numbered accordingly.]

### **Section 5.1. Committees of the Association.**

The standing committees of the Association shall be:

- (a) the Nominating Committee;
- (b) the General Assembly Planning Committee;
- (c) the Commission on Appraisal;
- (d) the Commission on Social Witness; and
- (e) the [Ministerial Fellowship] Board of Review.

### **Section 5.10. [Ministerial Fellowship] Board of Review.**

- (a) Members. The [Ministerial Fellowship] Board of Review shall consist of eight members as follows:

- (1) Three [Four] members who are ministers, each of whom at the time of election is in final ministerial fellowship with the Association and has held such fellowship continuously for the preceding seven years; and
- (2) One member who is a credentialed religious educator-masters level; and
- (3) Four members who are not ministers or credentialed religious educators, each



of whom at the time of election is a member of a certified member congregation and has been a member of one or more such congregations for not less than three years as an officer or a member of the governing bodies of one or more such congregations.

- (b) Election and Term. . **[One member of the Board of Review who is a minister and one who is not shall be elected at each regular General Assembly held in an odd-numbered year and shall serve for terms of eight years and until their successors are elected and qualified.] At each regular General Assembly held in an odd-numbered year one person who is neither a minister nor a credentialed religious educator shall be elected and shall serve for a term of eight years and until a successor is elected and qualified. At each regular General Assembly held in an odd-numbered year there shall be elected either a minister, as described in subsection (a)(1) above, or a credentialed religious educator-masters level as described in subsection (a)(2) above, who shall serve for a term of eight years and until a successor is elected and qualified. In the first election in an odd-numbered year following the adoption of the amendment to this subsection (b) as stated above, the election shall be of a credentialed religious educator, and this sentence shall thereafter be deleted from this subsection.**
- (c) Qualifications. No member of the Board of Review shall during the term of office be a member of the Ministerial Fellowship Committee, **the Religious Education Credentialing Committee**, or hold any salaried position in the Association.
- (d) Removal. A member of the Board of Review may be removed without hearing by the vote of six other members.

### Section 8.9. President.

The President shall be the chief executive officer of the Association and shall be a member, ex-officio, without vote, of all standing committees of the Association, except the Nominating Committee and the **[Ministerial Fellowship]** Board of Review, and of all standing committees of the Board except the Ministerial Fellowship Committee.

### Section 11.5. Fellowship Records.

The Executive Secretary of the Ministerial Fellowship Committee shall maintain up-to-date records of all ministers in fellowship with the Association. Such records shall be available only to members of the committee, persons designated by the Committee, and, in cases of appeals, the **[Ministerial Fellowship]** Board of Review.

### Section 11.8. Appeal.

A minister in final ministerial fellowship whose fellowship is terminated may appeal the determination of the Ministerial Fellowship Committee to the **[Ministerial Fellowship]** Board of Review. The **[Ministerial Fellowship]** Board of Review shall have exclusive jurisdiction to hear and decide such appeals. No other appeal shall be allowed from any decision of the Ministerial Fellowship Committee.

### Section 11.9. Procedure on Appeal.

An appeal to the **[Ministerial Fellowship]** Board of Review shall be heard by a panel of the Board selected as provided in its rules. The panel hearing an appeal shall not try the case de novo but shall only review the record made before the Ministerial Fellowship Committee, except that the Board of Review by rules may permit the introduction of newly discovered evidence. These Bylaws, **[and]** the rules of the Ministerial Fellowship Committee, **and the rules of the Religious Education Credentialing Committee** shall be binding upon the

## Bylaw and Rule Amendments

451 panel. The panel shall uphold the decision of the Ministerial Fellowship Committee or the  
452 Religious Education Credentialing Committee if it can be sustained by a reasonable view  
453 of the record. The panel may set aside the decision of the Fellowship Committee or the  
454 Religious Education Credentialing Committee only where necessary to correct or prevent  
455 manifest injustice. The panel may remand the case in whole or in part to the Committee or  
456 take such other action as may be just. The decision of the panel, which shall be the decision  
457 of the Board, shall set forth its finding and conclusions and shall be served upon the affected  
458 minister and the Ministerial Fellowship Committee or the affected religious educator and  
459 the Religious Education Credentialing Committee. The decision shall be entered in the  
460 [fellowship records] appropriate records and shall be final and binding upon all parties.  
461 No appeal shall be allowed from the decision of the Board of Review. The [Ministerial  
462 Fellowship] Board of Review shall make rules to carry out the intent of this section.

*The following proposed amendments set requirements in matters of UUA governance. Proposed Rule G-3.10.1 is submitted by the requisite number of member congregations. Proposed Rule G-2.1 is submitted by the Board of Trustees as an alternative to proposed Rule G-3.10.1. The Board numbered its proposal as Rule G-2.1, following the practice of numbering Rules corresponding to the most relevant Bylaw. The Board's proposal was not on the Tentative Agenda because it was passed at the April meeting of the Board in response to the proposal from congregations and after consultation with individuals who had worked on the original proposed Rule.*

**Placed on the Agenda by the requisite number of member congregations**

**Vote by Board of Trustees on the proposed amendment: Against 0-25-0**

463 Rule G-3.10.1. Democratic process.  
464 Because the Association is committed to the use of the democratic process through open  
465 procedures that allow all members of its member congregations to follow and  
466 participate in its governance, all meetings of the Board of Trustees and all other  
467 Association elected and appointed boards, commissions, committees, and task forces  
468 shall:

- 469 (a) make meeting dates, agendas, reports, and draft minutes available to the  
470 congregations within a week of the time they are given to committee members;
- 471 (b) be open to observers (with the exception of executive sessions to discuss  
472 personnel, ministerial fellowship, litigation, or negotiations);
- 473 (c) provide a way for members of member congregations to comment on issues  
474 before vote is taken;
- 475 (d) allow members to subscribe to board and committee email lists on a read-only  
476 basis.

477 Implementing this Rule shall be the responsibility of the Board of Trustees. The Board  
478 shall designate a specific person or committee to whom comments about adherence to  
479 these Rules may be addressed. The Board shall report to the General Assembly  
480 annually for the next three years on its implementation.

### Placed on the Agenda by the Board of Trustees

Vote by Board of Trustees on the proposed amendment: For 25-0-0

481 Rule G-2.I. Democratic Process.

482 Because the Association is committed to the use of the democratic process, because its  
483 governing institutions are accountable to our congregations, because accessibility is  
484 critical to countering systemic and institutional oppression and because openness and  
485 trust are characteristics of a healthy religious community, the UUA Board shall  
486 establish policies to allow for the maximum transparency of its proceedings and of the  
487 proceedings of all UUA committees, commissions and task forces, consistent with their  
488 effective functioning. These policies shall include:

- 489 (a) providing advance notice of dates and locations of regular business meetings,  
490 and making agendas, reports and minutes available promptly;  
491 (b) providing avenues for comment on issues on the meetings' agendas;  
492 (c) accommodating observers at regular business meetings, with the exception of  
493 executive sessions.

494 Implementing this rule shall be the responsibility of the Board of Trustees. The Board  
495 shall designate a specific person or committee to whom comments about adherence to  
496 this rule may be addressed. The Board shall report to the General Assembly annually  
497 for the next three years on its implementation.

## Bylaw and Rule Amendments

*The following proposed Rule amendments provide for greater clarity regarding the actions of candidates for election and provide for greater authority for the Election Campaign Practices Committee. They appear on this final agenda without having been passed by the Board of Trustees in time for placement on the tentative agenda.*

### Placed on the Agenda by the Board of Trustees

#### Vote by Board of Trustees on the proposed amendment: For 25-0-0

##### Rule G-9.12.6. Campaigns for Elective Office.

- (a) Each candidate for an at-large elective position may submit to the Association a campaign statement or flyer on a paper measuring 8-1/2 by 11 inches. The Association will print and compile a packet made up of the statements of all candidates to be distributed to the congregations with the absentee ballots and to the delegates as a part of the final agenda.
- (b) Each candidate for an at-large elective position shall be given an opportunity to address the General Assembly delegates at a time when no other events are scheduled. All candidates for the same position shall be given the same amount of time to speak, in the same meeting as all other candidates for that position.
- (c) **Candidates for at-large election positions are expected to conduct their campaigns, both privately and publicly, according to the highest standards of decorum and mutual respect.**

##### Rule G-9.12.7. Length of Campaigns for President and Moderator.

- (a) Campaigns for President and Moderator may appropriately begin with small campaign committee organizational meetings and mass mailing letters no earlier than November 1 of the second year preceding the election.
- (b) Active campaigning and solicitation of endorsements shall not begin prior to January 1 of the year preceding these elections.
- (c) No electioneering (**defined as publicly announced meetings, rallies or exploratory events**) of any sort shall occur at the General Assembly two years preceding the elections for President and Moderator. **Private meetings about campaign organization that take place outside of General Assembly-booked meeting spaces are permissible.**

##### Rule G-9.12.8 Campaign Finances Disclosure.

All candidates for at-large elective positions shall keep detailed and accurate records of:

- (a) their campaign expenses (stated in United States dollars) by categories of travel, postage, telephone, printing and other such categories as seem appropriate;
- (b) the number of contributors to their campaigns, including the number of contributors in each of the following categories:
  - (1) under \$50.00,
  - (2) \$50.00 to \$100.00,
  - (3) \$101.00 to \$250.00,
  - (4) \$251.00 to \$500.00, and

- (5) over \$500.00, and  
(c) the number of contributions and the total amount of contributions received from each group or organization supporting the campaign.

No candidate for any elective position shall solicit or knowingly accept any contribution that is given through a tax-exempt entity with the purpose of conferring tax-exempt status to the contribution to which it would not otherwise be entitled. Such exempt entities include but are not limited to member congregations, associate member organizations and independent UUA affiliates.

The names of contributors shall be disclosed. Each such report shall identify by name any member congregation, associate member organization or independent affiliate of the Association and any other tax exempt organization (including specifically, but without limitation to, any minister's discretionary fund or similar account) that has made any contribution to the campaign and shall state the amount of each such contribution. Such reports shall be filed with the Secretary of the Association. A preliminary report shall be due at the close of the first day of the regular General Assembly at which the election occurs. A final report shall be due 60 days thereafter. The Secretary shall upon written request from a member of a member congregation furnish such information from these reports as requested. These reports shall be made available for inspection by any member of a member congregation at the principal offices of the Association and shall be brought by the Secretary to the next General Assembly and made available for inspection there by any delegate.

### **Rule G-9.12.9. Separation of Campaigns from Conduct of Official Business.**

- (a) When running for office, candidates shall be prohibited from engaging in any electioneering or campaigning during the conduct of official business of the Unitarian Universalist Association.  
(b) Financial accounting and bookkeeping procedures shall be established which make it explicit that no monies of the Association were used in the financing of a candidate's campaigning or electioneering activities.

### **Rule G-9.12.10 Election Campaign Practices Committee.**

- (a) An Election Campaign Practices Committee is hereby established and shall consist of three persons to be appointed by the Board of Trustees at its October meeting following those regular General Assemblies at which elections occur. Two members of the Committee shall be members of the Board of Trustees at the time of their appointment and one shall be a non-Board member. The non-Board member shall be the chair of the Committee.  
(b) The duties of the Election Campaign Practices Committee shall be:  
(1) to distribute the campaign practices guidelines and financial disclosure rules to candidates for at-large elective positions not later than thirty days after nomination by the nominating committee or receipt of petition;  
(2) to receive and consider written complaints of alleged violations of such guidelines or rules; if the committee finds probable cause to establish that a violation exists, to **[attempt to convince] notify** a candidate or a number of candidates **how they may** voluntarily **[to]** comply with guidelines or rules **and how long they have to do so;** to attempt to mediate disputes arising from such complaints; and, if no satisfactory resolution of a complaint is achieved, to adjudicate the dispute and report the adjudication in writing to the candidates affected;

## Bylaw and Rule Amendments

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- 577 (3) to hold such hearings as may, at the Committee's discretion, be necessary or  
578 desirable to carry out the intent of subsection 2 above; and  
579 (4) to report on its activities and any recommendations it may have to the Board of  
580 Trustees at its October meeting following the elections.

581 (c) **If compliance to an adjudicated decision is not implemented by the stated deadline,**  
582 **the Committee is authorized to block or remove Association-subsidized privileges**  
583 **from the candidate's campaign.**

584 **Candidates adjudicated to be in serious violation of Rule G-9.12.6(c) may have their**  
585 **names removed from the ballot. Any such action pursuant to Rule G-9.12.10(c)**  
586 **shall be reported to the Board and the General Assembly. Such an adjudication by**  
587 **the ECPC would be subject to automatic review by the Board Executive Committee**  
588 **according to the provisions of Rule G-9.12.10.(d).**

589 [d] (c) Any candidate aggrieved by the Committee's adjudication may, within ten days of the  
590 mailing of the adjudication, appeal in writing to the Executive Committee of the Board  
591 of Trustees, which shall have exclusive jurisdiction to hear and determine such an  
592 appeal. The Executive Committee shall report its decision on the appeal in writing to the  
593 affected candidates as expeditiously as feasible. The Executive Committee of the Board  
594 of Trustees is authorized to issue any order or ruling it deems appropriate in connection  
595 with such a decision.

596 [e] (d) Any member of the Executive Committee of the Board of Trustees who is a candidate  
597 for UUA elective office shall not participate in any manner in the determination of any  
598 appeal from an adjudication of the Election Campaign Practices Committee.

*This Bylaw change was approved by the 2003 General Assembly and will need final approval this year if it is to pass. The following proposed amendment changes non-discrimination language to conform with more current understandings from our anti-oppression work.*

### Placed on the Agenda by the Board of Trustees

#### Vote by Board of Trustees on the proposed amendment: For 25-0-0

599 **Section C-2.3. Non-discrimination.**

600 The Association declares and affirms its special responsibility, and that of its member  
601 congregations and organizations, to promote the full participation of persons in all of its and their  
602 activities and in the full range of human endeavor without regard to race, [~~color, sex,~~] ethnicity,  
603 gender, disability, affectional or sexual orientation, age, language, citizenship status, economic  
604 status, or national origin and without requiring adherence to any particular interpretation of  
605 religion or to any particular religious belief or creed.



# UUA BYLAWS

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*As amended through February 1, 2004*

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Rule G-9.12.3. Write-ins Prohibited.....	20		
Rule G-9.12.4. Absentee Ballots. ....	20		
Rule G-9.12.5. Balloting at General Assembly. ....	20		

## ARTICLE I Name

### Section C-1.1. Name.

The name of this Association shall be Unitarian Universalist Association. It is the successor to the American Unitarian Association, which was founded in 1825 and incorporated in 1847, and the Universalist Church of America, which was founded in 1793 and incorporated in 1866.

## ARTICLE II Principles and Purposes

### Section C-2.1. Principles.

We, the member congregations of the Unitarian Universalist Association, covenant 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.
- The living tradition which we share draws from many sources:
- Direct experience of that transcending mystery and wonder, affirmed in all cultures, which moves us to a renewal of the spirit and an openness to the forces which create and uphold life;
  - Words and deeds of prophetic women and men which challenge us to confront powers and structures of evil with justice, compassion and the transforming power of love;
  - Wisdom from the world's religions which inspires us in our ethical and spiritual life;
  - Jewish and Christian teachings which call us to respond to God's love by loving our neighbors as ourselves;
  - Humanist teachings which counsel us to heed the guidance of reason and the results of science, and warn us against idolatries of the mind and spirit;
  - Spiritual teachings of Earth-centered traditions which celebrate the sacred circle of life and instruct us to live in harmony with the rhythms of nature.
- Grateful for the religious pluralism which enriches and ennobles our faith, we are inspired to deepen our understanding and expand our vision. As free congregations we enter into this covenant, promising to one another our mutual trust and support.

### Section C-2.2. Purposes.

The Unitarian Universalist Association shall devote its resources to and exercise its corporate powers for religious, educational and humanitarian purposes. The primary purpose of the Association is to serve the needs of its member congregations, organize new congregations, extend and strengthen Unitarian Universalist institutions and implement its principles.

### Section C-2.3. Non-discrimination.

The Association declares and affirms its special responsibility, and that of its member congregations and organizations, to promote the full participation of persons in all of its and their activities and in the full range of human endeavor without regard to race, color, sex, disability, affectional or sexual orientation, age, or national origin and without requiring adherence to any particular interpretation of religion or to any particular religious belief or creed.

### Section C-2.4. Freedom of Belief.

Nothing herein shall be deemed to infringe upon the individual freedom of belief which is inherent in the Universalist and Unitarian heritages or to conflict with any statement of purpose, covenant, or bond of union used by any congregation unless such is used as a creedal test.

## ARTICLE III Membership

### Section C-3.1. Member Congregations.

The Unitarian Universalist Association is a voluntary association of autonomous, self-governing local churches and fellowships, referred to herein as member congregations, which have freely chosen to pursue common goals together.

### Section C-3.2. Congregational Polity.

Nothing in these Bylaws shall be construed as infringing upon the congregational polity or internal self-government of member congregations, including the exclusive right of each such congregation to call and ordain its own minister or ministers, and to control its own property and funds. Any action by a member congregation called for by these Bylaws shall be deemed to have been taken if certified by an authorized officer of the congregation as having been duly and regularly taken in accordance with its own procedures and the laws which govern it.

### \*Section C-3.3. Admission to Membership.

A church or fellowship may become a member congregation upon acceptance by the Board of Trustees of the Association of its written application for membership in which it subscribes to the principles of and pledges to support the Association. The Board of Trustees shall adopt rules to carry out the intent of this Section.

### Section 3.4. Church of the Larger Fellowship.

The Church of the Larger Fellowship, Unitarian Universalist, shall be a member congregation which is not considered to be located in any particular district.

### \*Section C-3.5. Certification of Membership.

A member congregation shall be recognized as certified during the fiscal year of the Association in which it becomes a member and during each subsequent fiscal year in which it established that during the immediately preceding fiscal year it:

- (a) conducted regular religious services;
- (b) held at least one business meeting of its members, elected its own officers and maintained adequate records of membership; and
- (c) made a financial contribution to the Association.

Member congregations must furnish the Association with a report of their activities showing compliance with subsection (a) and (b) above.

Compliance with subsection (c) above shall be determined by appropriate financial records of the Association. A member congregation shall also be considered to be certified for that part of any particular fiscal year which precedes the deadline established by the Board of Trustees for submitting proof of compliance with subsection (a) and (b) above if during the next preceding fiscal year such a congregation made a financial contribution to the Association and filed the report required by this section during that year.

