

UUFB BOARD STANDARD OPERATING PROCEDURES

BOARD MEETINGS:

- Follow Covenant.
- Board agendas drafted throughout the month, personally contacting any committee / ministry chair re items of significance to their work for input and/or invitation to speak at the meeting.
- Prep work done between meetings so meetings can concentrate on focused discussion and decision-making.
- Board agendas finalized prior to meeting and emailed with all relevant attachments, including those for a consent agenda vote.
- Any items for Board ratification expected to pass without discussion may be placed on the consent agenda and approved in one motion unless a board member requests it be moved to regular agenda.
- The Board may vote by email on any item provided no discussion is required. Any item for which discussion is required may be placed on an upcoming Board agenda or discussed at a brief, called, issue-oriented meeting. Any email vote called must have 100% Board response for the vote to be valid.
- Post monthly Board meeting dates, times, places and agendas prior to meeting.
- Meetings shall be open to the members of the Fellowship. At the discretion of the President, provision may be made at meetings for non-Board members to address the Board.
- Minutes sent to Board within one week of meeting for clarifications. Final copy posted online within two weeks of Board approval.
- **CONGREGATIONAL MEETINGS:**
- Post congregational meeting dates, times, places, and agendas to congregation one week prior to meetings.
- Post annual meeting date, time, place, and agenda to congregation 14 days prior to meeting (according to our Bylaws), including instructions on proxy or absentee ballot process.
- Secretary verifies quorum at every congregational meeting during which a vote will be taken.
- Minutes sent to the Board within one week of meeting for clarifications. Final copy posted online within two weeks of Board approval.

COMMUNICATION:

- Use google groups for board communication and replies go to all board members.
- Respond to emails within 3 days.

LEADERSHIP:

- Confirm leadership or recruit and train new leadership.
- Share Board Goals.
- u Apprise committees / task forces of the charge from the Board.
- Assess whether existing committees / task forces are meeting our needs effectively.
- Share decision-making criteria; convey lines of authority.

FISCAL RESPONSIBILITY:

- Post current financial reports online within two weeks of Board meeting.
- Prepare annual operating budget.
- Treasurer shall report on the annual professional review of our accounts to the Board and to the Fellowship in a newsletter or other communication.

CALENDAR SCHEDULE:

- Review the annual calendar planning document at each board meeting.
- Revise the current year calendar and determine specific dates and get events posted on UUFB