

 <p><b>UNITARIAN UNIVERSALIST ASSOCIATION OF CONGREGATIONS</b></p> <p><b>GENERAL ASSEMBLY</b></p>	<p><b>PHOENIX, AZ JUNE 20-24 2012 JUSTICE GA</b></p>	<h1 style="text-align: center;">BUSINESS GUIDE</h1> <p>This guide offers an introduction on how to participate in the business brought before the annual General Assembly. The procedures are set forth in the UUA Bylaws, found at <a href="http://uua.org">uua.org</a> &gt; about us &gt; bylaws.</p>
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The certification process for 2012 will begin in November of 2011.

Instructions for certification will be sent to all congregations. The Annual Certification Report & Directory Update will be available online at [uua.org](http://uua.org) > leaders > data services. All congregations must file for certification by February 1, 2012 in order to be certified. This process is used to report a congregation's official membership numbers, which determines its Annual Program Fund Fair Share contribution to the UUA and the number of member delegates it is allowed at General Assembly. Only certified congregations may send voting delegates to the 2012 General Assembly.

### If certified, your congregation may

- Propose Amendments to the UUA Bylaws in collaboration with 14 other congregations.
- Propose a Business Resolution or Amendment to Rule in collaboration with 14 other congregations.
- Petition to propose Amendments to the UUA Bylaws by gathering 250 signatures in collaboration with other congregations.
- Petition to propose a Business Resolution or Amendment to Rule by gathering 250 signatures in collaboration with other congregations.
- Vote in the Congregational Poll to determine what appears on the Agenda at General Assembly.
- Send voting Delegates to General Assembly.

### Your district may

- Write up to three Business Resolutions.
- Propose Amendments to the UUA Bylaws and Rules.

### 2012 GA Business Calendar

Summer, 2011	Forms for submitting Business Resolutions and Amendments to Bylaws for GA 2011 Tentative Agenda are made available to congregations and districts (Rule G-4.18.1)
October 1, 2011	Deadline for proposals for the 2012-1016 Congregational Study/Action Issue (CSAI).
November 15, 2011	Annual Certification & Directory Update Process begins at <a href="http://uua.org">uua.org</a> . Congregational Poll made available and congregations notified of its availability.
February 1, 2012	Deadline for congregations to complete online the Annual Certification and Directory Update. Deadline for response to Congregational Poll. Deadline for receipt of proposed Business Resolutions and Amendments to Bylaws and Rules for GA 2012.
Late February 2012	Delegate credentials for General Assembly mailed to certified member congregations. UUA mails a comprehensive GA packet to all congregations, which includes Notice of Meeting (Rule 4.6.1), the Tentative Agenda, registration and housing information, etc. (If a Business Resolution has been submitted between 11/15/11 and 2/1/12, a second Congregational Poll may be conducted to determine whether the Resolution will be included in the Final Agenda.)
April 15, 2012	If a second Congregational Poll is necessary, responses to the second Congregational Poll will be due April 15, 2012
May 18, 2012	Final Agenda available to congregations at <a href="http://uua.org">uua.org</a> .
June 20-24, 2012	General Assembly in Phoenix, AZ.

### Social Justice at General Assembly

For details on the social justice process, including CSAIs, Statements of Conscience, and Actions of Immediate Witness, visit [www.uua.org/csw](http://www.uua.org/csw), write to [socialwitness@uua.org](mailto:socialwitness@uua.org) or to the Commission on Social Witness c/o UUA Multicultural Growth & Witness, 25 Beacon Street, Boston, MA 02108, or call the Multicultural Growth & Witness Staff Group at (617) 948-4607.

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## **Business Resolutions and Amendments to Rules** Refer to Article IV of UUA Bylaws and Rules

A Business Resolution “...directly involves the administration and structure of the Association. Any resolution submitted which, taken as a whole, has as its purpose the making of a statement of social concern or principle shall be deemed to be a Study/Action Issue for Social Justice...” (Rule G-4.18.2)

### **How to write a Business Resolution:**

#### **Formatting:**

Each resolution should have two parts: a preamble and operative paragraph(s).

The first part sets forth the reasons for action, the second part the action desired and the persons or organizations who are requested to act.

Each paragraph in the preamble should begin with “Whereas”; the first operative paragraph with “Be it Resolved that the 20xx General Assembly of the UUA” (urges, recommends, etc.); and successive operative paragraphs with “Be it Further Resolved.”

#### **Each part of a resolution should be:**

Accurate: State facts, not opinions or judgments.

Brief: Short statements are more clearly understood than long ones.

Clear: Use direct, straightforward language.

Unified: Limit a resolution to one topic.

### **Who may submit Resolutions**

Fifteen collaborating UUA certified (in 2011) member congregations, by action of their governing boards or congregations. A district, by official action at a district meeting at which a quorum is present. (A district may submit no more than three Business Resolutions.)

The bearer of a petition signed by 250 members of UUA certified (in 2011) member congregations, with no more than ten members from any one congregation.

### **How to submit Resolutions**

There are two different forms used for submitting Business Resolutions. Use either “Business Resolution or Amendment to Rule by District or Congregations,” or “Business Resolution by Petition or Amendment to Rule by Petition.” These forms are available at [www.uua.org/ga](http://www.uua.org/ga), or from the GA office at (617) 948-4209 or [generalassembly@uua.org](mailto:generalassembly@uua.org). Submit all the materials together by February 1, 2012.

### **What happens next**

Proposed Business Resolutions and Amendments to Rules appear on the Tentative Agenda; In order for a Business Resolution to appear on the Final Agenda, it must receive a majority of votes in the Congregational Poll.

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## **Amendments to the UUA Bylaws** Refer to Article XIV of UUA Bylaws and Rules

Bylaws and Rules are the basic legal guide to the actions of the Association.

### **How to write Amendments**

Proposed amendments must be clear and unambiguous. They should be precise, using words consistent with the context. Include the basic argument to be used by the proponents.

If other Bylaw sections will be affected, this should be noted.

### **How to submit Amendments**

Use the form “Proposed Amendment to Bylaws,” which is available at [www.uua.org/ga](http://www.uua.org/ga), or from the GA Office at (617) 948-4209 or [generalassembly@uua.org](mailto:generalassembly@uua.org). Submit all materials together by February 1, 2012.

### **Who may submit Amendments**

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### **What happens next**

Proposed amendments to Bylaws appear on the Tentative Agenda, then the Final Agenda for vote by delegates.