A member congregation which has not been certified for three consecutive fiscal years shall be deemed inactive and placed in an "inactive congregation" category.

The Board of Trustees shall make rules to carry out the intent of this section and shall determine which member congregations meet the requirements set forth herein for any fiscal year of the Association.

120 **Section C-3.6. Termination of Membership.**

121 A church or fellowship upon written notification to the Association  
122 may withdraw from the Association at any time. The Board of  
123 Trustees may terminate the membership of any congregation that,  
124 pursuant to the provisions of Section C-3.5, has been placed in an  
125 "inactive congregation" category maintained by the Association but  
126 shall do so only after consultation with:

- 127 (a) the local congregation in question, whenever possible;  
128 (b) the President of the district in which the congregation is  
129 located or such other authorized official as the district  
130 designates in writing to the Association; and  
131 (c) the trustee representing the district in which the  
132 congregation is located.

133 **\*Section C-3.7. Associate Member Qualifications.**

134 The Board of Trustees may admit to associate membership in the  
135 Association any major organization whose membership or  
136 constituency consists of individuals located throughout the  
137 Association and whose purposes and programs it finds to be  
138 auxiliary to and supportive of the principles of the Association and  
139 which pledges itself to support the Association. The Board of  
140 Trustees may terminate such associate membership upon a  
141 finding that the organization no longer meets the foregoing  
142 qualifications.

143 The Board of Trustees may adopt rules governing the  
144 requirements for admission to and retention of associate  
145 membership. An associate member organization shall be  
146 recognized as certified during the fiscal year in which it becomes a  
147 member, and during each subsequent fiscal year if it has made a  
148 financial contribution to the Association during the immediately  
149 preceding fiscal year. The Association shall neither exercise  
150 control over nor assume responsibility for the programs, activities  
151 or finances of any associate member.

152 **\*Section C-3.8. Independent Affiliate Organizations.**

153 The Board of Trustees may admit to affiliated status those  
154 independently constituted and operated organizations whose  
155 purposes and intentions it finds to be in sympathy with the  
156 principles of the Association, and may terminate such status upon  
157 finding that the organization no longer meets the foregoing  
158 qualifications or is not in compliance with the rules relating to such  
159 organizations. The status granted is that of independent affiliate.  
160 The Board of Trustees shall adopt rules governing the  
161 requirements for admission to and retention of affiliated status.  
162 The requirements shall include financial support of the Association  
163 by payment of an annual contribution. The Association shall  
164 neither exercise control over nor assume responsibility for the  
165 programs, activities, or finances of any independent affiliate.

166 **Section C-3.9. Autonomy of Associate Member  
167 Organizations and Independent Affiliate  
168 Organizations.**

169 Nothing in these Bylaws shall be construed as infringing upon the  
170 control of associate member organizations and independent  
171 affiliate organizations by their own membership.

172 **Section C-3.10 Members of Member Congregations.**

173 For the purposes of these Bylaws, a member of a member  
174 congregation is any individual who pursuant to its procedures has  
175 full or partial voting rights at business meetings of the  
176 congregation and who is certified as such by an authorized officer  
177 of the congregation.

178 **ARTICLE IV General Assembly**

179 **Section C-4.1. Meetings of the Association.**

180 Each meeting of the Association for the conduct of business shall  
181 be called a General Assembly.

182 **Section C-4.2. Powers and Duties.**

183 General Assemblies shall make overall policy for carrying out the  
184 purposes of the Association and shall direct and control its affairs.

185 **Section 4.3. Regular General Assembly.**

186 A regular General Assembly shall be held at such time during each  
187 fiscal year of the Association as the Board of Trustees shall  
188 determine.

189 **Section 4.4. Special General Assembly.**

190 A special General Assembly may be called by the Board of  
191 Trustees at any time, and shall be called upon petition of not less  
192 than fifty certified member congregations by action of the governing  
193 boards or their congregations. No more than twenty of the fifty  
194 congregations may be from the same district.

195 **Section 4.5. Place of Meeting.**

196 Each regular or special General Assembly shall be held at such  
197 place in the United States or Canada as the Board of Trustees  
198 shall determine.

199 **\*Section 4.6. Notice of Meetings.**

200 Notice of each regular and special General Assembly shall be  
201 given not less than sixty days before the date thereof in such form  
202 and manner as the Board of Trustees shall determine. Such notice  
203 shall state the place, date, and hour of the meeting. Notice of each  
204 special General Assembly shall indicate at whose direction it is  
205 being called.

206 **\*Section C-4.7. Voting.**

207 Voting at each regular and special General Assembly shall be by  
208 accredited delegates from certified member congregations, certified  
209 associate member organizations, and trustees.

210 Each delegate and trustee shall have only one vote, even if present  
211 in more than one capacity. Proxy voting is prohibited except when  
212 the amendment being processed is an amendment of the articles of  
213 organization.

214 **Section 4.8. Delegates.**

215 (a) Member Delegates. Each certified member congregation is  
216 entitled to be represented at each General Assembly by  
217 delegates who are members of such congregation, selected  
218 in accordance with its bylaws or procedures. The Church of  
219 the Larger Fellowship is entitled to 22 such delegates. Other  
220 certified member congregations are entitled to that number  
221 of such delegates determined as follows: the number of  
222 delegates of a certified member congregation shall be equal  
223 to the number of members of the congregation divided by  
224 fifty, plus one delegate for any fraction remaining; provided  
225 that each certified member congregation shall be entitled to  
226 at least two delegates.

227	Membership of	Member
228	Member Congregation	Delegates
229	1-100	2
230	101-150	3
231	151-200	4
232	201-250	5
233	251-300	6
234	301-350	7
235	351-400	8
236	401-450	9
237	451-500	10
238	Over 500	One for each additional 50
239		members or fraction thereof.

240 The number of members of a certified member congregation  
241 which is a member of more than one denomination shall be  
242 determined for the purposes of this section either (i) by  
243 dividing the number of members of the federated church by  
244 the number of denominations included in the federation, or,  
245 at the option of the federated church, (ii) by reporting the

actual number of members who identify themselves as Unitarian Universalists.

(b) Minister Delegates and Religious Education Director Delegates. Each certified member congregation is also entitled to be represented at each General Assembly by the ordained minister or ministers in full or associate ministerial fellowship with the Association settled in such congregation, and by any minister emeritus or minister emerita of such congregation in ministerial fellowship with the Association designated as such by a vote at a meeting of the member congregation not less than six months prior to the General Assembly, provided that such minister has been settled previously in such congregation, and by the director of religious education who is accredited by the Association and employed in such congregation.

(c) Associate Member Delegates. Each certified associate member organization is entitled to be represented at each General Assembly by two delegates who are members of a certified congregation.

**\*Section C-4.9. Accreditation of Delegates.**

The Board of Trustees shall make rules for the accreditation of delegates and voting procedures. Such rules may include the requirements of payment of a registration fee, a travel fund fee, or both, in order to vote at a General Assembly, except that these requirements shall not apply to the right to cast a ballot for any elective position at large.

**Section 4.10. Quorum.**

Not less than 300 accredited delegates representing not less than 100 certified member congregations located in not less than 10 states or provinces shall constitute a quorum at any regular or special General Assembly.

**Section 4.11. Tentative Agenda for Regular General Assemblies.**

The General Assembly Planning Committee shall prepare a Tentative Agenda for each regular General Assembly which shall include:

- (a) reports and other matters required by these Bylaws to be submitted to the General Assembly;
- (b) proposed amendments to these Bylaws which are submitted as prescribed in Article XIV, Section 14.2;
- (c) items referred by the preceding General Assembly;
- (d) Business Resolutions and proposed amendments to Bylaws and Rules submitted by the Commission on Appraisal;
- (e) all proposed amendments to Rules and all Business Resolutions as defined in Rule G-4.18.2, submitted by:
  - (1) the Board of Trustees or the Executive Committee;
  - (2) not less than fifteen certified member congregations by action of their governing boards or their congregations; or
  - (3) a petition by not less than 250 members of certified member congregations with no more than 10 members of any one member congregation counted as part of the 250;
- (f) proposed amendments to Rules and Business Resolutions submitted by a district by official action at a duly called meeting at which a quorum is present but not in excess of three Business Resolutions per district; and
- (g) Study/Action Issues for Social Justice submitted by the Commission on Social Witness pursuant to Section 4.12(b).

Resolutions submitted under (d), (e)(2), (e)(3) and (f) must be received by the Planning Committee by February 1 whenever the regular General Assembly opens in June. If the General Assembly opens in a month other than June, the Business Resolutions submitted under (d), (e)(2), (e)(3) and (f) must be received no later

than 110 days before the date set for the opening of that General Assembly. The UUA Statements of Conscience process deadlines are established by Sections 4.12(a) and 4.12(b) whenever three successive regular General Assemblies open in June and by the Board of Trustees pursuant to Section 4.13 whenever one or more regular General Assemblies is scheduled to begin in a month other than June. The Planning Committee shall include on the Tentative Agenda all items so submitted. It may submit alternative versions of Business Resolutions in addition to the original ones submitted if in its judgment such alternatives clarify the resolutions and may make such changes in the Business Resolutions as are necessary to make each conform to a standard format. It may also submit one or more alternative versions for the purpose of combining two or more Business Resolutions. Adoption of Business Resolutions by a General Assembly shall be by two-thirds vote. The Tentative Agenda shall be mailed to each member congregation, associate member organization and trustee by March 1 if the General Assembly opens in June, otherwise, not less than 90 days before the opening of the General Assembly.

**\*Section 4.12. UUA Statements of Conscience.**

The process for adoption of UUA Statements of Conscience whenever three successive regular General Assemblies open in June shall be as follows:

- (a) Each member congregation and district may submit to the Commission on Social Witness by December 15 of each year one Study/Action Issue for Social Justice voted at a duly called meeting of its members or its governing board at which a quorum is present.
- (b) The Commission on Social Witness shall by February 11 submit to the Planning Committee for inclusion on the Tentative Agenda of the regular General Assembly not more than ten Study/Action Issues for Social Justice, each of which shall be based in whole or in part on the issues submitted to it by the member congregations and districts.
- (c) Each Study/Action Issue (not to exceed five in number) that reaches the Final Agenda of the Assembly by vote of the member congregations in the Congregational Directives for General Assembly Action shall be submitted to the Assembly as follows:
  - (1) The Commission on Social Witness shall organize preliminary workshops to be led by advocates of each of the five Study/Action Issues, prior to the presentation of the Study/Action Issues to the General Assembly.
  - (2) Each of the Study/Action Issues shall be presented to the General Assembly, and one such Study/Action Issue shall be referred for study by virtue of having received the highest number of votes among all Study/Action Issues constituting a majority of the votes cast by the General Assembly; provided, however, that if no Study/Action Issue receives a majority of the votes cast, then a second vote shall be taken between the two issues receiving the highest number of votes cast in the initial election.
  - (3) After one Study/Action Issue for Social Justice has been referred for study in accordance with (ii) above, the Advocacy and Witness staff shall conduct a workshop to discuss processes for study and action on the selected issue, and shall make available a preliminary study/action packet to all attendees of the General Assembly. Such packet shall be mailed to all congregations promptly following the General Assembly.

An additional package of educational materials prepared by the Advocacy and Witness staff pertaining to the selected

Study/Action Issue for Social Justice shall be mailed to the member congregations and the districts not later than the first Friday in October immediately following the General Assembly. Such package shall contain suggestions for action based on witness, service, education, advocacy and community organization, and shall suggest questions for reflection on the actions taken.

(d) Member congregations and the districts shall submit by not later than the following March 1 comments about the Study/Action Issue to the Commission on Social Witness, and suggestions for a workshop to be held at the next General Assembly.

(e) During the next General Assembly, the Commission on Social Witness shall conduct a workshop on the Study/Action Issue, at which time a tentative designation of scope (i.e., U.S. or Continental) shall be made for the Study/Action Issue. The Commission on Social Witness shall then compose and mail a draft UUA (U.S. or Continental) Statement of Conscience to the member congregations and the districts not later than the first Friday in the October following the workshop.

(f) Member congregations and the districts shall submit to the Commission on Social Witness by not later than the following March 1 comments with respect to the proposed UUA (U.S. or Continental) Statement of Conscience. The Commission on Social Witness then shall prepare a revised draft of the UUA (U.S. or Continental) Statement of Conscience for submission to the Final Agenda of the next General Assembly. If the Commission on Social Witness has been unable to find sufficient consensus to generate a UUA (U.S. or Continental) Statement of Conscience, the Study/Action Issue shall be placed on the Final Agenda with a proposal to drop such Study/Action Issue.

(g) The General Assembly may, by a two-thirds vote, refer the UUA (U.S. or Continental) Statement of Conscience for one additional year of study/action. The motion for such a vote for additional referral shall not be debatable, and only one such year of referral shall be allowed. Adoption of the UUA (U.S. or Continental) Statement of Conscience shall require a two-thirds vote.

#### 416 **Section 4.13. Revision of UUA Statements of Conscience Process Schedule.**

If the Board of Trustees votes to schedule one or more regular General Assemblies to begin in a month other than June, the Board of Trustees shall forthwith revise the UUA Statements of Conscience process schedule set forth in Section 4.12 accordingly and shall immediately notify the member congregations, the districts and the Commission on Social Witness of the revised schedule in writing.

#### 425 **Section 4.14. Final Agenda for Regular General Assemblies.**

The Planning Committee shall prepare a Final Agenda for each General Assembly which shall include:

- (a) all reports and other matters required by these Bylaws to be submitted to the General Assembly and all proposed amendments to Bylaws and Rules appearing on the Tentative Agenda that meet the requirements of Rule G-4.18.3;
- (b) those Business Resolutions, including alternative versions, on the Tentative Agenda which meet the requirements of Rule G-4.18.3;
- (c) Business Resolutions, amendments to Rules or Bylaws or other items submitted by the Planning Committee, the Board of Trustees or the Executive Committee, which did not originally appear on the Tentative Agenda, provided,

- however, that any such items appear on the Final Agenda accompanied by an explanation for the delayed submission;
- (d) additional proposed amendments to Bylaws submitted by the Commission on Appraisal;
- (e) those Study/Action Issues for Social Justice on the Tentative Agenda which meet the requirements of Rule G-4.18.3; and
- (f) the UUA (U.S. or Continental) Statement of Conscience submitted by the Commission on Social Witness pursuant to Section 4.12(f).

The Planning Committee shall mail the Final Agenda to each member congregation, associate member organization and trustee not less than 30 days before the General Assembly.

#### 454 **Section 4.15. Agenda for Special General Assemblies.**

The Board of Trustees shall prepare the agenda for each special General Assembly which shall include resolutions and proposed amendments to Rules submitted by:

- (a) the Board of Trustees;
- (b) the petition, if any, which calls the special General Assembly; or
- (c) not less than 50 certified member congregations by action of their governing boards or their congregations, with no more than 20 of the 50 congregations from the same district.

The agenda shall be mailed to each member congregation, associate member organization and trustee not less than 30 days before the General Assembly.

#### 467 **\*Section 4.16. Additions to the Agenda of Regular General Assemblies.**

- (a) Non-substantive items related to greetings and similar matters may be admitted to the agenda by a regular General Assembly.
- (b) Not more than six General Assembly Actions of Immediate Witness, (year) may be admitted to the agenda of a regular General Assembly and acted upon.
  - (1) A General Assembly Action of Immediate Witness, (year) is one concerned with a significant action, event or development the timing or specificity of which makes it inappropriate to be addressed by a UUA Statement of Conscience pursuant to the Study/Action process.
  - (2) The petition to admit such resolutions to the agenda must be signed by 150 delegates from at least 25 congregations in at least five districts. If six petitions or fewer are received, all petitions received that have the requisite level of delegate and congregation support are eligible to be considered for possible admission to the Agenda. In the event more than six petitions are submitted that satisfy the sponsorship requirement, the Commission on Social Witness shall select six from among those which meet the criteria for a General Assembly Action of Immediate Witness, (year) and shall submit those six actions to the Agenda of the General Assembly (along with a tentative designation of scope, i.e., U.S. or Continental) for possible admission.
  - (3) The motion to admit each General Assembly (U.S. or Continental) Action of Immediate Witness, (year) ruled eligible is not debatable, but an opportunity for a two-minute statement of advocacy to the General Assembly for each eligible action by one of its sponsors prior to any such motion shall be provided. Admission of a General Assembly (U.S. or



- Continental) Action of Immediate Witness, (year) shall be by a two-thirds vote.
- (4) During the General Assembly, a mini-assembly shall be held during which each admitted action shall be discussed and amendments shall be accepted in writing. All such amendments shall be made available in writing to the General Assembly. The Commission on Social Witness shall finalize each General Assembly (U.S. or Continental) Action of Immediate Witness, (year), and the chairperson of the Commission on Social Witness, in consultation with the moderator of the General Assembly, the parliamentarian and legal counsel, shall prioritize unincorporated amendments for consideration by the General Assembly.
- (5) Adoption of a General Assembly (U.S. or Continental) Action of Immediate Witness, (year) shall be by a two-thirds vote.
- (6) Actions submitted pursuant to this Section 4.16(b) must be in writing and filed with the Chair of the Commission on Social Witness or the Commission's designee by the deadline established by the Commission and announced at the opening session of the Assembly.
- (c) Responsive Resolutions may be admitted to the agenda of a regular General Assembly and acted upon.
- (1) A Responsive Resolution is a resolution made in response to a substantive portion of a report by an officer or committee reporting to a regular General Assembly.
- (2) Adoption of a Responsive Resolution shall be by two-thirds vote.

#### **Section 4.17. Items Admitted to Special General Assembly Agenda.**

Except for non-substantive items related to greetings and similar matters, no item not on the agenda for a Special General Assembly shall be admitted to the agenda of that Assembly.

#### **\*Section 4.18. Agenda Rules.**

General Assemblies shall adopt rules relating to the agenda.

#### **\*Section 4.19. Rules of Procedure.**

Rules of procedure for the conduct of the meeting shall be adopted at each General Assembly.

### **ARTICLE V Committees of the Association**

#### **Section 5.1. Committees of the Association.**

The standing committees of the Association shall be:

- (a) the Nominating Committee;
- (b) the General Assembly Planning Committee;
- (c) the Commission on Appraisal;
- (d) the Commission on Social Witness; and
- (e) the Ministerial Fellowship Board of Review.

#### **Section 5.2. Election and Terms of Office.**

Elected members of all Section 5.1 committees shall take office at the close of the General Assembly at which they are elected and shall serve until their successors are elected and qualified except as otherwise provided herein.

