

First Parish Brewster Unitarian Universalist Policy

Policy Title: Establishing & Maintaining FPBUU Policies

Revisions: New

Policy Number: 2.1

Board Review Date: 20 April 2017

Purpose: To describe the mechanisms for creating, modifying, or deleting FPBUU policies

Congregations' Review Period: 5 May 2017 – 4 July 2017

Effective Date: July 2017

POLICY STATEMENT

The FPBUU Board of Trustees [BoT] shall create, modify and/or delete FPBUU policies when needed. In addition, the Board shall create, modify and/or delete any Procedures, Guidelines, Standards, and Definitions associated with policies as needed.

PROCEDURES

1. The FPBUU Board of Trustees shall manage the process of creating new FPBUU Policies and revising or deleting existing FPBUU Policies in accordance with the steps outlined in the *Procedure for creating / updating policies* section 2, below.
2. Procedure for creating / updating policy:
 - Step 1: BoT assigns to the Policy committee a policy to be revised or created.
 - Step 2: Policy committee agrees on a draft policy and submits it to the board for review
 - Step 3: BoT reviews and approves the draft policy or returns it to policy committee with comments. [Repeat 2 & 3 until approved].
 - Step 4: Once the draft policy is accepted by board, the board will send it to the congregation for review and comment, posting it as a *draft, pending congregational review* on the FPBUU web site and notify the congregation via the weekly Angle.
 - Step 5: The Policy Committee will send the accepted policy(s) to be publishes by the FPBUU Angle administrator in the Angle. The congregation has 30 days from the date it was notified in the weekly Angle, to comment. Comments by any member of the congregation, if any, will be sent to any FPBUU Board member. After that 30 day

period, if the board determines changes from comments by the congregation warrant edits to the policy, the board will make those changes.

- Step 6: The policy becomes final and is assigned it to the Policy committee to be published as a final policy on the FPBUU website, printed for reference in the office and announced in the Angle as a final policy or a final change in policy.

3. The FPBUU Board of Trustees shall establish a Policy Committee charged with the following:

- Review and revise current FPBUU policies as stated in the “Board of Trustees: Policies, Procedures, & Guidelines” September 2016 until all of the policies contained in that document are revised, updated or deleted with the approval of the BoT.
- Develop recommendations for the creation of new policies, which are either proposed by the Board or initially suggested by the Policy Committee.
- Develop recommendations for the editing / deletion of existing policy, procedures, guidelines, standards, definitions, templates, and framework for the documenting of *storage and communications* of these policies based on Board direction.

GUIDELINES

1. When considering whether a policy is no longer valid or necessary, a polling of committees, leadership and affected members may be helpful.
2. In drafting a new policy or modifying an existing policy, it may be helpful to review similar policies from other religious organizations.
3. All FPBUU current policies shall be reviewed at least once every 3 years to determine if any policies need to be modified or deleted.

STANDARDS

All policies shall be written in the standard format as defined in the FPBUU Policy Standard Template.

DEFINITIONS

No definitions are recommended at this time.