

First Parish Brewster Unitarian Universalist Policy

Policy Title: Board Meetings

Policy Number: 2.2

Purpose: To establish relations and communications between the Board and the members of FPBUU

Revisions: Revised April 2023, April 2026

Board Review Date: February 18, 2021, April 5, 2026

Congregations' Review Period: September 2017

Effective Date: February 22, 2021, April 18, 2023, April 29, 2026

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POLICY STATEMENT

This policy establishes the procedures/standards for relations and communications between the FPBUU Board of Trustees, hereafter referred to as the Board, and the members of the FPBUU Congregation.

The Board will hold open meetings so FPBUU members can share in important decision making. The Board will communicate Board decisions with the Congregation through the FPBUU web site and the weekly Angle. The Board may also enter into an executive session to discuss confidential personnel and legal matters.

PROCEDURES

1. At the beginning of each Board meeting, time shall be allotted for members of the congregation to come before the Board to make comments or questions. Members wishing to make comments should contact the Board President prior to meeting.
2. Approval of Board minutes:
 - a. Minutes of the Board meetings shall be sent to Board members soon after each meeting for review and correction.
 - b. The Board shall have one week to submit corrections to the clerk.

c. The clerk shall send the revised version of the minutes to the Board president for final approval, and the President shall send the approved version of the minutes to the Administration and Finance Director (AFD).

d. When the AFD sends the Board packet to the Board, it also shall be posted on line.

e. Members of the congregation shall have access to the previous month's minutes and the agenda in advance of each upcoming meeting.

3. When a member or members of FPBUU bring proposals or concerns to the Board that require further study, a written response by the Board shall be made to the initiating member(s).

4. Names and photos of all Board members, along with an invitation for FPBUU members to contact the Board president with their ideas and concerns, shall be made visible to congregants in a manner or manners consistent with current FPBUU communication practices.

5. The following procedures apply to executive sessions:

a. Executive sessions may be held to manage the following:

i. Selection of members to fill Board or Committee vacancies;

ii. Human resource issues, including evaluations, compensation, and disciplinary issues;

iii. Legal issues

iv. Any other issues that arise requiring confidential discussion by the Board.

b. The Board shall decide to go into executive session in one of two ways: (1) The Board President decides in advance that an item should be addressed in executive session and indicates the item on the agenda, or (2) During discussion, a Board member suggests that an item be considered in executive session and the Board agrees to do so, either by consensus or by majority vote, if consensus cannot be achieved.

c. Board members, the minister(s) and others whom the Board invites as needed for the purposes of the session shall be the only persons entitled to attend the executive session. When human resource issues regarding a minister are to be

addressed during the executive session, the minister shall be absent from that portion of the session after being given an opportunity to address the matter and answer questions.

- d. No votes or binding decisions shall be made in an executive session, unless the nature of the issue is such that it must remain confidential until fully resolved.
- e. Decisions made in executive session shall be formalized in the open Board meeting on a motion that is properly made, seconded, and voted upon.

6. Voting by email - Under special circumstances, the Board may be required to vote on a specific issue by email. In such an event, responses by a quorum of Board members shall be required for the vote to be valid. The results of an email vote shall be included as an item on the agenda of the next Board meeting.

GUIDELINES

1. When issues arise that require tasks beyond Board members' available time or special skills or knowledge, the Board should be mindful of the possibility of appealing to the FPBUU community for assistance in order to ensure the best outcome and as a way of inviting greater numbers of FPBUU members to become involved in the operation of the FPBUU.
2. The Board should seek congregational input when considering Board decisions that would create a major departure from current practices.
3. The Board shall consider holding some meetings during the day to accommodate those who want to attend Board meetings but do not drive at night.
4. Before any vote by the Board, comments and opinions from any congregants present should be solicited.

STANDARDS

No standards are recommended at this time.

DEFINITIONS

1. Executive Sessions are exclusive to Board members and the minister(s) but others may be invited. The core functions of the executive sessions are to assure

confidentiality, create a mechanism for Board independence and oversight, and enhance relationships among Board members. While such sessions seem contrary to the expected openness and transparency of the Board, these sessions provide a mechanism to respond to confidential issues.

2. The “Board packet” (see Procedures, 2.d.) shall be distributed to Board members sufficiently ahead of time so that they may review it prior to the next meeting. The Board packet shall include:

- Meeting logistics and Board Covenant
- Agenda
- Minutes from the prior Board meeting
- Minister report
- Administrative and financial report(s)
- Director reports
 - Director of Children & Youth Ministries (quarterly)
 - Music Director (quarterly)
- Any other material for Board review