One-half as nearly as possible of the elected members of the General Assembly Planning Committee and the Commission on Social Witness shall be elected at the regular General Assembly held in each odd-numbered year. The elected members of the General Assembly Planning Committee and the Commission on Social Witness shall serve for terms of four years. One-third of

the members of the Nominating Committee and the Commission on Appraisal shall be elected at the regular General Assembly held in each odd-numbered year. The elected members of the Nominating Committee and the Commission on Appraisal shall serve for single terms of six years. Any member of the Nominating Committee or the Commission on Appraisal in office for a period of more than three years shall be deemed to have completed a six-year term for the purposes of re-election.

Notwithstanding anything to the contrary contained in this Section 5.2 or Section 5.6, the following provisions shall be applicable to elections of members of the Nominating Committee. At the 1997 regular General Assembly, five members of the Nominating Committee shall be elected, three of whom shall be elected for six-year terms and two for four-year terms. The Nominating Committee shall propose at least three candidates for six-year terms and at least two candidates for four-year terms. At the 1999 regular General Assembly, four members of the Nominating Committee shall be elected, three of whom shall be elected for six-year terms and one for a four-year term. The Nominating Committee shall propose at least three candidates for six-year terms and at least one candidate for a four-year term. At the 2001 regular General Assembly, two members of the Nominating Committee shall be elected for six-year terms. The Nominating Committee shall propose at least two candidates for six-year terms. At the 2003 regular General Assembly, four members of the Nominating Committee shall be elected, three of whom shall be elected for six-year terms and one for a four-year term. The Nominating Committee shall propose at least three candidates for six-year terms and at least one candidate for a four-year term. The provisions of this paragraph shall expire immediately following the 2003 regular General Assembly.

#### **Section 5.3. Qualifications of Committee Members.**

In order to qualify to be appointed or to continue as a member of a standing committee of the Association, a person must be a member of a member congregation.

#### **Section 5.4. Removal of Committee Member.**

A member of any standing committee of the Association may be removed by a three-fourths vote of the Board of Trustees at a meeting at which not less than three-fourths of the Board is present, if in the opinion of the Board the member is incapacitated or otherwise unable to carry out the duties of the office.

#### **Section 5.5. Vacancies.**

A vacancy created by the death, disqualification, resignation, or removal of an elected member of a standing committee of the Association shall be filled by the Board of Trustees until the next regular General Assembly held in an odd-numbered year. The vacancy shall then be filled by election for the balance of the unexpired term, if any.

#### **Section 5.6. Nominating Committee.**

The Nominating Committee shall consist of nine elected members. A member shall not during the term of office hold any salaried position in the Association, and shall not be eligible for re-election to the Nominating Committee until after an interim of four years. The Nominating Committee shall submit nominations for certain elective positions of the Association, as provided in Article IX.

#### **Section 5.7. General Assembly Planning Committee.**

The General Assembly Planning Committee shall consist of eight elected members and two members appointed by the Board of Trustees at its first meeting following the regular General Assembly in each odd-numbered year. No elected member shall serve on the Committee for more than two four-year terms in succession. The appointed members shall serve for terms of two years and until their successors are appointed and qualified. The Committee shall prepare the agenda for each regular General Assembly and shall be responsible for arrangements for programs and meetings to be held in connection therewith. It may establish

630 subcommittees of its members and may delegate part or all of its  
631 powers to them.

#### 632 **Section 5.8. Commission on Appraisal.**

633 The Commission on Appraisal shall consist of nine elected  
634 members. A member shall not during the term of office serve as a  
635 trustee or officer or hold a salaried position in the Association. The  
636 Commission on Appraisal shall:

- 637 (a) review any function or activity of the Association which in its  
638 judgment will benefit from an independent review and report  
639 its conclusions to a regular General Assembly;
- 640 (b) study and suggest approaches to issues which may be of  
641 concern to the Association; and
- 642 (c) report to a regular General Assembly at least once every four  
643 years on the program and accomplishments of the  
644 Association.

#### 645 **Section 5.9. Commission on Social Witness.**

646 The Commission on Social Witness shall consist of three  
647 members elected by the General Assembly and two members  
648 appointed by the Board of Trustees. The election and appointment  
649 of members shall occur only at regular General Assemblies held in  
650 odd numbered years.

- 651 (a) Each appointment and election of a member to the  
652 Commission will be for a term of four years;
- 653 (b) One member shall be appointed each odd-numbered year;  
654 and
- 655 (c) No fewer than one nor more than two members shall be  
656 elected each odd-numbered year, as is required to insure a  
657 full complement of elected members.

658 No member shall serve on the Commission for more than two four-  
659 year terms in succession. In the case of a vacancy in an appointed  
660 position by reason of death, disqualification, resignation or removal,  
661 the vacancy shall be filled at any time for the remainder of the term  
662 by appointment by the Board of Trustees for the balance of the  
663 term. The duties of the Commission are described in Section 4.12  
664 and Section 4.16 of the Bylaws and Rules G-4.12.1, G-4.12.2, and  
665 G-4.18.2.

#### 666 **Section 5.10. Ministerial Fellowship Board of Review.**

667 (a) Members. The Ministerial Fellowship Board of Review shall  
668 consist of eight members as follows:

- 669 (1) Four members who are ministers, each of whom at  
670 the time of election is in final ministerial fellowship with  
671 the Association and has held such fellowship  
672 continuously for the preceding seven years; and
- 673 (2) Four members who are not ministers, each of whom  
674 at the time of election is a member of a certified  
675 member congregation and has been a member of one  
676 or more such congregations for not less than three  
677 years as an officer or a member of the governing  
678 bodies of one or more such congregations.

679 (b) Election and Term. One member of the Board of Review  
680 who is a minister and one who is not shall be elected at each  
681 regular General Assembly held in an odd-numbered year  
682 and shall serve for terms of eight years and until their  
683 successors are elected and qualified.

684 (c) Qualifications. No member of the Board of Review shall  
685 during the term of office be a member of the Ministerial  
686 Fellowship Committee or hold any salaried position in the  
687 Association.

688 (d) Removal. A member of the Board of Review may be  
689 removed without hearing by the vote of six other members.

#### 690 **Section 5.11. Additional Committees.**

691 Additional committees may be created by any General Assembly  
692 by adoption of a resolution which shall state the membership,  
693 terms, qualification, method of selection, and duties thereof.

#### 694 **Section 5.12. Presiding Officer.**

695 Each committee shall elect a presiding officer from among its  
696 members at its first meeting following the regular General  
697 Assembly in each odd-numbered year. In the absence of such  
698 election the Board of Trustees may designate a temporary  
699 presiding officer from among members of the committee.

#### 700 **Section 5.13. Time and Place of Meetings.**

701 Each committee shall hold meetings at such times and places as it  
702 may determine.

#### 703 **Section 5.14. Call and Notice of Meetings.**

704 Meetings of committees may be called by the presiding officer and  
705 shall be called by the presiding officer at the request of a majority  
706 of the members of the entire committee. Notice of committee  
707 meetings shall be given in writing not less than ten nor more than  
708 sixty days before the meeting and shall state the time and place of  
709 the meeting.

### 710 **ARTICLE VI Board of Trustees**

#### 711 **Section C-6.1. Responsibility.**

712 The Board of Trustees shall conduct the affairs of the Association  
713 and, subject to these Bylaws, shall carry out the Association's  
714 policies and directives as provided by law.

#### 715 **Section 6.2. Powers.**

716 The Board of Trustees shall act for the Association between  
717 General Assemblies.

#### 718 **Section 6.3. Membership.**

719 The Board of Trustees shall consist of:

- 720 (a) the President, without vote, the Moderator and the Financial  
721 Advisor;
- 722 (b) four trustees elected at large, and a youth trustee at large;
- 723 (c) one trustee representing each district.

724 Notwithstanding the foregoing and anything else to the contrary  
725 contained in these Bylaws, the Board of Trustees shall have five, as  
726 opposed to four, trustees at large until the earlier to occur of the  
727 expiration of the current term of the present trustee at large from  
728 Canada or the resignation of the present trustee at large from  
729 Canada.

#### 730 **\*Section 6.4. Election of Trustees.**

731 The youth trustee at large and one-half of the other number of  
732 trustees at large shall be elected at the regular General Assembly  
733 held in each odd-numbered year. One-half, as nearly as possible,  
734 of the trustees representing districts shall be elected prior to each  
735 such General Assembly. The Board of Trustees shall divide the  
736 districts into two groups for purposes of electing trustees.

#### 737 **Section 6.5. Term.**

738 Trustees shall take office immediately after the close of the  
739 General Assembly at or prior to which they are elected and, with the  
740 exception of the youth trustee at large, shall serve for terms of four  
741 years or until their successors are elected and qualified. The youth  
742 trustee at large shall serve for a term of two years or until his or her  
743 successor is elected and qualified. No trustee may serve more  
744 than two successive full terms, regardless of the length of those  
745 terms. However, a trustee may at any time become one of the  
746 elected officers of the Association and serve as long in that office  
747 as if such trustee had not previously been a trustee. No person  
748 who has served as elected officer for a full term shall thereafter be  
749 elected a trustee without an interim of four years.

750 **\*Section 6.6. Qualifications of Trustees.**

751 Each elected trustee shall be a member of a member congregation.  
752 An elected trustee representing a district shall reside in that district  
753 and shall be a member of a member congregation located in the  
754 district. A trustee who ceases to meet these qualifications shall  
755 be disqualified and the office declared vacant. The youth trustee at  
756 large shall be an individual aged 14 to 20 inclusive years at the time  
757 of election. Not more than one trustee shall be a member of the  
758 same member congregation. If a trustee becomes a member of a  
759 member congregation in which another trustee is already a  
760 member, such trustee shall be disqualified and the office declared  
761 vacant. The Board of Trustees shall adopt rules for the application  
762 of this section to persons holding membership in more than one  
763 member congregation.

764 Notwithstanding anything else to the contrary contained in these  
765 Bylaws, each of the trustees currently representing the Prairie Star  
766 district and the St. Lawrence district shall be deemed to qualify as a  
767 trustee under this Section until the earlier to occur of the expiration  
768 of

769 his or her current term or his or her resignation. The foregoing  
770 sentence and this sentence shall automatically expire and be  
771 deleted

772 from these Bylaws when both trustees currently representing the  
773 Prairie Star district and the St. Lawrence district no longer qualify as  
774 trustees, by reason of expiration of term or vacancy created as  
775 referred

776 to in Section 6.8(b).

777 **Section 6.7. Resignation and Removal of Trustees.**

778 A trustee may at any time resign by giving written notice to the  
779 Board of Trustees. Such resignation shall take effect at the time  
780 specified therein, or, if no time is specified, then on delivery. A  
781 trustee may be removed by a three-fourths vote of the entire Board  
782 at a meeting at which not less than three-fourths of the entire  
783 Board is present if in the opinion of the Board such trustee is  
784 incapacitated or otherwise unable to carry out the duties of the  
785 office.

786 **Section 6.8. Vacancies.**

787 (a) Trustee at Large. A vacancy created by the death,  
788 disqualification, resignation, or removal of a trustee at large  
789 shall be filled by majority vote of the remaining trustees until  
790 the next regular General Assembly at which an election can  
791 be held. The vacancy shall then be filled by election for the  
792 balance of the unexpired term, if any.

793 (b) Trustee Representing District. A vacancy created by death,  
794 disqualification, resignation, or removal of a trustee  
795 representing a district or by the creation of a new district  
796 entitled to be represented by a trustee shall be governed by  
797 the bylaws of the district and Section 9.11 of these Bylaws  
798 subject to the following limitations:

799 (1) If fewer than two regular General Assemblies have  
800 met and adjourned since the General Assembly at  
801 which the trustee took office, the governing body of  
802 the district shall make an interim appointment until the  
803 position is filled by a special election within one year  
804 from the date the vacancy occurs;

805 (2) If the vacancy occurs at any other point in the term,  
806 either the governing body of the district shall fill the  
807 vacancy for the remainder of the term or the District  
808 shall provide for an interim appointment by its  
809 governing body until the position is filled by a special  
810 election.

811 An invalid election does not create a vacancy for purposes of this  
812 section.

813 **Section 6.9. Place of Meeting.**

814 The Board of Trustees shall hold its meetings at such places as  
815 the Board may determine.

816 **Section 6.10. Regular Meetings.**

817 Regular meetings of the Board of Trustees shall be held at such  
818 times as the Board may determine. No fewer than three regular  
819 meetings of the Board shall be held during each fiscal year of the  
820 Association.

821 **Section 6.11. Special Meetings.**

822 Special meetings of the Board of Trustees may be called by the  
823 Moderator or President, and shall be called by the Moderator at the  
824 request of eight trustees. Notice of special meetings shall be given  
825 in writing not less than five nor more than sixty days before the  
826 meeting and shall state the agenda, time and place of the meeting.

827 **Section 6.12. Waiver of Notice.**

828 Notice of a meeting need not be given to any trustee who submits a  
829 signed waiver of notice whether before or after the meeting, or who  
830 attends the meeting without protesting, prior thereto or at its  
831 commencement, the lack of notice.

832 **Section 6.13. Quorum.**

833 A majority plus one of the entire voting membership of the Board of  
834 Trustees shall constitute a quorum for the transaction of business.

835 **Section 6.14. Compensation.**

836 Except for the President, members of the Board of Trustees shall  
837 not receive compensation for their services but shall be reimbursed  
838 as determined by the Board of Trustees for the expenses  
839 reasonably incurred by them in the performance of their duties.

840 **Section 6.15. Annual Report.**

841 The Secretary shall on behalf of the Board of Trustees present an  
842 annual report of its activities to the member congregations and at  
843 each regular General Assembly.

844

**ARTICLE VII**

845

**Committees of the Board of Trustees**

846 **Section 7.1. Committees of the Board of Trustees.**

847 The standing committees of the Board of Trustees shall be:

848 (a) the Executive Committee;

849 (b) the Ministerial Fellowship Committee;

850 (c) the Finance Committee; and

851 (d) the Investment Committee.

852 **Section 7.2. Appointment and Term of Office.**

853 Members of the Executive Committee, Finance Committee, and  
854 Investment Committee, and board-appointed members of the  
855 Ministerial Fellowship Committee shall be appointed by the Board  
856 at its first meeting following the regular General Assembly in each  
857 odd-numbered year except as otherwise provided herein.  
858 Members of such committees shall serve for terms of two years  
859 and until their successors are appointed and qualified.

860 **Section 7.3. Removal of Committee Member.**

861 Standing committee members appointed by the Board of Trustees  
862 serve at the pleasure of the Board and may be removed by it at any  
863 time.

864 **Section 7.4. Vacancies.**

865 A vacancy on any committee of the Board among members  
866 appointed by the Board of Trustees shall be filled by it.

867 **Section 7.5. Executive Committee.**

868 The Executive Committee shall consist of the Moderator, the First  
869 Vice Moderator, the Secretary, the Financial Advisor, and the Chair  
870 of the Finance Committee. The position on the committee  
871 occupied by the First Vice Moderator shall be filled by the Second  
872 Vice Moderator at any meeting of the committee from which the  
873 First Vice Moderator is absent or at which the First Vice Moderator  
874 is presiding in the absence of the Moderator. The position on the  
875 committee occupied by the Secretary shall be filled by the

876 Assistant Secretary at any meeting of the committee from which  
877 the Secretary is absent. The Executive Committee shall conduct  
878 the current and ordinary business of the Association between  
879 meetings of the Board of Trustees. If between meetings of the  
880 Board of Trustees, matters arise which (1) in the opinion of the  
881 Executive Committee are not current and ordinary business but in  
882 the best interests of the Association must nevertheless be acted  
883 upon, or (2) the Executive Committee has been authorized by the  
884 Board to be acted upon, then the Executive Committee may act  
885 thereon for the Board of Trustees, but only if four or more  
886 members vote the action.

#### 887 **Section 7.6. Ministerial Fellowship Committee.**

888 The Ministerial Fellowship Committee shall consist of fourteen  
889 members as follows:

- 890 (a) six members who are not ministers appointed by the Board;  
891 (b) six members who are ministers in final fellowship with the  
892 Association, with at least one from each category of ministry  
893 including community ministry, appointed by the Board; and  
894 (c) two members appointed by the Unitarian Universalist  
895 Ministers Association.

896 Two members of the committee, and only two, shall be trustees.  
897 The committee shall have jurisdiction over ministerial fellowship  
898 with the Association as provided in Article XI hereof. The Board of  
899 Trustees shall designate a person who is not a member of the  
900 committee to be its Executive Secretary and keep its records.

#### 901 **Section 7.7. Finance Committee.**

902 The Finance Committee shall consist of the Financial Advisor, the  
903 Treasurer, five trustees who shall not be members of the  
904 Investment Committee, and the Moderator without vote. The duties  
905 of the Finance Committee are set forth in Article X.

#### 906 **Section 7.8. Investment Committee.**

907 The Investment Committee shall consist of the Financial Advisor,  
908 the Treasurer, and five other persons, at least one of whom shall  
909 be a trustee and none of whom shall be members of the Finance  
910 Committee. The duties of the Investment Committee are set forth  
911 in Article X.

#### 912 **Section 7.9. Additional Committees.**

913 The Board of Trustees may appoint additional committees to serve  
914 at its pleasure and shall determine the membership, qualifications,  
915 and duties thereof.

#### 916 **Section 7.10. Presiding Officer.**

917 The Board of Trustees shall appoint one member of each standing  
918 committee of the Board to be its presiding officer.

#### 919 **Section 7.11. Time and Place of Meetings.**

920 Each standing committee of the Board shall hold meetings at such  
921 times and places as it may determine.

#### 922 **Section 7.12. Call and Notice of Meetings.**

923 Meetings of standing committees of the Board may be called by the  
924 presiding officer and shall be called by the presiding officer at the  
925 request of a majority of the members of the entire committee.  
926 Unless the Board of Trustees otherwise provides, notice of  
927 meetings of each standing committee shall be given in such a  
928 manner and within such time as the standing committee  
929 determines.

### 930 **ARTICLE VIII Officers of the Association**

#### 931 **\*Section 8.1. Officers Enumerated.**

- 932 (a) Elected Officers. The elected officers of the Association  
933 shall be a Moderator, a President, and a Financial Advisor.  
934 (b) Appointed Non-salaried Officers. The appointed non-  
935 salaried officers of the Association shall include one or more  
936 Vice Moderators, a Secretary, and a Recording Secretary

937 and may include such other officers as the Board of  
938 Trustees may appoint.

