

NORTHWOODS UNITARIAN UNIVERSALIST FELLOWSHIP

RO.001 - RULES OF ORDER FOR THE BOARD

APPROVED JULY, 2014

The following shall be the rules of order for the NUUF Board of Directors:

1. Board members shall meet promptly at the assigned time to determine a quorum.
2. In the transaction of business, the following order shall be observed:
 - Recording the names of board members and all visitors
 - Approval of the Minutes
 - Board President's Report
 - Treasurer's Report
 - Committee Reports as needed
 - Business items
 - Closed session when needed
 - Set next meeting time and location
 - Adjournment
3. When action is requested of the Board, the following sequence of events is to be generally followed:
 - Give background information on the action
 - Motion from Board member
 - Second from Board member
 - Questions and comments from Board members
 - Questions and comments from visitors if Board requests it
 - Vote
4. It shall be the duty of the President (or the presiding Officer) at all times to preserve order and to endeavor to conduct all business before the Board with propriety and dispatch.
5. The President has no casting vote. The President's right is to vote on every question be virtue of his/her membership. The President shall vote last.

6. The President may speak to points of order in preference to other members and shall decide questions of order subject to an appeal to the Board moved and seconded and approved by a majority of members present.
7. A motion made must be seconded and then repeated distinctly by the President or presiding Officer before it is debated and every motion shall be reduced to writing.
8. Any member who shall have made a motion shall have liberty to withdraw it before any debate has taken place thereon, but not after debate is had without leave being granted by the Board.
9. The consideration of any question may be postponed to a time fixed or the question may be suppressed altogether by an indefinite postponement. If a matter is postponed indefinitely it can be introduced as new business at a later meeting.
10. A motion once voted down cannot be renewed at the same meeting of the Board without the consent of a majority of the members of the Board.
11. An amendment may be moved on any motion and shall be decided before the original motion, but not more than one amendment to an amendment shall be entertained.
12. If a motion under debate is composed of two or more parts which are so far independent of each other as to be susceptible to division into several questions, any two members may have it divided and a vote taken on each part.
13. A motion for reconsideration can only be entertained when made and seconded by members who were in the majority of the vote on the original question. Such motion can only be made on the same day.
14. A motion to rescind an action when properly noticed, can take place at any time and requires a majority vote.
15. No member shall be interrupted while speaking unless he/she be out of order, or for the purpose of correcting mistakes or misrepresentation.
16. No member in the course of debate shall be allowed to indulge in personal reflections.
17. If any member acts in any respect in a disorderly manner, it shall be the privilege of any member and the duty of the President to call him/her to order.
18. If any member considers himself/herself aggrieved by a decision of the chair, it shall be his/her privilege to appeal to the Board and the vote on such appeal shall be taken without debate.

19. Members should not decline to vote on any decision without weighty reasons. Those reasons should be stated at the time of the abstention.
20. When the President or presiding Officer has commenced taking a vote, no further debate or remark shall be admitted, unless there has evidently been some mistake. In this case, the mistake shall be rectified and the President or presiding Officer shall recommence the vote.
21. The first person recognized by the President or presiding Officer as desiring to speak has the right to the floor.
22. The President or presiding Officer may allow informal discussion of a subject while no motion is pending and shall call an end to discussion if no motion is forthcoming.
23. Except as provided above, Board meetings will be conducted under Roberts' Rules of Order - Revised.

THE NORTHWOODS UNITARIAN UNIVERSALIST FELLOWSHIP'S

COVENANT OF RIGHT RELATIONS

As members of the Northwood Unitarian Universalist Fellowship we commit to follow these guidelines in order to create our own welcoming, respectful, safe and vibrant spiritual community where each person can search for truth and meaning in a supportive environment. While realizing that we do not always live up to our ideals, we know we can choose to grow in a manner that promotes a religious community grounded in love and justice. In pledging to follow these guidelines, we will serve our own spiritual development, one another, our religious home, our local community, our larger faith and our world.

As a member of this community:

1. **I will welcome** with an open mind and heart all who gather here .
2. **I will nurture** myself and others with caring words, kind actions and compassionate concern.
3. **I will honor and cherish** children by nurturing their character through spiritual, moral and intellectual guidance and by example.
4. **I will be mindful** of the contributions made to the Fellowship and express gratitude for these efforts.
5. **I will listen** carefully to others to strengthen understanding and trust.
6. **I will share** my ideas and feelings courageously in a way that demonstrates respect for others, especially when disagreeing.
7. **I will trust** that when disagreements occur we will speak directly with one another about our concerns.
8. **I will refrain** from gossiping, ridiculing, attacking or invalidating others through word or deed.
9. **I will seek** to resolve conflict through engaging, where necessary, in procedures established by the Board and membership.
10. **I will respect** and maintain confidences.
11. **I will support** and encourage the personal and spiritual growth of others, acknowledging that each person has a unique path and truth.

12. **I will work** patiently through challenges that face us, support each other in heartache and share in other's joy.

13. **I will acknowledge** that everyone makes mistakes, strive to forgive, and treat others with compassion.

This covenant is a living document. It can be reviewed by the Fellowship at any time and adapted to fit changing needs and circumstances. It represents a commitment to thoughtful, active participation in the life of this religious community and to caring, respectful relationships with one another.

Approved by the membership at the 2017 Annual Meeting