- 939 (c) Appointed Salaried Officers. The appointed salaried officers  
940 of the Association shall include a Treasurer, and may  
941 include one or more vice presidents, assistant treasurers,  
942 and such other officers as the Board of Trustees may  
943 determine.

#### 944 **Section C-8.2. Control by Board of Trustees.**

945 All officers shall be subject to the direction and control of the Board  
946 of Trustees. All appointed officers shall be appointed by the Board  
947 of Trustees and shall serve at its pleasure.

#### 948 **Section 8.3. Term of Office.**

- 949 (a) Elected Officers. The elected officers shall be elected at a  
950 regular General Assembly in an odd-numbered year and  
951 shall take office immediately after the close of such General  
952 Assembly.

953 (1) President. The President shall serve for a term of four  
954 years and until his or her successor is elected and  
955 qualified. No President shall serve more than two  
956 successive terms; and any partial term of more than  
957 two years served by reason of appointment and/or  
958 election to office pursuant to subsection 8.7(a) below  
959 shall be considered a full term for purposes of this  
960 subsection.

961 (2) Moderator and Financial Advisor. The Moderator and  
962 Financial Advisor shall each serve for a term of four  
963 years and until his or her successor is elected and  
964 qualified. No Moderator or Financial Advisor shall  
965 serve more than two successive full terms; and any  
966 partial term of more than two years served by reason  
967 of appointment and/or election to office pursuant to  
968 subsection 8.7(a) below shall be considered a full  
969 term for purposes of this subsection.

- 970 (b) Appointed Non-salaried Officers. The appointed non-  
971 salaried officers shall serve for one or more terms of two  
972 years and until their successors are appointed and qualified.

#### 973 **Section 8.4. Qualification of Officers.**

974 Each officer of the Association shall be a member of a member  
975 congregation. If an officer ceases to be a member of any member  
976 congregation, such officer shall be disqualified and the office  
977 declared vacant.

#### 978 **Section 8.5. Removal of Officers.**

- 979 (a) Elected Officers. An elected officer may be removed by a  
980 three-fourths vote of the entire Board of Trustees at a  
981 meeting at which not less than three-fourths of the entire  
982 Board is present if in the opinion of the Board such officer is  
983 incapacitated or unable to carry out the duties of the office.  
984 The President may also be removed by such a vote of the  
985 Board if it determines that such removal is in the best  
986 interests of the Association.

- 987 (b) Appointed Officers. An appointed officer may be removed  
988 by the Board of Trustees at any time.

#### 989 **Section 8.6. Resignation.**

990 An officer may resign at any time by giving written notice to the  
991 Moderator, who shall immediately forward copies to the Board of  
992 Trustees. Any such resignation shall take effect at the time  
993 specified therein, or, if no time is specified, then upon delivery.

#### 994 **Section 8.7. Vacancies.**

- 995 (a) Elected Officers. A vacancy created by the death,  
996 disqualification, resignation, or removal of an elected officer  
997 shall be filled by the Board of Trustees until the next regular  
998 General Assembly at which an election can be held. The

999 vacancy shall then be filled by election for the balance of the  
1000 unexpired term, if any.

1001 (b) Appointed Non-salaried Officers. A vacancy created by the  
1002 death, disqualification, resignation, or removal of an  
1003 appointed non-salaried officer may be filled by the Board of  
1004 Trustees for the balance of the unexpired term.

#### 1005 **Section 8.8. Moderator.**

1006 The Moderator shall preside at General Assemblies and meetings  
1007 of the Board of Trustees and the Executive Committee. The  
1008 Moderator shall represent the Association on special occasions  
1009 and shall assist in promoting its welfare.

#### 1010 **Section 8.9. President.**

1011 The President shall be the chief executive officer of the Association  
1012 and shall be a member, ex-officio, without vote, of all standing  
1013 committees of the Association, except the Nominating Committee  
1014 and the Ministerial Fellowship Board of Review, and of all standing  
1015 committees of the Board except the Ministerial Fellowship  
1016 Committee.

#### 1017 **Section 8.10. Financial Advisor.**

1018 The duties of the Financial Advisor are set forth in Article X.

#### 1019 **\*Section 8.11. Executive Vice President.**

1020 In the event an Executive Vice President should be appointed, the  
1021 Board of Trustees shall describe his or her duties.

#### 1022 **Section 8.12. Vice Moderators.**

1023 The Vice Moderator or Moderators shall be elected from among the  
1024 members of the Board of Trustees by its members. In the absence  
1025 of the Moderator a Vice Moderator shall preside at meetings and  
1026 perform the duties of the Moderator. A Vice Moderator shall  
1027 perform such other duties as may be assigned by the Board. In  
1028 the event that more than one Vice Moderator is elected, one of the  
1029 Vice Moderators shall be designated First Vice Moderator.

#### 1030 **Section 8.13. Vice Presidents.**

1031 Any Vice President appointed shall have such powers and shall  
1032 perform such duties as may be assigned by the Board of Trustees  
1033 or as assigned by the President in conformity with any provisions  
1034 of the Board appointment.

#### 1035 **Section 8.14. Secretary.**

1036 The Secretary shall be appointed from among the members of the  
1037 Board of Trustees and shall perform all duties usually pertaining to  
1038 the office, except those of a Clerk under Massachusetts law. The  
1039 Secretary shall represent the Association on special occasions and  
1040 shall assist in promoting the welfare of the Association.

#### 1041 **Section 8.15. Treasurer.**

1042 The duties of the Treasurer are set forth in Article X.

#### 1043 **Section 8.16. Recording Secretary.**

1044 The Recording Secretary shall at all times be a resident of the  
1045 Commonwealth of Massachusetts and upon being appointed shall  
1046 be sworn to the faithful performance of the duties of the office. If  
1047 the Recording Secretary ceases to be a resident of the  
1048 Commonwealth of Massachusetts, such person shall be  
1049 disqualified and the office declared vacant. The Recording  
1050 Secretary shall keep an accurate record of all meetings of the  
1051 Association and the Board of Trustees, shall perform such other  
1052 duties as may be assigned by the Board, and shall perform the  
1053 duties of a Clerk under Massachusetts law.

#### 1054 **Section 8.17. Other Appointed Officers.**

1055 The Board of Trustees may appoint such other officers as it deems  
1056 necessary and shall fix their powers and duties.

#### 1057 **Section 8.18. Compensation.**

1058 The Moderator, the Financial Advisor, and the appointed non-  
1059 salaried officers shall not receive compensation for their services  
1060 but shall be reimbursed as determined by the Board of Trustees for

1061 expenses reasonably incurred by them in the performance of their  
1062 duties.

#### 1063 **Section 8.19. Reports by Officers.**

1064 The Moderator, the President, the Financial Advisor, and the  
1065 Treasurer shall each make an annual report to the member  
1066 congregations and to each regular General Assembly.

### 1067 **ARTICLE IX Nominations and Elections**

#### 1068 **Section 9.1. Elective Positions.**

1069 The elective positions of the Association include the elective  
1070 positions at large and those trustee positions where the election  
1071 occurs at the district level. The elective positions at large of the  
1072 Association are those of the elected officers, those trustees not  
1073 elected at the district level, and the elected members of the  
1074 standing committees of the Association. No person shall hold  
1075 more than one elective position at a time whether by election or  
1076 appointment. Ex officio positions for the purposes of this Bylaw  
1077 provision shall be deemed part of the elected position from which  
1078 the ex officio position is derived.

#### 1079 **Section 9.2. Nomination Procedures.**

1080 The nomination procedures set forth in these Bylaws and the  
1081 Rules adopted hereunder are exclusive, and no person who is not  
1082 nominated in accordance with such procedures can be elected to  
1083 any elective position.

#### 1084 **Section 9.3. Notice by Nominating Committee.**

1085 On or before August 1 of each even-numbered year, the  
1086 Nominating Committee shall notify all certified member  
1087 congregations in writing of the elective positions at large and  
1088 vacancies to be filled at the next regular General Assembly.

#### 1089 **Section 9.4. Nomination by Nominating Committee.**

1090 The Nominating Committee shall submit one or more nominations  
1091 for each elective position at large to be filled, except Moderator and  
1092 President, including those to fill any vacancies occurring prior to  
1093 October 1 of the year before the election. Only one person from  
1094 any one member congregation shall be thus nominated to serve on  
1095 the Nominating Committee. The report of the Nominating  
1096 Committee shall be filed with the Secretary of the Association and  
1097 be mailed to all certified member congregations, associate member  
1098 organizations, and trustees on or before December 10 of each  
1099 even-numbered year.

#### 1100 **Section 9.5. Nomination by Petition.**

1101 (a) For Moderator and President. A nomination for the office of  
1102 Moderator or President, or to fill a vacancy in an unexpired  
1103 term occurring prior to December 1 of the year before the  
1104 election shall be by petition signed by no fewer than twenty-  
1105 five certified member congregations, including no fewer than  
1106 five certified member congregations located in each of no  
1107 fewer than five different districts. A certified member  
1108 congregation may authorize the signing of a petition only by  
1109 vote of its governing board or by vote at a duly called meeting  
1110 of its members. Such a petition shall be filed with the  
1111 Secretary of the Association, only in such form as the  
1112 Secretary may prescribe, not later than February 1 of the  
1113 year of the election and not earlier than the preceding March  
1114 1. If no valid and timely nomination is made by certified  
1115 member congregations, the Board of Trustees shall  
1116 nominate one or more candidates for the office.

1117 (b) For Other Elective Positions at Large. A nomination for any  
1118 other elective position at large or to fill a vacancy in an  
1119 unexpired term occurring prior to December 1 of the year  
1120 before the election may be by petition signed by not less  
1121 than fifty members of certified member congregations, with  
1122 no more than ten signatures of members of any one  
1123 congregation counted toward the required fifty. A separate  
1124 petition, in form prescribed by the Secretary, shall be filed for

1125 each nomination not later than February 1 of the year of the  
1126 election and not earlier than the preceding October 1.  
1127 Nominations for youth trustee at large shall be so designated.

1128 **Section 9.6. Qualifications of Nominees.**

1129 Each person nominated for an elective position at large shall be a  
1130 member of a member congregation. No person shall be nominated  
1131 for more than one such elective position. If a person is nominated  
1132 for more than one such elective position, the Secretary of the  
1133 Association shall so notify such person in writing and such person  
1134 shall have twenty days from the date of the notice to select one  
1135 nomination which is acceptable. In the absence of a timely  
1136 selection, all such nominations shall be void and the person shall  
1137 be so notified in writing by the Secretary.

1138 **Section 9.7. Vacancy in Nominations.**

1139 If all persons nominated for an elective position at large die, decline  
1140 to serve or are disqualified after the time has expired for making  
1141 any further nominations, or if no valid and timely nomination is  
1142 made, the position shall be filled after the final adjournment of the  
1143 regular General Assembly at which the election would have been  
1144 held in the same manner as if the position had been filled by  
1145 election and had then become vacant.

1146 **Section 9.8. Supervision of Elections.**

1147 The Secretary shall supervise all elections for elective positions at  
1148 large. The Secretary may appoint a committee of tellers to count  
1149 ballots and perform other routine duties. The Secretary shall  
1150 decide any question arising during such an election concerning:

1151 (a) the interpretation of any provision of these Bylaws or of  
1152 Rules made hereunder relating to election procedures;

1153 (b) any procedural problem relating to the election which is not  
1154 covered by these Bylaws or by the Rules; or

1155 (c) the interpretation of the intent of a voter in marking the ballot.

1156 The Secretary's decision shall be final. The Secretary shall remain  
1157 neutral in the election and shall not engage in electioneering, except  
1158 for

1159 advocacy of his or her own candidacy for offices for which he or she  
1160 is  
1161 nominated.

1162 **Section 9.9. Conduct of Elections at Large.**

1163 (a) Election by Ballot. Voting shall be by written ballot, except  
1164 that if only one person has been validly nominated for each  
1165 elective position at large the persons so nominated shall be  
1166 declared elected and no ballots shall be required.

1167 (b) Persons Entitled to Vote. Ballots shall be cast only by  
1168 accredited delegates from certified member congregations  
1169 and certified associate member organizations to the regular  
1170 General Assembly at which the election is held and by  
1171 trustees. No person shall cast more than one ballot.

1172 (c) Absentee Voting. Those entitled to cast ballots in an election  
1173 may cast their ballots by mail. Absentee ballots shall be  
1174 mailed at least forty five days prior to the General Assembly at  
1175 which the election is being held. An absentee ballot must be  
1176 received by the Secretary not less than seven calendar days  
1177 before the General Assembly in order to be counted.

1178 **\*Section 9.10. Counting of Ballots.**

1179 (a) For President. If there are no more than two duly nominated  
1180 candidates for President, the candidate receiving the greater  
1181 number of votes is elected. If there are more than two duly  
1182 nominated candidates for President, the ballot shall be  
1183 designed to permit the designation of first, second, third, etc.  
1184 choice. If no candidate receives a majority of the first-choice  
1185 votes cast, the candidate receiving the lowest first choice  
1186 vote shall be eliminated and the ballots cast for such  
1187 candidate shall be redistributed in accordance with the

1188 second choice indicated thereon. This process shall be  
1189 repeated until one candidate receives a majority of all votes  
1190 cast or until only two candidates remain, at which time the  
1191 one receiving the greater number of votes is elected.

1192 (b) For Other Elective Positions at Large. If there is one elective  
1193 position at large to be filled, the candidate receiving the  
1194 greatest number of votes is elected. If there is more than  
1195 one such elective position of the same kind to be filled, the  
1196 candidates respectively receiving the greatest number of  
1197 votes are elected.

1198 **Section 9.11. Nominations and Elections of Trustees**  
1199 **Representing Districts.**

1200 (a) District Bylaws. Each district shall in its bylaws set forth the  
1201 method by which the certified member congregations of the  
1202 Association within that district shall nominate and elect a  
1203 trustee. Where two or more districts are required to share a  
1204 single trustee, each such district shall adopt compatible  
1205 bylaw provisions. In the absence of valid district bylaw  
1206 provisions, the trustee representing that district or group of  
1207 districts shall be elected in accordance with the Bylaws and  
1208 Rules of the Association.

1209 (b) Time of Election. The election of a district trustee, except an  
1210 election to fill a vacancy pursuant to Section 6.8(b), shall be  
1211 held not less than 45 nor more than 300 days before the  
1212 regular General Assembly following which such trustee is to  
1213 take office.

1214 (c) Method of Nominations. The district bylaws shall provide  
1215 that nominations may be made by a specific number of  
1216 certified member congregations.

1217 (d) Method of Election. If a district's bylaws do not include a  
1218 provision for the election of the trustee representing that  
1219 district or the group of districts of which that district is a part,  
1220 the trustee for that district or the group of districts of which  
1221 that district is a part shall be elected using one of the  
1222 following methods:

1223 (1) at large within the district, with each member of a  
1224 certified member congregation casting a ballot by mail;

1225 (2) by delegates at a district meeting at which each  
1226 certified member congregation is entitled to the same  
1227 number of voting delegates as specified in Section  
1228 4.8(a) of these Bylaws, with absentee ballots by the  
1229 delegates permitted;

1230 (3) by each certified member congregation, acting at a  
1231 legal meeting of such congregation, casting that  
1232 number of votes equal to the number of delegates  
1233 specified in Section 4.8(a) of these Bylaws, allocated  
1234 among the candidates as it shall determine;

1235 (4) by delegates at a district meeting at which each  
1236 certified member congregation is entitled to the same  
1237 number and kind of voting delegates as specified in  
1238 Section 4.8(a) and (b) of these Bylaws with absentee  
1239 ballots by the delegates permitted; or

1240 (5) by each certified member congregation, acting at a  
1241 legal meeting of such congregation, casting that  
1242 number of votes equal to the number of delegates  
1243 specified in Section 4.8(a) of these Bylaws, with the  
1244 votes of the congregation allocated among the  
1245 candidates as it shall determine and by each minister  
1246 and Director of Religious Education, who meets the  
1247 criteria for delegate status set forth in Section 4.8(b)  
1248 of these Bylaws, casting a vote.

1249 (e) Certification of Election. The secretary of the district or such  
1250 other district officer as may be designated in the district  
1251 bylaws shall certify the results of the election to the



1252 Secretary of the Association as soon as they are available.  
1253 Such certificate shall be conclusive that the person so  
1254 certified has been duly elected if the district has adopted  
1255 bylaws conforming to the requirements of this section. A  
1256 trustee elected to fill a vacancy shall take office immediately  
1257 upon such certification.  
1258 (f) Invalid Election. If the procedures for the nomination or  
1259 election of a district trustee violate the provisions of these  
1260 Bylaws, the election shall be invalid and a new election shall  
1261 be held not more than twelve months after the invalid  
1262 election.

1263 **\*Section 9.12. Rules for Nominations and Elections.**

1264 Rules relating to nomination and election procedures shall be  
1265 adopted by a General Assembly. Such rules shall be applicable to  
1266 elections held after the close of the General Assembly at which  
1267 they are adopted.

1268 **ARTICLE X Finance and Contracts**

1269 **\*Section 10.1. Annual Budget.**

1270 The annual budget of the Association shall be adopted and may  
1271 subsequently be amended by the Board of Trustees. A budget or  
1272 budgets for the coming year or years shall be presented to each  
1273 regular General Assembly for its consideration and such  
1274 recommendation of financial priorities as the General Assembly  
1275 may wish to make.

1276 **Section 10.2. Duties of Finance Committee.**

1277 The Finance Committee shall submit proposed annual budgets for  
1278 the Association to the Board of Trustees and make  
1279 recommendations to the Board with respect to major financial  
1280 policies of the Association other than those pertaining to  
1281 investments. It shall review the use made of specific funds held by  
1282 the Association and shall also recommend long-range financial  
1283 plans.

1284 **Section 10.3. Duties of Financial Advisor.**

1285 The Financial Advisor shall advise the President and the Board of  
1286 Trustees on financial policy and shall assist the Board in long-  
1287 range planning by reviewing the sources of funds, the application  
1288 of funds designated for specific purposes, the balance between  
1289 foreseeable income and proposed expenditures, and the overall  
1290 financial welfare of the Association. From time to time the  
1291 Financial Advisor shall report to the President and the Board  
1292 findings and recommendations respecting the current financial  
1293 affairs of the Association and long-range planning.

1294 **Section 10.4 Duties of Treasurer and Assistant  
1295 Treasurers.**

1296 The Treasurer shall have custody of the corporate seal and the  
1297 funds and other properties of the Association and shall have the  
1298 usual duties of the Treasurer of a corporation. The Treasurer or  
1299 the Board of Trustees may from time to time delegate or assign to  
1300 each Assistant Treasurer specified duties and authority; and any  
1301 person, firm, organization or corporation dealing with the  
1302 Association may assume that any act performed by an Assistant  
1303 Treasurer, including the execution, sealing and delivery of any  
1304 document, has been performed pursuant to an effective delegation  
1305 or assignment of authority as aforesaid, and the Association shall  
1306 be bound accordingly.

1307 **Section C-10.5. Raising of Funds.**

1308 The Association shall raise capital and operating funds to carry out  
1309 its purposes. It may also raise capital and operating funds for  
1310 associate member organizations and independent affiliate  
1311 organizations.

1312 **Section C-10.6. Funds Held for Others.**

1313 With the approval of the Board of Trustees, the Association may  
1314 hold for investment and distribution funds belonging to or given for

1315 the benefit of a member congregation, associate member  
1316 organization, independent affiliate organization, or other  
1317 organizations. Such funds may be invested in the General  
1318 Investment Fund of the Association unless they are subject to  
1319 specific restrictions which require some other form of investment.

1320 **Section C-10.7. Responsibility for Investments.**

1321 (a) Board of Trustees. The Board of Trustees shall have  
1322 ultimate responsibility for investing the funds belonging to or  
1323 held by the Association.

1324 (b) Investment Committee. The Investment Committee shall  
1325 supervise the investments of the Association subject to  
1326 control by the Board of Trustees.

1327 **\*Section 10.8. Contracts and Securities.**

1328 The President, Secretary, Recording Secretary, Treasurer, and  
1329 Assistant Treasurer may sign and attest deeds, mortgages,  
1330 contracts, and other documents to which the Association is a party.

1331 **Section C-10.9. Pension System.**

1332 The Association shall establish and maintain a pension system for  
1333 ministers in full fellowship with the Association.

1334 **Section 10.10. Fiscal Year.**

1335 The fiscal year of the Association shall be from July 1 to June 30.

1336 **Section C-10.11. Corporate Seal.**

1337 The seal of the Association shall be in such form as the Board of  
1338 Trustees shall approve.

1339 **Section 10.12. Indemnification of Trustees, Officers,  
1340 Employees, and Volunteers.**

1341 The Association, to the extent legally permissible, shall indemnify  
1342 any trustee, officer, employee of the Association or volunteer  
1343 elected by a General Assembly or appointed by the Board of  
1344 Trustees of the Association to serve the Association, or persons  
1345 formerly holding such positions, against all liabilities and expenses  
1346 (including court costs, attorney's fees, and the amount of any  
1347 judgment or reasonable settlement, fines and penalties) actually  
1348 and necessarily incurred by any such person, subsequent to the  
1349 adoption hereof, in connection with the defense of any claim  
1350 asserted or threatened to be asserted against any such person, or  
1351 any action, suit or proceeding in which any such person may be  
1352 involved as a party, by reason of being or having been such  
1353 trustee, officer, employee or volunteer or by reason of any action  
1354 alleged to have been taken or omitted by any such person as such  
1355 trustee, officer, employee or volunteer, except with respect to any  
1356 matter as to which he or she shall have been adjudicated in any  
1357 proceeding not to have acted in good faith in the reasonable belief  
1358 that his or her action was in the best interests of the Association  
1359 provided, however, that as to any matter disposed of by a  
1360 compromise payment by such person, pursuant to a consent  
1361 decree or otherwise, no indemnification either for said payment or  
1362 for any other expenses shall be provided unless such compromise  
1363 and indemnification therefore shall be approved:

1364 (a) by a majority vote of a quorum consisting of disinterested  
1365 trustees;

1366 (b) if such quorum cannot be obtained, then by a majority vote of  
1367 a committee of the Board of Trustees consisting of all the  
1368 disinterested trustees;

1369 (c) if there are not two or more disinterested trustees in office,  
1370 then by a majority of the trustees then in office, provided they  
1371 have obtained a written finding by independent legal counsel  
1372 appointed by a majority of the trustees to the effect that,  
1373 based upon a reasonable investigation of the relevant facts  
1374 as described such opinion, the person to be indemnified  
1375 appears to have acted in good faith and in the reasonable  
1376 belief that his or her action was in the best interests of the  
1377 Association;

1378 (d) if not resolved by (a), (b) or (c), above, by a court of  
1379 competent jurisdiction.

1380 If authorized in the same manner specified above for compromise  
1381 payments, expenses, including attorney's fees actually and  
1382 necessarily incurred by any such person in connection with the  
1383 defense or disposition of any such action, suit or other proceeding  
1384 may be paid from time to time by the Association in advance of the  
1385 final disposition thereof upon receipt of (a) an affidavit of such  
1386 individual of his or her good faith belief that he or she has met the  
1387 standard of conduct necessary for indemnification under this  
1388 Section and (b) an undertaking by such individual to repay the  
1389 amount so paid to the Association if such person shall be  
1390 adjudicated to be not entitled to indemnification under this Section,  
1391 which undertaking may be accepted without reference to the  
1392 financial ability of such person to make repayment. The right of  
1393 indemnification herein provided shall inure to the benefit of the  
1394 heirs, executors and administrators of each such trustee, [or]  
1395 officer, employee or volunteer and shall not be deemed exclusive of  
1396 any other rights to which any such person may be entitled under  
1397 any statute, bylaw, agreement, vote of members or otherwise or to  
1398 which any such person might have been entitled were it not for this  
1399 provision. As used in this Section, an "interested" trustee or officer  
1400 is one against whom in such capacity the proceeding in question,  
1401 or other proceeding on the same or similar grounds, is then  
1402 pending.

## 1403 **ARTICLE XI Ministry**

### 1404 **Section C-11.1. Ministerial Fellowship.**

1405 Each member congregation has the exclusive right to call and  
1406 ordain its own minister or ministers, but the Association has the  
1407 exclusive right to admit ministers to ministerial fellowship with the  
1408 Association. Fellowship may be for the purposes of parish,  
1409 religious education and/or community ministry as determined by  
1410 action of the Ministerial Fellowship Committee.

1411 No minister shall be required to subscribe to any particular creed,  
1412 belief, or interpretation of religion in order to obtain and hold  
1413 fellowship.

### 1414 **\*Section 11.2. Ministerial Fellowship Committee.**

1415 The Ministerial Fellowship Committee shall have exclusive  
1416 jurisdiction over ministerial fellowship except as otherwise provided  
1417 herein. It shall make rules governing ministerial fellowship, subject  
1418 to the approval of the Board of Trustees.

### 1419 **Section 11.3. Admission to Fellowship.**

1420 A minister may be admitted to fellowship by the Ministerial  
1421 Fellowship Committee, upon complying with the requirements of  
1422 these Bylaws and the rules of the committee. A minister who is  
1423 admitted to fellowship shall be admitted to preliminary fellowship for  
1424 a probationary period of three years, and may thereafter be  
1425 admitted to final fellowship.

### 1426 **Section 11.4. Classes of Ministerial Fellowship.**

1427 The Ministerial Fellowship Committee shall adopt rules related to  
1428 classes of ministerial fellowship which shall include full and  
1429 associate fellowship.

1430 (a) Ministers in full fellowship are those admitted to fellowship  
1431 who are:

- 1432 (1) engaged in full-time active ministerial service;
- 1433 (2) actively seeking positions in such service and have  
1434 recently so served; and
- 1435 (3) retired from such service by reason of advanced age  
1436 or illness.

1437 (b) Ministers in associate fellowship are those in fellowship who  
1438 are not currently in full fellowship.

### 1439 **Section 11.5. Fellowship Records.**

1440 The Executive Secretary of the Ministerial Fellowship Committee  
1441 shall maintain up-to-date records of all ministers in fellowship with  
1442 the Association. Such records shall be available only to members  
1443 of the committee, persons designated by the Committee, and, in  
1444 cases of appeals, the Ministerial Fellowship Board of Review.

### 1445 **Section 11.6. Suspension or Termination of Fellowship.**

1446 The fellowship of a minister may be suspended or terminated by  
1447 the Ministerial Fellowship Committee for unbecoming conduct or  
1448 other specified cause. Final fellowship may be suspended or  
1449 terminated only after notice and opportunity for a hearing before the  
1450 Committee at which the minister shall have the right to be  
1451 represented by counsel, to introduce evidence, to have any relevant  
1452 and material evidence in the possession of the Association  
1453 produced, and to cross-examine and rebut adverse evidence

### 1454 **Section 11.7. Reinstatement in Fellowship.**

1455 The Ministerial Fellowship Committee may reinstate in or readmit to  
1456 fellowship a minister who has previously resigned from fellowship  
1457 or whose fellowship has been suspended or terminated.

### 1458 **Section 11.8. Appeal.**

1459 A minister in final ministerial fellowship whose fellowship is  
1460 terminated may appeal the determination of the Ministerial  
1461 Fellowship Committee to the Ministerial Fellowship Board of  
1462 Review. The Ministerial Fellowship Board of Review shall have  
1463 exclusive jurisdiction to hear and decide such appeals. No other  
1464 appeal shall be allowed from any decision of the Ministerial  
1465 Fellowship Committee.

### 1466 **\*Section 11.9. Procedure on Appeal.**

1467 An appeal to the Ministerial Fellowship Board of Review shall be  
1468 heard by a panel of the Board selected as provided in its rules. The  
1469 panel hearing an appeal shall not try the case de novo but shall  
1470 only review the record made before the Ministerial Fellowship  
1471 Committee, except that the Board of Review by rules may permit  
1472 the introduction of newly discovered evidence. These Bylaws and  
1473 the rules of the Ministerial Fellowship Committee shall be binding  
1474 upon the panel. The panel shall uphold the decision of the  
1475 Ministerial Fellowship Committee if it can be sustained by a  
1476 reasonable view of the record. The panel may set aside the  
1477 decision of the Fellowship Committee only where necessary to  
1478 correct or prevent manifest injustice. The panel may remand the  
1479 case in whole or in part to the Committee or take such other action  
1480 as may be just. The decision of the panel, which shall be the  
1481 decision of the Board, shall set forth its finding and conclusions  
1482 and shall be served upon the affected minister and the Ministerial  
1483 Fellowship Committee. The decision shall be entered in the  
1484 fellowship records and shall be final and binding upon all parties.  
1485 No appeal shall be allowed from the decision of the Board of  
1486 Review. The Ministerial Fellowship Board of Review shall make  
1487 rules to carry out the intent of this section.

## 1488 **ARTICLE XII Regional Organizations**

### 1489 **Section C-12.1. Districts.**

1490 The Association shall support areas of regional responsibility  
1491 known as districts.

### 1492 **\*Section C-12.2. Establishment.**

1493 The establishment of districts and the manner of determining which  
1494 congregations are included in each district shall be in accordance  
1495 with rules adopted by the General Assembly

### 1496 **Section 12.3. Members.**

1497 All member congregations of the Association located within the  
1498 district shall be entitled to be member congregations of that district.

1499 **Section C-12.4. Autonomy.**

1500 Each district shall be autonomous and shall be controlled by its  
1501 own member congregations to the extent consistent with the  
1502 promotion of the welfare and interests of the Association as a  
1503 whole and of its member congregations.

1504 **Section 12.5. District Bylaws.**

1505 Each district shall adopt bylaws which are not in conflict with these  
1506 Bylaws.

1507 **ARTICLE XIII Rules**

1508 **Section 13.1. Adoption and Amendment of Rules by**  
1509 **General Assemblies.**

1510 A General Assembly may adopt Rules not inconsistent with these  
1511 Bylaws. Adoption or amendment of Rules by a General Assembly  
1512 shall be by two-thirds vote. Each Rule adopted by a General  
1513 Assembly shall be identified by a "G" preceding its Rule number.  
1514 A General Assembly may amend or repeal Rules adopted by prior  
1515 General Assemblies or by the Board of Trustees, if the proposed  
1516 Rules or amendments have been placed on the agenda. Rules  
1517 and amendments thereto shall be submitted for inclusion on the  
1518 agenda in the same manner as other resolutions. The provisions  
1519 of this Section 13.1 do not apply to the Rules of Procedure  
1520 contemplated by Section 4.19.

1521 **Section 13.2. Adoption and Amendment of Rules by the**  
1522 **Board of Trustees.**

1523 The Board of Trustees may adopt Rules not inconsistent with  
1524 these Bylaws and with Rules adopted by General Assemblies and  
1525 may amend or repeal its Rules.

1526 **Section 13.3. Rules of Order.**

1527 The Rules contained in the current edition of *Robert's Rules of*  
1528 *Order Newly Revised* shall govern the Association in all cases to  
1529 which they are applicable and in which they are not inconsistent  
1530 with these Bylaws and any Rules that may be adopted hereunder.

1531 **ARTICLE XIV Amendment**

1532 **Section C-14.1. Amendment of Bylaws.**

1533 (a) These Bylaws may be amended by a two-thirds vote at a  
1534 regular General Assembly if a proposed amendment has  
1535 been placed on the agenda; provided, however, that  
1536 proposals to amend or repeal a section of these Bylaws  
1537 whose section number is preceded by a "C" (hereinafter a  
1538 "C Bylaw"), or to add a new such section, shall be governed  
1539 by subsections (b) or (c) hereof.

1540 (b) (1) A proposal to amend, repeal or add a new C Bylaw,  
1541 other than those C Bylaws in Article II of these Bylaws,  
1542 shall be subject to a two-step approval process. Such  
1543 proposals must be placed on the agenda of a regular  
1544 General Assembly and approved preliminarily by a  
1545 majority vote at such regular General Assembly.  
1546 Following such preliminary approval, the proposal to  
1547 amend, repeal or add a new C Bylaw shall be placed on  
1548 the agenda of the next regular General Assembly for  
1549 final adoption. Final adoption shall require a two-thirds  
1550 vote.

1551 (2) The text of a proposed amendment to a C Bylaw, other  
1552 than those bylaws in Article II, which has been approved  
1553 by one General Assembly, may be amended at any time  
1554 prior to final adoption. If the Moderator rules that the  
1555 amendment to the proposal is substantive, final adoption  
1556 shall only be by a subsequent General Assembly. Any  
1557 such proposal that has been under consideration for  
1558 final approval at three successive regular General  
1559 Assemblies shall not be subject to substantive  
1560 amendment at the third such regular General Assembly.

1561 (3) A proposal to amend a C Bylaw, other than those  
1562 Bylaws in Article II, which on any vote for final adoption  
1563 receives a majority but not a two-thirds vote, shall be  
1564 placed on the agenda of the next regular General  
1565 Assembly, at which it may be finally adopted if it  
1566 receives the requisite approval. If the proposal is not  
1567 passed by a two-thirds vote at the third regular General  
1568 Assembly at which it is considered for final approval,  
1569 neither the proposal nor another proposal that is  
1570 substantively similar shall be placed on the agenda of a  
1571 General Assembly for two years.

1572 (c) (1) A proposal to amend, repeal or add a new C Bylaw in  
1573 Article II of these Bylaws shall be admitted to the agenda  
1574 of a regular General Assembly for the sole purpose of  
1575 determining whether the proposal shall be referred to a  
1576 commission appointed by the Board of Trustees for  
1577 review and study. Such a review shall involve member  
1578 congregations. A majority vote at a regular General  
1579 Assembly shall be required to refer such a proposal to  
1580 the study commission. Once the review and study of  
1581 the proposal is complete, which shall be completed in no  
1582 more than three years, the study commission shall  
1583 submit to the Planning Committee for inclusion on the  
1584 agenda of the next regular General Assembly following  
1585 completion of the review and study process the proposal  
1586 in the form originally presented to the regular General  
1587 Assembly and any amendments to the proposal that the  
1588 study commission recommends as a result of the review  
1589 and study process. All proposals regarding Article II of  
1590 the Bylaws that are placed on the agenda after review  
1591 and study (including amendments to such proposals  
1592 recommended by the study commission) shall require a  
1593 two-thirds vote for adoption. If the proposal does not  
1594 receive the requisite approval at the General Assembly  
1595 following the completion of the review and study  
1596 process, neither the proposal nor another proposal that  
1597 is substantively similar shall be placed on the agenda of  
1598 a General Assembly for two years.

1599 (2) A motion to dispense with the review and study process  
1600 with respect to a proposal to amend Article II shall be in  
1601 order at the General Assembly at which the review and  
1602 study process is authorized. A motion to dispense with  
1603 the review and study process shall require a four-fifths  
1604 vote for passage.

1605 (3) After completion of the review and study process,  
1606 proposals regarding Article II of the Bylaws shall not be  
1607 subject to substantive amendment. The Moderator shall  
1608 determine whether an amendment to such a proposal is  
1609 substantive.

1610 (4) If no review and study process of Article II has occurred  
1611 for a period of fifteen years, the Board of Trustees shall  
1612 appoint a commission to review and study Article II and  
1613 to recommend appropriate revisions, if any, thereto to  
1614 the Board of Trustees. The Board of Trustees shall  
1615 review the recommendations of the study commission  
1616 and, in its discretion, may submit the recommendations  
1617 of the study commission to the Planning Committee for  
1618 inclusion on the agenda of the next regular General  
1619 Assembly. Notwithstanding anything to the contrary  
1620 contained herein, proposals to amend Article II which  
1621 are promulgated by a study commission in accordance  
1622 with this paragraph shall be subject to a two-step  
1623 approval process. Such proposals must be approved  
1624 preliminarily by a majority vote at a regular General  
1625 Assembly. Following such preliminary approval, the  
1626 proposal shall be placed on the agenda of the next

1627 regular General Assembly for final adoption. Final  
1628 adoption shall require a two-thirds vote.

1629 **\*Section 14.2. Submission of Proposed Amendment.**

1630 Proposed amendments to these Bylaws may be submitted only by:

- 1631 (a) the Board of Trustees;
- 1632 (b) the General Assembly Planning Committee;
- 1633 (c) the Commission on Appraisal
- 1634 (d) not less than fifteen certified member congregations by  
1635 action of their governing boards or their congregations; such  
1636 proposed amendments to Bylaws must be received by the  
1637 Planning Committee on February 1 whenever the regular  
1638 General Assembly opens in June; otherwise, not less than  
1639 110 days before the General Assembly; or
- 1640 (e) a district by official action at a duly called district meeting at  
1641 which a quorum is present, such proposed amendment to be  
1642 received by the Planning Committee on February 1 whenever  
1643 the regular General Assembly opens in June; otherwise, not  
1644 less than 110 days before the next General Assembly.

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1645 **RULES\* of the**  
1646 **UNITARIAN UNIVERSALIST ASSOCIATION**

1647 \*Rules whose section number is preceded by a "G" are those  
1648 adopted by a General Assembly and may be amended or repealed  
1649 only by a General Assembly, as provided in Section 13.1 of the  
1650 Bylaws.

1651 **RULE I Name**

1652 No existing rules applicable to Article I.

1653 **RULE II Principles and Purposes**

1654 No existing rules applicable to Article II.

1655 **RULE III Membership**

1656 **Section C-3.3. Admission to Membership.**

1657 **Rule 3.3.1. New Congregations.**

1658 It is the policy of the Unitarian Universalist Association to  
1659 encourage and assist the development of new congregations as  
1660 well as to support and aid existing member congregations as  
1661 stated in the purposes of the Association.

1662 **Rule 3.3.2. Procedure for Admission.**

1663 A church or fellowship may become a member of the Association  
1664 upon approval by the Board of Trustees of the Association of a  
1665 written application for membership.

1666 The application shall include:

- 1667 (a) a statement that the applicant subscribes to the principles of  
1668 the Association and pledges itself to support the  
1669 Association;
- 1670 (b) a copy of the articles of incorporation or other organizing  
1671 documents and the bylaws of the applicant;
- 1672 (c) the names and addresses of the charter members sufficient  
1673 in number to satisfy the minimum membership requirements;  
1674 and
- 1675 (d) an initial payment in an amount of no less than the Fair Share  
1676 contribution to the Association's Annual Program Fund, pro-  
1677 rated for the portion of the Association's fiscal year remaining  
1678 as of the date of application.

1679 **Rule 3.3.3. Membership Requirements for Admission.**

1680 A new congregation, to be recognized as a member of the  
1681 Association, must have thirty (30) of its adult members be  
1682 members solely of the new congregation.

1683 **Rule 3.3.4. Multiple Local Congregations.**

1684 In many communities the liberal religious movement may be better  
1685 served by the establishment of two or more member congregations.

1686 (a) It is ordinarily desirable that a new congregation should have  
1687 the active support and sponsorship of any member  
1688 congregation or congregations located in the same  
1689 geographic area.

1690 (b) The Association will neither initiate nor recognize such a new  
1691 congregation until after the Association has consulted by  
1692 mail or by interview with any member congregation or  
1693 congregations located in the same geographic area. Such  
1694 consultation shall include a request for letters from the  
1695 presiding officer of the congregation's governing board and  
1696 minister of such congregation(s) stating judgment regarding  
1697 the establishment and/or recognition of the new congregation.  
1698 The Association may proceed to assist in  
1699 organizing or recognizing the new congregation despite local  
1700 protest or objection if the Association believes that such  
1701 action is in the best interests of the entire movement and that  
1702 it will strengthen the total Unitarian Universalist position in  
1703 the community.

1704 **Rule 3.3.5. Rules and Regulations for New**  
1705 **Congregations.**

1706 It is essential that Unitarian Universalist congregations be  
1707 affirmative in spirit, inclusive in fellowship, and mutually supportive  
1708 in their relationships with other congregations. The following  
1709 statements represent the Association's best judgment as to the  
1710 meaning of this general statement and shall be used by staff and  
1711 the Board in determining action upon applications for membership.

1712 (a) In receiving the application of a new congregation for  
1713 membership in the Association, the Congregational Services  
1714 staff shall satisfy itself that the group is making its application  
1715 in good  
1716 faith and that it will make a sincere effort to carry out the  
1717 purposes of the Association. (See specifically Article II of  
1718 the Bylaws.)

1719 (b) The Association interprets its statements of purpose to  
1720 mean that no congregation may be accepted into  
1721 membership if its bylaws exclude from its local membership  
1722 any person because of race, ethnicity, gender, disability,  
1723 affectional or sexual orientation, language, citizenship status,  
1724 economic status, or national origin.

1725 (c) All member congregations must be congregational in polity;  
1726 the final authority to make decisions must be vested in the  
1727 legal membership of the congregation.

1728 (d) Member congregations shall project and embark upon a  
1729 balanced program of religious activity including adult worship  
1730 and/or discussion and when feasible establishment of a  
1731 church school in the Unitarian Universalist tradition.

1732 (e) New congregations are expected to establish and maintain  
1733 cooperative relations with Unitarian Universalist agencies, as  
1734 appropriate and feasible.

1735 (f) A congregation should be incorporated when possible under  
1736 the laws of the state in which it exists. A congregation shall  
1737 include in its articles of incorporation or other organizing  
1738 documents a clause providing that the assets of the  
1739 congregation will be transferred upon dissolution to the  
1740 Association. Notwithstanding the foregoing, if a congregation  
1741 obtains the prior written consent of the Association's Board of  
1742 Trustees, the congregation may name an organization that is

1743 affiliated with the Association (such as a district, camp,  
1744 conference center or other congregation) as the recipient of  
1745 the congregation's assets upon dissolution.

1746

### 1747 **Rule 3.3.6. Order of Administrative Procedure.**

1748 The order of administrative procedure:

1749 (a) Application for church or fellowship membership in the  
1750 Association will first be referred to the Congregational  
1751 Services staff.

1752 (b) The Congregational Services staff will seek information and  
1753 advice with respect to all applications as follows:

1754 U.S. Congregations - District President

1755 Other Congregations – Executive Officer of appropriate  
1756 Unitarian or Universalist or Unitarian Universalist  
1757 international group, if any.

1758 (c) The Congregational Services staff will make its  
1759 recommendation to the President of the Association, and the  
1760 President shall then make recommendations to the Board of  
1761 Trustees of the UUA for its final action.

### 1762 **Section C-3.5. Certification of Membership.**

#### 1763 **Rule 3.5.1. Required Annual Report.**

1764 In each fiscal year of the Association (July 1 to June 30), each  
1765 member congregation shall file with the Secretary of the Association  
1766 an Annual Report on the form and in the manner provided by the  
1767 Association. The Annual Report shall include a certification by a  
1768 minister or principal officer of the member congregation stating (a)  
1769 whether or not the member congregation complied with the  
1770 conditions set forth in Section C-3.5 of the Bylaws during the  
1771 Association's prior fiscal year and (b) that the information provided  
1772 to the Association in the Annual Report is true and correct to the  
1773 best of the minister's or principal officer's knowledge.

1774 For purposes of determining compliance with Section C-3.5 of the  
1775 Bylaws, a member congregation shall be deemed to have  
1776 conducted 'regular religious services' if it has held at least 10  
1777 services during the fiscal year.

1778 A member congregation's Annual Report for a particular fiscal year  
1779 and, if submitted separately, the related certification must be  
1780 received by the Association on or before February 1 following the  
1781 close of that fiscal year whenever the regular General Assembly  
1782 opens in June and otherwise on or before the close of business on  
1783 the last business day which is at least 110 days before the date of  
1784 the General Assembly next following the close of that fiscal year. If  
1785 a member congregation's related certification is not received by the  
1786 applicable deadline, it will still be deemed timely filed if the member  
1787 congregation submits to the Association proof that it was mailed in  
1788 accordance with the provisions of Rule G-13.4.2. Such proof may  
1789 be in the form of a stamped or validated receipt for Registered or  
1790 Certified Mail or a sworn statement attesting to the proper  
1791 submission of the certification signed by the person responsible for  
1792 its mailing.

#### 1793 **Rule 3.5.2. Inactive Congregations**

1794 In September of each year the Congregational Services Director  
1795 shall

1796 initiate the process of contacting congregations in the inactive  
1797 category

1798 to determine their status.

1799 This process includes:

1800 (a) requesting a list of congregations that have failed to submit  
1801 an annual report for three consecutive fiscal years

1802 (b) forwarding this list to the UUA's District Staff with copies to  
1803 District Presidents and District Trustees for their information

1804 (c) upon receipt of the annual inactive congregations list and  
1805 pursuant to the UUA's by-laws section C-3.6, the UUA's  
1806 District staff shall follow up with any congregation in their  
1807 district

1808 (d) after follow up the District staff shall make a recommendation  
1809 about each congregation's status to the UUA Board for action  
1810 at its April meeting.

### 1811 **Section C-3.7. Associate Member Organizations.**

#### 1812 **Rule 3.7.1. Limitation of Associate Membership.**

1813 It shall be the policy of the Board of Trustees to limit admissions to  
1814 associate membership to major continent-wide organizations.

#### 1815 **Rule 3.7.2. Non-Segregation.**

1816 Each associate member organization shall in all aspects of its work  
1817 refrain from the practice of segregation based on race, ethnicity,  
1818 gender, disability, affectional or sexual orientation, language,  
1819 citizenship status, economic status, or national origin. This  
1820 rule is not intended to preclude associate member  
1821 organizations designed to benefit groups organized  
1822 to ensure their fuller participation in the larger society and to fulfill  
1823 their unique spiritual needs.

#### 1824 **Rule 3.7.3. Application for Associate Membership.**

1825 Each applicant for membership shall submit with its application:

1826 (a) an attested copy of its charter and, unless it is included in  
1827 the charter, an attested copy of its purposes, objectives, and  
1828 bylaws;

1829 (b) the approximate number of members in the organization;

1830 (c) a list of principal officers with their personal mail addresses  
1831 and the principal mail address of the organization;

1832 (d) a financial statement showing income and expenses for the  
1833 latest fiscal year preceding the date of filing and showing  
1834 assets, liabilities and net worth as of the end of such fiscal  
1835 year;

1836 (e) the dates upon which its governing board met during the  
1837 twelve months immediately preceding the date of filing;

1838 (f) any yearly reports of its governing body and its principal  
1839 officers sent to members during the twelve months  
1840 immediately preceding the date of filing;

1841 (g) evidence that it enjoys tax exempt status:

1842 (1) under Section 501(c)(3) of the U.S. Internal Revenue  
1843 Code of 1954;

1844 (2) as a registered charity as provided for in the Income  
1845 Tax Act (Canada); or

1846 (3) under the laws of the country governing the applicant's  
1847 tax status;

1848 (h) if the applicant does not enjoy tax exempt status, the reason  
1849 or reasons it does not;

1850 (i) a statement outlining the intended use of associate  
1851 membership, if granted, and the goals and objectives of the  
1852 organization that will be served by such use;

1853 (j) a statement outlining what advantage it is believed there  
1854 would be to the Association and to the furtherance of the  
1855 principles of the Association outlined in Bylaw Section C-  
1856 2.2; and

1857 (k) any other information which the Board of Trustees of the  
1858 Association shall require.

1859 (l) The contribution contemplated by Rule 3.7.10.

#### 1860 **Rule 3.7.4. Annual Report.**

1861 Except in the year when it is admitted to membership, each  
1862 associate member shall send to the Association on or before April  
1863 30 (i) an annual report which shall include the data required by  
1864 subsections (b), (c), (d), (e) and (f) of Rule 3.7.3 and any other  
1865 information which the Board of Trustees shall require and (ii) the  
1866 contribution contemplated by Rule 3.7.10. If an associate member  
1867 fails to comply with the provisions of this Rule, the Board of  
1868 Trustees shall at its next regular meeting consider a finding of non-  
1869 compliance and the termination of the associate membership status  
1870 of such organization.

#### 1871 **Rule 3.7.5. Report of Changes.**

1872 Each associate member shall send the Association an attested  
1873 copy of any changes in its charter, purposes, objectives, or bylaws  
1874 as soon as any such changes are made, and shall notify the  
1875 Association immediately of any change in its tax exempt status.

#### 1876 **Rule 3.7.6. Representation of Associate Membership.**

1877 No organization shall claim or represent in any manner that it is an  
1878 associate member of the Association until such membership is  
1879 voted by the Board of Trustees; and if and when any organization's  
1880 associate membership expires or it is terminated, that organization  
1881 shall immediately cease to claim, represent or imply in any manner  
1882 that it is an associate member of the Association.

#### 1883 **Rule 3.7.7. Mailing List.**

1884 Each associate member shall place the Association on its regular  
1885 mailing list.

#### 1886 **Rule 3.7.8. Additional Criteria for Admission.**

1887 Before granting associate membership, the Board of Trustees shall  
1888 determine that the granting of such associate membership is likely  
1889 to be of substantial benefit to the Unitarian Universalist movement.

#### 1890 **Rule 3.7.9. Yearly Grant of Associate Membership.**

1891 Associate membership for all new or existing associate members  
1892 shall be granted by the Board of Trustees for a designated one  
1893 year period or portion thereof.

#### 1894 **Rule 3.7.10. Associate Member Contributions.**

1895 The contribution required to be submitted with an application for  
1896 associate membership is \$500 for any applicant whose budget for  
1897 the 12 months preceding its application for associate membership  
1898 was \$1,000,000 or more and \$250 for any applicant whose budget  
1899 for the 12 months preceding its application for associate  
1900 membership was less than \$1,000,000. The contribution required to  
1901 be submitted with an associate member's annual report is \$500 for  
1902 any associate member whose budget for the 12 months preceding  
1903 the due date of the annual report was \$1,000,000 or more and \$250  
1904 for any associate member whose budget for the 12 months  
1905 preceding the due date of the annual report was less than  
1906 \$1,000,000.

#### 1907 **Section C-3.8. Independent Affiliate Organizations.**

##### 1908 **Rule 3.8.1. Application for Independent Affiliate Status.**

1909 Each applicant for independent affiliate status shall submit with its  
1910 application:

- 1911 (a) an attested copy of its charter, and, unless it is included in  
1912 the charter, an attested copy of its purposes, objectives, and  
1913 bylaws;
- 1914 (b) the approximate number of members in the organization;

- 1915 (c) a list of the principal officers with their personal mail  
1916 addresses and the principal mail address of the organization;

1917 (d) if the applicant is a church or other religious organization:

- 1918 (1) the name of the denomination or sect in which the  
1919 applicant has membership and if there is a minister,  
1920 the name, address, and the name of each religious  
1921 denomination or sect in which the minister is currently  
1922 ordained or otherwise recognized; and
- 1923 (2) an attested copy of a letter or other instrument  
1924 showing that each such denomination or sect has  
1925 been notified of the application. (Note: The Unitarian  
1926 Universalist Association will not always require that  
1927 other denominations or sects approve an application  
1928 for independent affiliate status but reserves the right to  
1929 do so;

1930 (e) the contribution contemplated by Rule 3.8.9;

1931 (f) a financial statement showing income and expenses for the  
1932 latest fiscal year preceding the date of filing and showing  
1933 assets, liabilities and net worth as of the end of such fiscal  
1934 year;

1935 (g) the dates upon which its governing board met during the  
1936 twelve months immediately preceding the date of filing;

1937 (h) any yearly reports of its governing body and its principal  
1938 officers sent to members during the twelve months  
1939 immediately preceding the date of filing;

1940 (i) evidence that it enjoys tax exempt status:

- 1941 (1) under Section 501(c)(3) of the U.S. Internal Revenue  
1942 Code of 1954;
- 1943 (2) as a registered charity as provided for in the Income  
1944 Tax Act (Canada); or
- 1945 (3) under the laws of the country governing the applicant's  
1946 tax status;

1947 (j) if the applicant does not enjoy tax exempt status, the reason  
1948 or reasons it does not;

1949 (k) a statement outlining the intended use of independent  
1950 affiliate status, if granted, and the goals and objectives of the  
1951 organization that will be served by such use;

1952 (l) a statement outlining what advantage it is believed there  
1953 would be to the Association and to the furtherance of the  
1954 principles of the Association outlined in Bylaw Section C-  
1955 2.2; and

1956 (m) any other information which the Board of Trustees of the  
1957 Association shall require.

#### 1958 **Rule 3.8.2. Non-Segregation.**

1959 Each independent affiliate organization shall in all aspects of its  
1960 work refrain from the practice of segregation based on race,  
1961 ethnicity, gender, disability, affectional or sexual orientation,  
1962 language, citizenship status, economic status, or national origin.  
1963 This rule is not intended to preclude independent affiliate  
1964 organizations designed to benefit groups organized to ensure their  
1965 fuller participation in the larger society and to fulfill their unique  
1966 spiritual needs.

#### 1967 **Rule 3.8.3. Annual Contribution and Report.**

1968 Except in the year when it is admitted to independent affiliate status,  
1969 each independent affiliate organization shall send the Association  
1970 on or before April 30 (i) an annual report which shall include the  
1971 data required by subsections (b), (c), (f), (g) and (h) of Rule 3.8.1  
1972 and any other information which the Board of Trustees shall require  
1973 and (ii) the contribution contemplated by Rule 3.8.9. If an  
1974 independent affiliate organization fails to comply with the provisions  
1975 of this Rule, the Board of Trustees shall at its next regular meeting



1976 consider a finding of non-compliance and the termination of the  
1977 independent affiliate status of such organization.

#### 1978 **Rule 3.8.4. Report of Changes.**

1979 Each independent affiliate organization shall send the Association  
1980 an attested copy of any changes in its charter, purposes,  
1981 objectives, or bylaws as soon as any such changes are made and  
1982 shall notify the Association immediately of any change in its tax  
1983 exempt status.

#### 1984 **Rule 3.8.5. Representation of Independent Affiliate Status.**

1986 No organization shall claim or represent in any manner that it is an  
1987 independent affiliate with the Association until such status is voted  
1988 by the Board of Trustees; and if and when any organization's  
1989 independent affiliate status expires or it is terminated, that  
1990 organization shall immediately cease to claim, represent or imply in  
1991 any manner that it is affiliated with the Association.

#### 1992 **Rule 3.8.6. Mailing List.**

1993 Each independent affiliate organization shall place the Association  
1994 on its regular mailing list.

#### 1995 **Rule 3.8.7. Additional Criteria for Admission.**

1996 Before granting independent affiliate status, the Board of Trustees  
1997 shall determine that such affiliation is likely to be of substantial  
1998 benefit to the Unitarian Universalist movement.

#### 1999 **Rule 3.8.8. Yearly Grant of Independent Affiliate Status.**

2000 Independent affiliate status for all new or existing independent  
2001 affiliate organizations shall be granted by the Board of Trustees for  
2002 a designated one year period or portion thereof.

#### 2003 **Rule 3.8.9. Independent Affiliate Contributions.**

2004 The contribution required to be submitted with an application for  
2005 independent affiliate status and with an independent affiliate's  
2006 annual report is \$100.

### 2007 **RULE IV General Assembly**

#### 2008 **Section 4.6. Notice of Meetings.**

##### 2009 **Rule 4.6.1. Mailing of Notice.**

2010 Notice of each regular and special General Assembly shall be  
2011 given not less than sixty days before the date thereof to each  
2012 certified member congregation, associate member organization,  
2013 and trustee. Such notice shall be given by the Secretary or the  
2014 Recording Secretary.

##### 2015 **Rule 4.6.2. Time of Notice.**

2016 Notice so sent shall be sufficient if mailed at Boston,  
2017 Massachusetts, sixty days before any such General Assembly,  
2018 addressed to the persons who according to the records of the  
2019 Association are entitled thereto hereunder and sent to the  
2020 addresses which appear on said records. When the Secretary in  
2021 his or her absolute discretion finds it desirable and practicable, a  
2022 copy of the notice shall be inserted in the denomination's  
2023 publication most widely circulated within the denomination in the  
2024 issue which will be circulated as nearly sixty days before the  
2025 General Assembly as possible.

##### 2026 **Rule 4.6.3. Content of Notice.**

2027 Such notice shall contain the date, time, and place where the  
2028 General Assembly is to be held and shall state only that the  
2029 business to be transacted will be set forth in the official agenda  
2030 issued in accordance with the Bylaws. Such agenda need not  
2031 accompany the notice. The original of such notice shall be signed  
2032 by the Secretary or Recording Secretary and be made a part of the  
2033 minutes of the General Assembly to which it pertains. The

2034 signature of the Secretary or Recording Secretary on copies of any  
2035 such notice may be printed or typewritten.

#### 2036 **Section C-4.7. Voting.**

##### 2037 **Rule G-4.7.1. Recording the Vote on Resolutions.**

2038 The vote on resolutions shall be recorded as having been adopted:

2039 (a) unanimously; or

2040 (b) by a vote of two-thirds or more; or

2041 (c) by a specified vote for or against.

2042 When any resolution is reported by the Association, the recorded  
2043 vote on each resolution shall be included.

#### 2044 **Section C-4.9. Accreditation of Delegates.**

##### 2045 **Rule G-4.9.1. Number of Delegates.**

2046 The Secretary of the Association shall, consistent with the Bylaws  
2047 of the Association, determine the number of delegates to which  
2048 each certified member congregation and associate member  
2049 organization is entitled. The determinations of the Secretary may  
2050 be appealed to the Board of Trustees.

##### 2051 **Rule 4.9.1A. Merged, Consolidated, or Dissolved Congregations.**

2053 In the event a certified member congregation dissolves or merges  
2054 or consolidates with another congregation subsequent to its filing  
2055 the certified member certification form prescribed by Rule 3.5.1,  
2056 any delegate credentials outstanding on the date of dissolution or  
2057 merger or consolidation are thereby rendered null and void. In the  
2058 event of merger or consolidation, the merged or consolidated  
2059 certified member congregation shall be entitled during the current  
2060 fiscal year of the Association to the number of delegate credentials  
2061 that reflects the total membership of the merged or consolidated  
2062 congregation or to the number of delegate credentials that the  
2063 certified member congregations merging or consolidating would  
2064 have been entitled to but for the merger or consolidation, whichever  
2065 is less.

##### 2066 **Rule 4.9.2. Settled Ministers.**

2067 A settled minister for the purpose of accreditation as a delegate  
2068 pursuant to Bylaw Section 4.8 (b) is (a) a minister engaged by a  
2069 certified member congregation in compensated ministerial activities  
2070 which constitute fifty percent or more of a typical work schedule or  
2071 (b) a community minister who (1) maintains active involvement in  
2072 such congregation, (2) has written agreement with the  
2073 congregation, (3) receives endorsement from the congregation  
2074 including a pledge of continuing relationship and support and  
2075 affirmation that the community minister's work is recognized by the  
2076 congregation as ministry, and (4) is compensated for community  
2077 ministry work which constitutes fifty percent or more of a typical  
2078 work schedule recognized by the congregation as ministry. A  
2079 congregation is entitled to the number of accredited community  
2080 minister delegates equal to the number of delegates to which it is  
2081 entitled under Bylaw Section 4.8(a). A minister emeritus/a shall  
2082 previously have settled in such congregation as described in this  
2083 Rule. A certified member congregation shall certify in writing that  
2084 its minister delegates meet the criteria for minister in accordance  
2085 with this Rule.

##### 2086 **Rule G-4.9.3. Mailing of Credential Cards.**

2087 Not less than forty-five days prior to each General Assembly, the  
2088 Secretary of the Association shall send to each certified member  
2089 congregation and associate member organization entitled to be  
2090 represented by delegates the proper number of delegate  
2091 credentials. The Secretary shall also furnish trustees with  
2092 credentials.

##### 2093 **Rule 4.9.4. Issuance of Duplicate Credential Card.**

2094 If a person who has been duly constituted a delegate arrives at a  
2095 General Assembly without a properly executed Credential Card, the  
2096 person may apply to the Secretary of the Association, or to one or

2097 more persons designated by the Secretary, for a special certificate  
2098 of accreditation. The application shall be in writing on a form  
2099 provided by the Secretary of the Association. It shall be signed by  
2100 the applicant under the penalties of perjury. The certificate shall  
2101 contain at least the following:

2102 (a) the name of the congregation or associate member  
2103 organization involved;

2104 (b) in the case of a delegate representing a member congregation  
2105 other than a settled minister or emerita/us minister or an  
2106 accredited director of religious education, a statement that the  
2107 applicant is a member of that congregation; or in the case of a  
2108 delegate representing an associate member organization, a  
2109 statement that the applicant is a member of a certified  
2110 member congregation;

2111 (c) a statement that the person was designated as a delegate  
2112 under established procedures of the congregation or is a  
2113 settled minister or emerita/us minister thereof or is an  
2114 accredited director of religious education employed in the  
2115 congregation, or was designated as a delegate of an  
2116 associate member organization; and

2117 (d) a brief statement as to why the applicant is not able to  
2118 present an official and properly executed accrediting card.

#### 2119 **Rule 4.9.5. Alternate Delegates.**

2120 Each certified member congregation may, in accordance with its  
2121 own Bylaws or procedures, designate alternate delegates to any  
2122 General Assembly in such number, not in excess of the number of  
2123 delegates to which it is entitled, as it may determine. Alternate  
2124 delegates shall be members of the certified member congregation  
2125 they represent. All alternates appointed must be provided by the  
2126 member congregation with a certification of their appointment  
2127 signed by an officer of the congregation.

#### 2128 **Rule G-4.9.6. Delegate Status.**

2129 Delegates and alternates may be designated to attend each  
2130 General Assembly to be held in any fiscal year of the Association  
2131 or only a particular General Assembly as each member  
2132 congregation shall determine.

#### 2133 **Rule 4.9.7. Issuance of Alternate Credentials.**

2134 In order to be issued credentials admitting the alternate as a  
2135 delegate to the General Assembly, the alternate must present such  
2136 certification and credential card and delegate badge of the delegate  
2137 for whom such person is serving as alternate.

#### 2138 **Rule G-4.9.8. Payment of Registration Fee.**

2139 All delegates, alternates and trustees must pay a registration fee in  
2140 order to be admitted to the floor and vote at the General Assembly.

#### 2141 **Rule 4.9.9. Amount of Fees.**

2142 The registration fee shall be set by the Board of Trustees.

#### 2143 **Section 4.12. UUA Statements of Conscience and** 2144 **Study/Action Issues for Social Justice.**

##### 2145 **Rule G-4.12.1. Report of Comments on UUA Statements** 2146 **of Conscience.**

2147 The Commission on Social Witness shall report to the General  
2148 Assembly in summary fashion those comments on UUA (U.S. or  
2149 Continental) Statements of Conscience submitted to it by member  
2150 congregations and districts.

##### 2151 **Rule G-4.12.2. Study/Action Issues for Social Justice.**

2152 The Commission on Social Witness shall prepare (and the  
2153 Planning Committee shall include with the Tentative Agenda) a  
2154 report summarizing the numbers and topics of the Study/Action  
2155 Issues for Social Justice submitted by the certified member  
2156 congregations and districts, and the criteria which it used in  
2157 selecting Study/Action Issues for Social Justice included in the  
2158 Congregational Directives for General Assembly Action. Each

2159 Study/Action Issue for Social Justice that appears on the Tentative  
2160 Agenda shall be accompanied by previous General Resolutions,  
2161 actions and statements on related issues, with dates (if applicable),  
2162 and the names or number of congregations submitting issues  
2163 included within such Study/Action Issue for Social Justice.

##### 2164 **Rule G-4.12.3 Report on Implementation of UUA** 2165 **Statements of Conscience.**

2166 The UUA Administration shall report at each regular General  
2167 Assembly regarding implementation of UUA Statements of  
2168 Conscience with particular reference to the most recently adopted  
2169 Statement of Conscience. Such report shall summarize  
2170 implementation by member congregations, Districts, UUA staff and  
2171 other Unitarian Universalist groups.

##### 2172 **Rule 4.12.4 Mini-Assembly on UUA Statement of** 2173 **Conscience**

2174 During the next regular General Assembly following the General  
2175 Assembly referred to in Section 4.12(e), a mini-assembly shall be  
2176 held during which the proposed amendments to the revised UUA  
2177 (U.S. or Continental) Statement of Conscience shall be accepted in  
2178 writing. All such amendments shall be made available in writing to  
2179 the General Assembly. The Commission on Social Witness shall  
2180 finalize the UUA (U.S. or Continental) Statement of Conscience,  
2181 and the chairperson of the Commission on Social Witness, in  
2182 consultation with the moderator of the General Assembly, the  
2183 parliamentarian and legal counsel, shall prioritize unincorporated  
2184 amendments for consideration by the General Assembly.

##### 2185 **Section 4.16. Additions to the Agenda of Regular** 2186 **General Assemblies.**

##### 2187 **Rule G-4.16.1. General Assembly Actions of Immediate** 2188 **Witness, and Responsive Resolutions.**

2189 The Moderator shall take such steps as the Moderator considers  
2190 practical to advise delegates and other persons or bodies as early  
2191 as possible, preferably in writing, of the contents of any actions or  
2192 resolutions presented to the General Assembly which are not on  
2193 the Final Agenda and which are admitted to the agenda pursuant to  
2194 Article IV, Section 4.16 of the Bylaws; and some time shall be  
2195 scheduled when the sponsor(s) of the action(s) or resolution(s)  
2196 can discuss the action or resolution with those interested.

##### 2197 **Section 4.18. Agenda Rules.**

##### 2198 **Rule G-4.18.1. Notice to Member Congregations and** 2199 **Districts.**

2200 The General Assembly Planning Committee shall by November 1  
2201 whenever in the fiscal year the General Assembly opens in June,  
2202 otherwise not less than two hundred and ten days before each  
2203 regular General Assembly, notify each certified member  
2204 congregation and district of the dates for submitting items for the  
2205 Tentative and Final Agenda, the procedure to be followed, and the  
2206 forms to be used.

##### 2207 **Rule G-4.18.2. Business Resolutions and Study/Action** 2208 **Issues for Social Justice.**

2209 A Study/Action Issue for Social Justice is one that deals with  
2210 issues of public policy within the province of the Department of  
2211 Faith in Action. A Business Resolution directly involves the  
2212 administration and structure of the Association.

2213 Any resolution submitted which, taken as a whole, has as its  
2214 purpose the making of a statement of social concern or principle  
2215 shall be deemed to be a Study/Action Issue for Social Justice.

2216 A Study/Action Issue for Social Justice or a UUA (U.S. or  
2217 Continental) Statement of Conscience appearing on the Final  
2218 Agenda shall not be amended so as to become a Business  
2219 Resolution.

2220 **Rule G-4.18.3. Congregational Directives for General**  
2221 **Assembly Action.**

2222 The Planning Committee shall at the time of the mailing of the  
2223 Tentative Agenda request each certified member congregation to  
2224 report by April 15, if the General Assembly opens in June, or not  
2225 less than 50 days before the General Assembly if the General  
2226 Assembly occurs at any other time, on a form provided by the  
2227 Planning Committee whether it recommends or does not  
2228 recommend for action by the General Assembly the Business  
2229 Resolutions and Study/Action Issues for Social Justice appearing  
2230 on the Tentative Agenda, including the alternative versions of  
2231 Business Resolutions (if any) submitted by the Planning  
2232 Committee. The recommendation with respect to each proposed  
2233 resolution or issue must be certified by the minister, clerk or  
2234 president of that congregation as being within the procedures of  
2235 that congregation. Only a Business Resolution which a majority of  
2236 the congregations voting on the resolution recommends for the  
2237 action shall be eligible to be included on the Final Agenda from the  
2238 Congregational Directives for General Assembly Action. If there is  
2239 more than one version of a Business Resolution on the Tentative  
2240 Agenda, the subject of the resolution shall be considered a single  
2241 item on the Tentative Agenda and the Congregational Directives for  
2242 General Assembly Action. All versions shall be listed  
2243 consecutively within that item. An aye vote by a congregation for  
2244 one or more versions shall be counted an aye vote for inclusion of a  
2245 resolution on the subject in the Final Agenda. If support for the  
2246 subject matter of the resolution is sufficient to make it eligible for  
2247 inclusion on the Final Agenda, the version that receives the highest  
2248 number of votes by the participating congregations shall be the one  
2249 eligible for inclusion on the Final Agenda. From the Business  
2250 Resolutions eligible from the Congregational Directives for General  
2251 Assembly Action, the Planning Committee shall include on the  
2252 Final Agenda not more than the eight Business Resolutions  
2253 receiving the highest number of "recommended for action" votes on  
2254 the Congregational Directives for General Assembly Action. The  
2255 Planning Committee may also include on the Final Agenda  
2256 alternative versions of Business Resolutions which are germane to  
2257 those selected through the Congregational Directives for General  
2258 Assembly Action. The Planning Committee also shall include on  
2259 the Final Agenda not more than the five Study/Action Issues for  
2260 Social Justice receiving a majority of votes and the highest number  
2261 of "recommended for action" votes on the Congregational  
2262 Directives for General Assembly Action. If the number of  
2263 Study/Action Issues for Social Justice recommended for action in  
2264 the Congregational Directives for General Assembly Action  
2265 exceeds five and there is more than one such issue in fifth position  
2266 as a result of a tie vote, all issues in fifth position shall be referred  
2267 to the Final Agenda by the Commission on Social Witness. A  
2268 report of the vote by which each resolution on the Tentative Agenda  
2269 was or was not "recommended for action" shall be included on the  
2270 Final Agenda. All Business Resolutions that are included on the  
2271 Final Agenda shall be discussed during the General Assembly in a  
2272 mini-assembly.

2273 **Rule 4.18.4. Matters Submitted by Districts**

2274 In the event that a proposed amendment to a Rule or to a Business  
2275 Resolution that was submitted by a district is to be considered at a  
2276 General Assembly, the district that submitted the proposed  
2277 amendment or resolution may, in accordance with its own  
2278 procedures, designate a representative to speak in support of the  
2279 amendment or resolution at the General Assembly. The  
2280 representative must be provided by the district with a certification of  
2281 the representative's appointment signed by an officer of the district.

2282 **Section 4.19. Rules of Procedure.**

2283 **Rule G-4.19.1. Adoption of Rules of Procedure.**

2284 The General Assembly Planning Committee shall offer rules of  
2285 procedure for adoption at the first session of each General  
2286 Assembly.

2287 **RULE V Committees of the Association**

2288 No existing rules applicable to Article V.

2289 **RULE VI Board of Trustees**

2290 **Section 6.4. Election of Trustees.**

2291 **Rule 6.4.1. Division of Districts for Election Purposes.**

2292 The Trustees representing districts are divided into the following  
2293 two groups:

2294	GROUP A	GROUP B
2295	Clara Barton	Ballou Channing
2296	Florida	Central Midwest
2297	Mid-South	Heartland
2298	Mountain Desert	Joseph Priestley
2299	Northeast	Massachusetts Bay
2300	Ohio Meadville	Metropolitan New York
2301	Pacific Northwest	New Hampshire - Vermont
2302	Pacific Southwest	Pacific Central
2303	Southwest	Prairie Star
2304	St. Lawrence	Thomas Jefferson

2305 **Section 6.6. Qualifications of Trustees.**

2306 **Rule 6.6.1. Multiple Memberships.**

2307 For purposes of applying the Bylaw provision that no more than  
2308 one trustee shall be a member of the same member congregation,  
2309 a person holding membership in more than one member  
2310 congregation shall be treated as being a member only of that  
2311 member congregation whose services such person most regularly  
2312 attends. The Secretary shall make any determinations required by  
2313 this rule, subject to appeal to the Board of Trustees, with the  
2314 affected trustee or trustees not voting.

2315 **Rule 6.6.2. Implementation of Section 6.6.**

2316 If at the close of a General Assembly election, the results are such  
2317 that, except for the provisions of Section 6.6, more than one person  
2318 from the same congregation would serve at the same time on the  
2319 Board of Trustees,

2320 (a) if the conflict arises solely from the election just held the  
2321 Secretary of the Association shall thereupon declare that the  
2322 persons so elected are disqualified and that the offices to  
2323 which they have been so elected are vacant and are to be  
2324 filled as provided in the Bylaws.

2325 (b) if the conflict arises because one person from a  
2326 congregation is already serving on the Board of Trustees  
2327 and another person from that congregation has just been so  
2328 elected the Secretary of the Association shall declare that  
2329 the person just elected is disqualified and the office to which  
2330 such person has been elected is vacant and that the  
2331 vacancy is to be filled as provided in the Bylaws.

2332 **RULE VII Committees of the Board of Trustees**

2333 No existing rules applicable to Article VII.

2334 **RULE VIII Officers of the Association**

2335 **Section 8.1. Officers Enumerated.**

2336 **Rule 8.1.1. Officers Enumerated.**

2337 The appointed salaried officers of the Association shall include an  
2338 Executive Vice President.

2339 **Section 8.11. Executive Vice President.**

2340 **Rule 8.11.1. Executive Vice President.**

2341 The Executive Vice President shall have responsibility under the  
2342 President for the administrative affairs of the Association and shall  
2343 perform such other duties as may be assigned to such officer.

2344 **Section 8.17. Other Appointed Officers.**

2345 **Rule 8.17. Other Appointed Officers.**

2346 The members serving without pay on the Ministerial Fellowship  
2347 Committee, Finance Committee, and Investment Committees are  
2348 designated as officers of the Association for the purposes, only, of  
2349 carrying out their duties as members of such committees. The

2350 powers and duties of such members are as defined in the Bylaws,  
2351 Rules, and Policies adopted by the Board of Trustees.

## 2352 **RULE IX Nominations and Elections**

### 2353 **Section 9.10. Counting of Ballots.**

#### 2354 **Rule G-9.10.1. Tie Votes.**

2355 Except in the election of a President, if a tie vote occurs in filling an  
2356 office when only one person is to be elected, or occurs in filling a  
2357 slate of officers when the slate cannot be completed without  
2358 resolving the tie, then as soon as possible before the final  
2359 adjournment of the General Assembly involved, additional ballots  
2360 shall be cast by those present and entitled to vote, except that  
2361 initially the Moderator shall not vote. The additional ballots shall  
2362 contain only the names of the candidates who are tied. These  
2363 ballots shall be counted along with a recounting of the ballots cast  
2364 for the tied candidates by absentee ballots, and the result of the  
2365 foregoing procedures shall determine the election, unless there is  
2366 still a tie, in which case the Moderator shall then cast a ballot to  
2367 resolve it.

#### 2368 **Rule G-9.10.2. Tie Vote-Moderator.**

2369 If the tie involves the election of a Moderator, the proceedings to  
2370 resolve the tie shall be presided over by the Secretary of the  
2371 Association who in all matters involving the resolutions of the tie  
2372 shall have the rights and duties of the Moderator.

#### 2373 **Rule G-9.10.3. Tie Vote-President.**

2374 If, in the election of a President, in any particular counting of the  
2375 preferential ballots, including absentee ballots, there is a tie vote  
2376 among candidates having the least number of votes, then each  
2377 such tied candidate shall be eliminated, and in the next counting,  
2378 the ballots accumulated for said candidate shall be redistributed  
2379 among the remaining candidates on the basis of the highest  
2380 effective preferences marked on all the ballots that have been cast.  
2381 However, if in this process, such elimination leaves only a single  
2382 candidate who in that counting still does not have a majority of the  
2383 counted votes, or if only two candidates remain in the contest and  
2384 they are tied, then there shall be as many run-off election  
2385 procedures, conducted under the provision of Rule G-9.10.1 as are  
2386 necessary to result in the election of a President by at least a  
2387 majority of the votes cast.

### 2388 **Section 9.12. Rules for Nominations and Elections.**

#### 2389 **Rule G-9.12.1. Preparation and Mailing of Ballot.**

2390 Unless no ballot is required according to Section 9.9(a), prior to  
2391 each regular General Assembly at which an election is to be held,  
2392 the Secretary shall prepare ballots upon which shall appear the  
2393 names of all persons who have been nominated for office in  
2394 accordance with these Bylaws. One such ballot shall be sent with  
2395 each credential card issued by the Secretary.

#### 2396 **Rule G-9.12.2. Order of Names on Ballot.**

2397 On all ballots used in elections held by the Association the order of  
2398 names shall be determined by the drawing of lots done by the  
2399 Secretary and witnessed by two other persons. The Secretary shall  
2400 certify the results of the drawing of lots, the certificate shall be  
2401 attested by the witnesses, and the certificate shall be filed in the  
2402 Secretary's office. This Rule shall be printed on all official ballots  
2403 or on the instructions accompanying them.

#### 2404 **Rule G-9.12.3. Write-ins Prohibited.**

2405 In any election, the use of stickers or the writing in of the name of  
2406 any person on a ballot shall not be permitted and no vote so  
2407 attempted shall be counted.

#### 2408 **Rule G-9.12.4. Absentee Ballots.**

2409 An absentee ballot shall be counted only if accompanied by the  
2410 signed and certified ballot stub of the credential card of the person  
2411 casting the ballot.

#### 2412 **Rule G-9.12.5. Balloting at General Assembly.**

2413 A person shall be qualified to cast a ballot at General Assembly  
2414 only if that person presents to the Secretary of the Association or  
2415 those employed by him or her at the polls a properly certified ballot  
2416 stub plus a badge issued to that person and containing the same  
2417 name as the name on the ballot stub.

#### 2418 **Rule G-9.12.6. Campaigns for Elective Office.**

2419 (a) Each candidate for an at-large elective position may submit  
2420 to the Association a campaign statement or flyer on a paper  
2421 measuring 8-1/2 by 11 inches. The Association will print  
2422 and compile a packet made up of the statements of all  
2423 candidates to be distributed to the congregations with the  
2424 absentee ballots and to the delegates as a part of the final  
2425 agenda.

2426 (b) Each candidate for an at-large elective position shall be  
2427 given an opportunity to address the General Assembly  
2428 delegates at a time when no other events are scheduled. All  
2429 candidates for the same position shall be given the same  
2430 amount of time to speak, in the same meeting as all other  
2431 candidates for that position.

#### 2432 **Rule G-9.12.7. Length of Campaigns for President and Moderator.**

2433  
2434 (a) Campaigns for President and Moderator may appropriately  
2435 begin with small campaign committee organizational meetings  
2436 and mass mailing letters no earlier than November 1 of the  
2437 second year preceding the election.

2438 (b) Active campaigning and solicitation of endorsements shall  
2439 not begin prior to January 1 of the year preceding these  
2440 elections.

2441 (c) No electioneering of any sort shall occur at the General  
2442 Assembly two years preceding the elections for President  
2443 and Moderator.

#### 2444 **Rule G-9.12.8 Campaign Finances Disclosure.**

2445 All candidates for at-large elective positions shall keep detailed and  
2446 accurate records of:

2447 (a) their campaign expenses (stated in United States dollars) by  
2448 categories of travel, postage, telephone, printing and other  
2449 such categories as seem appropriate;

2450 (b) the number of contributors to their campaigns, including the  
2451 number of contributors in each of the following categories:

- 2452 (1) under \$50.00,
- 2453 (2) \$50.00 to \$100.00,
- 2454 (3) \$101.00 to \$250.00,
- 2455 (4) \$251.00 to \$500.00, and
- 2456 (5) over \$500.00, and

2457 (c) the number of contributions and the total amount of  
2458 contributions received from each group or organization  
2459 supporting the campaign.

2460 No candidate for any elective position shall solicit or knowingly  
2461 accept any contribution that is given through a tax-exempt entity  
2462 with the purpose of conferring tax-exempt status to the contribution  
2463 to which it would not otherwise be entitled. Such exempt entities  
2464 include but are not limited to member congregations, associate  
2465 member organizations and independent UUA affiliates.

2466 The names of contributors shall be disclosed. Each such report  
2467 shall identify by name any member congregation, associate  
2468 member organization or independent affiliate of the Association  
2469 and any other tax exempt organization (including specifically, but  
2470 without limitation to, any minister's discretionary fund or similar  
2471 account) that has made any contribution to the campaign and shall  
2472 state the amount of each such contribution. Such reports shall be  
2473 filed with the Secretary of the Association. A preliminary report

2474 shall be due at the close of the first day of the regular General  
2475 Assembly at which the election occurs. A final report shall be due  
2476 60 days thereafter. The Secretary shall upon written request from  
2477 a member of a member congregation furnish such information from  
2478 these reports as requested. These reports shall be made available  
2479 for inspection by any member of a member congregation at the  
2480 principal offices of the Association and shall be brought by the  
2481 Secretary to the next General Assembly and made available for  
2482 inspection there by any delegate.

2483 **Rule G-9.12.9. Separation of Campaigns from Conduct**  
2484 **of Official Business.**

2485 (a) When running for office, candidates shall be prohibited from  
2486 engaging in any electioneering or campaigning during the  
2487 conduct of official business of the Unitarian Universalist  
2488 Association.

2489 (b) Financial accounting and bookkeeping procedures shall be  
2490 established which make it explicit that no monies of the  
2491 Association were used in the financing of a candidate's  
2492 campaigning or electioneering activities.

2493 **Rule G-9.12.10 Election Campaign Practices**  
2494 **Committee.**

2495 (a) An Election Campaign Practices Committee is hereby  
2496 established and shall consist of three persons to be  
2497 appointed by the Board of Trustees at its October meeting  
2498 following those regular General Assemblies at which  
2499 elections occur. Two members of the Committee shall be  
2500 members of the Board of Trustees at the time of their  
2501 appointment and one shall be a non-Board member. The  
2502 non-Board member shall be the chair of the Committee.  
2503 Persons appointed to the Election Campaign Practices  
2504 Committee shall remain neutral in the election and not  
2505 engage in electioneering. A person nominated pursuant to  
2506 Bylaw Sections 9.4 or 9.5 is ineligible to serve on the  
2507 Committee.

2508 (b) The duties of the Election Campaign Practices Committee  
2509 shall be:

2510 (1) to distribute the campaign practices guidelines and  
2511 financial disclosure rules to candidates for at-large  
2512 elective positions not later than thirty days after  
2513 nomination by the nominating committee or receipt of  
2514 petition;

2515 (2) to receive and consider written complaints of alleged  
2516 violations of such guidelines or rules; if the committee  
2517 finds probable cause to establish that a violation  
2518 exists, to attempt to convince a candidate or a number  
2519 of candidates voluntarily to comply with guidelines or  
2520 rules; to attempt to mediate disputes arising from such  
2521 complaints; and, if no satisfactory resolution of a  
2522 complaint is achieved, to adjudicate the dispute and  
2523 report the adjudication in writing to the candidates  
2524 affected;

2525 (3) to hold such hearings as may, at the Committee's  
2526 discretion, be necessary or desirable to carry out the  
2527 intent of subsection 2 above; and

2528 (4) to report on its activities and any recommendations it  
2529 may have to the Board of Trustees at its October  
2530 meeting following the elections.

2531 (c) Any candidate aggrieved by the Committee's adjudication  
2532 may, within ten days of the mailing of the adjudication,  
2533 appeal in writing to the Executive Committee of the Board of  
2534 Trustees, which shall have exclusive jurisdiction to hear and  
2535 determine such an appeal. The Executive Committee shall  
2536 report its decision on the appeal in writing to the affected  
2537 candidates as expeditiously as feasible. The Executive  
2538 Committee of the Board of Trustees is authorized to issue

2539 any order or ruling it deems appropriate in connection with  
2540 such a decision.

2541 (d) Any member of the Executive Committee of the Board of  
2542 Trustees who is a candidate for UUA elective office shall not  
2543 participate in any manner in the determination of any appeal  
2544 from an adjudication of the Election Campaign Practices  
2545 Committee.

2546 **RULE X Finance and Contracts**

2547 **Section 10.1. Annual Budget.**

2548 **Rule G-10.1.1 Presentation of Association Budget.**

2549 At each regular General Assembly the Board of Trustees shall  
2550 present budgets for both the Current Fiscal Year and the  
2551 Succeeding Fiscal Year. Current Fiscal Year means the fiscal year  
2552 of the Association which has just begun or which is about to begin  
2553 at the time when the Assembly is held. Succeeding Fiscal Year  
2554 means the year following the Current Fiscal Year.

2555 **Rule G-10.1.2. Expense Categories.**

2556 (a) Expense estimates in budgets presented by the Board shall  
2557 be broken down by major categories or functions in such  
2558 manner as the Board shall determine.

2559 (b) The Current Fiscal Year budget shall contain a separate  
2560 expense category provision for contingencies, the amount of  
2561 which shall be a minimum of 3% of the total of all  
2562 unrestricted expense categories, exclusive of the provision  
2563 for contingencies.

2564 **Rule G-10.1.3. Estimated Income.**

2565 Income amounts in the budget for the Current Fiscal Year shall  
2566 represent the Board's best estimates of income from all sources.  
2567 Income from the Annual Fund as so estimated shall be an amount  
2568 which is not more than 7 per cent greater than the actual Annual  
2569 Fund income of the fiscal year preceding the Current Fiscal Year.  
2570 In the budget for the Succeeding Fiscal Year income from the  
2571 Annual Fund shall be estimated at an amount which represents the  
2572 Board's best estimate of the achievable results for such year.

2573 **Rule G-10.1.4. Procedures for Budget Consideration.**

2574 Any action by a General Assembly with respect to budgets shall be  
2575 taken under the following procedure:

2576 (a) A budget hearing shall be held as part of the General  
2577 Assembly program at a time when the Assembly is not in  
2578 formal business session.

2579 (b) Main motions concerning budgets which are to be made in a  
2580 formal business session shall be filed in writing with a  
2581 person or persons designated by the Moderator as early as  
2582 possible prior to or during the General Assembly but in any  
2583 event on or before the day prior to the Business Session at  
2584 which the proposed motion will be in order for adoption. The  
2585 Moderator shall take such steps as the Moderator considers  
2586 practical to advise delegates and other persons or bodies as  
2587 early as possible, preferably in writing, of the contents of the  
2588 motions so filed.

2589 (c) Any action with respect to the budget for the Current Fiscal  
2590 Year calling for increased spending in any category shall  
2591 provide for equivalent reductions in other categories of  
2592 spending and specify the categories in which such  
2593 reductions are to be made.

2594 (d) No action may be taken with respect to the Current Fiscal  
2595 Year budget which shall be inconsistent with either Rule G-  
2596 10.1.2(b) or G-10.1.3.

2597 **Rule G-10.1.5. Board of Trustees Report.**

2598 At each General Assembly the Board of Trustees shall make an  
2599 accounting of its actions taken since the preceding General

2600 Assembly with respect to any budget votes of the preceding  
2601 General Assembly.

2602 **Section 10.8. Contracts and Securities.**

2603 **Rule 10.8.1. Contracts and Securities.**

2604 The Executive Vice President may sign and attest deeds,  
2605 mortgages, contracts, and other documents to which the  
2606 Association is a party.

2607 **RULE XI Ministry**

2608 **Section 11.2. Ministerial Fellowship Committee.**

2609 **Rule 11.2. Ministerial Fellowship Committee.**

2610 The rules of the Ministerial Fellowship Committee are printed  
2611 separately and are available on request.

2612 **Section 11.9 Procedure on Appeal.**

2613 **Rule 11.9. Procedure on Appeal.**

2614 The rules of the Ministerial Fellowship Board of Review are  
2615 available on request.

2616 **RULE XII Regional Organizations**

2617 **Section C-12.2. Establishment.**

2618 **Rule G-12.2.1. Establishing Districts.**

2619 (a) The districts shall be twenty in number and named Ballou  
2620 Channing, Central Midwest, Clara Barton, Florida, Heartland,  
2621 Joseph Priestley, Massachusetts Bay, Metropolitan New  
2622 York, Mountain Desert, Mid-South, Northeast, New  
2623 Hampshire-Vermont, Ohio Meadville, Pacific Central, Pacific  
2624 Northwest, Pacific Southwest, Prairie Star, St. Lawrence,  
2625 Southwest, and Thomas Jefferson.

2626 (b) Each district shall be composed of the congregations  
2627 assigned to that district by the Board of Trustees

2628 (c) The boundaries of each district encompass the areas served  
2629 by its member congregations.

2630 (d) Upon application to the Board of Trustees and after notice  
2631 and an opportunity to be heard is afforded the affected  
2632 districts, a congregation may change its district membership  
2633 with approval of the Board of Trustees.

2634 (e) The District Map published in the Annual Directory contains  
2635 boundaries that are an approximation only of the boundary  
2636 lines determined pursuant to subparagraph (c) above and are  
2637 intended primarily as a guide for the newly admitted  
2638 congregation in determining its membership.

2639 **RULE XIII Rules**

2640 **Section 13.4. Miscellaneous Rules.**

2641 **Rule G-13.4.1. Performance of Acts.**

2642 When the last day for the performance of any act required under  
2643 the Bylaws or Rules falls on a Saturday, Sunday, or a day which is  
2644 a legal holiday in the place where the act is to be performed, the act  
2645 may be performed on the next succeeding business day.

2646 **Rule G-13.4.2. Receipt of Documents.**

2647 When any ballot, petition, notice, document, or material of any kind  
2648 whatsoever is required to be filed with, delivered to, or received by  
2649 the Association or an officer, board, committee, or agent thereof on  
2650 or before a certain day, the same shall be considered to have been  
2651 so filed, delivered, or received only if it is postmarked seven days  
2652 prior to said certain day or actually received at the office of the  
2653 Association at 25 Beacon Street, Boston, Massachusetts 02108,  
2654 on an earlier day or not later than 5:00 p.m. on said certain day.

2655

**RULE XIV Amendments**

2656 **Section 14.2. Submission of Proposed Amendments.**

2657 **Rule G-14.2.1. Form of Submission.**

2658 A proposed amendment to the Bylaws submitted by certified  
2659 member congregations or a district must include:

2660 (a) the Article and Section which it is proposed to amend or  
2661 repeal;

2662 (b) a concise summary of the principal arguments on which the  
2663 proponents rely; and

2664 (c) other Articles (or Sections) or "G" Rules affected by the  
2665 proposed amendment and proposed text of any necessary  
2666 conforming amendments and "G" Rules.

2667 PRINTED IN THE U.S.A.

2668 Unitarian Universalist Association was given corporate status in  
2669 May 1961 under special acts of legislature of The Commonwealth  
2670 of Massachusetts and the State of New York. See Chapter 148 of  
2671 the acts of 1960 of the Massachusetts legislature and Chapter 827  
2672 of the Acts of 1960 of the New York legislature. Copies of said  
2673 Acts are attached to the minutes of the organizing meeting of the  
2674 Association held in Boston, Massachusetts in May 1961 and also  
2675 are printed in the 1961-62 Directory of the Association.



## Congregational Directives for GA Action Results

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### Results of Congregational Directives for GA Action 2004

Eligible Ballots: 187

Ineligible Ballots: 12

Study/Action Issues on Final Agenda		Yes	No
<b>S1</b>	<b>Civil Marriage Equality</b>	169	9
<b>S2</b>	<b>Oppression of Women World Wide</b>	171	8
<b>S3</b>	<b>Stopping Mass Extinction</b>	116	28
<b>S4</b>	<b>Threat of Global Warming</b>	146	13

# BUSINESS CALENDAR FOR GA 2005 FORT WORTH

December 15, 2004	Deadline for receipt of proposed Study/Action Issues
February 1, 2005	Deadline for congregations to complete the online Annual Certification Form and UUA Directory Questionnaire (instructions mailed to congregations in November 2004)
February 1, 2005	Deadline for receipt of proposed Business Resolutions and Amendments to Bylaws and Rules
March 1, 2005	Tentative Agenda & Congregational Directives ballot mailed to certified congregations
March 1, 2005	Deadline for receipt of comments on first stage Study/Action Issue (to be determined at GA 2004) and proposed Statement of Conscience (Criminal Justice and Prison Reform)
April 15, 2005	Deadline for receipt of Congregational Directives for GA Action ballots
May 9, 2005	Delegate credentials mailed to certified congregations
May 24, 2005	Final Agenda mailed to congregations