

Vice Moderator's Report - REVISED

April, 2014

1. I have prepared the beginnings of a Trustee calendar of events for GA2014, and this is attached as Attachment 1. I am asking that each of the Board members think about additional events that you believe should be included on the Trustee schedule for GA2014. I will send a request for calendar items in early May, and I will have the final calendar available prior to our June meeting.
2. We need to make a modification to Delegate Guide for GA2014. You may recall that at GA2013, Moderator Gini Courter announced that for the Rules of Procedure that were proposed and adopted for GA2013, Board Members would be treated as delegates. This announcement was needed because under our Bylaws, the Board is not entitled to delegate credentials unless they are otherwise credentialed (e.g., by their congregations) and yet the delegate guide only allows delegates to speak without special action by the moderator or the assembly. The Board concluded last year that we do want the Board to be able to speak at GA when it is appropriate for a Trustee or the Financial Advisor to do so. I have developed proposed language in our Delegate Guide for GA that will clarify and accommodate this. The proposed Delegate Guide, including the change (shown in red) is Attachment 2 to this report. I have also reviewed the Rules of Procedure that were adopted last year, and I don't see any needed change. These are attached for informational purposes as Attachment 3.
3. We inadvertently omitted several C Bylaws changes from the GA Tentative Agenda that we will need to include on the Final Agenda along with an apology for the oversight. These are the changes for C-10.6 and C-10.7:

**Underlining indicates insertion; brackets indicate deletion.**

**Section C-10.6. Authority to Hold Funds [Held] for the Benefit of Others.**

**[With the approval of the Board of Trustees, the] The Association may hold for investment and distribution funds **[belonging to or]** given to the Association for the benefit of a member congregation, associate member organization, independent affiliate organization, or other **Unitarian Universalist organization [organizations].****

**[Such funds may be invested in the General Investment Fund of the Association unless they are subject to specific restrictions which require some other form of investment.]**

**Section C-10.7. Responsibility for [Investments] Funds Held by the Association.**

(a) Board of Trustees. The Board of Trustees shall have ultimate responsibility for investing the funds **[belonging to or]** held by the Association.

**(b) President. The President shall invest the endowment funds held by the Association in the Unitarian Universalist Common Endowment Fund LLC.**

[b] (c) Investment Committee. The Investment Committee shall **[supervise] manage** the **[investments of] endowment funds held by** the Association, subject to control by the Board of Trustees.

Board of Trustees Schedule for GA2014

Draft 1

March 24, 2014

Board Meeting: Tuesday June 24 – Wednesday June 25

**Wednesday June 25**

General Session I: 7:30 – 9:30 pm

**Thursday June 26**

General Session II: 8:00 – 8:30 am

**Program Session #1 10:15 – 11:30**

Conversation with the Board & Candidates: All Board members should attend unless they are presenting in another session. Room RICC 551

**Program Session #2: 12:30 – 1:45**

Proposed CSAs Part 1. RICC 551

Presidential Search Committee Hearing. Omni Narragansett AB

Presentation & Discussion of the COA's New Topic. RICC 554

**Program Session #3: 2:15 – 3:30**

Proposed CSAs Part 2. RICC 551

Structures of Love & Justice, sponsored by the Board and the CCCE. RICC 552

Ministerial Credentialing in a Changing World, sponsored by the MFC RICC 552

Generous Spirits: Transforming Stewardship sponsored by the UUA Stewardship & Development Office. RICC 553

**Program Session #4: 4:00 – 5:15**

All Hearts on Deck: UUA Leadership sponsored by the Appointments and Nominating Committees, RICC Ballroom E

**Synergy Worship 7:30 – 9:00**

**Friday June 27**

**General Session III: 8:00 – 9:45**

**Program Session #5: 10:15 – 11:30**

Budget Hearing RICC 551

Enacting the Principles & Purposes: The Board's Story. RICC 553

**Program Session #6: 12:30 – 1:45**

Mini Assembly on proposed Bylaws changes. RICC 551

**General Session IV: 2:15 – 4:30**

**Program Session #7: 5:00 – 6:15**

Business Mini Assembly on Proposed Business Resolution on Socially Responsible Investing. RICC 551

**Service of the Living Tradition 7:30 – 9:00**

**Saturday June 28**

**General Session V: 8:00 – 9:45**

**Program Session 8: 10:15 – 11:30**

Mini Assembly on the Proposed Actions of Immediate Witness. RICC 552, 553  
Board Workshop on Strengthening GA: RICC 551

**Program Session #9: 12:30 – 1:45**

**General Session VI: 2:15 – 4:30**

**Ware Lecture 5:00 – 6:00**

**Worship & Witness, WaterFire 7:30 – 12:00**

**Sunday June 29**

**General Session VII: 8:00 – 10:30**

**Sunday Morning Worship: 11:00 – 12:30**

**General Session VII: 1:30 – 3:30**

**Closing Celebration: 3:30 – 4:00**

**Monday June 30**

Board Meeting in the morning

*The Delegate Guide for GA is predicated on the idea that the Board of Trustees will be issued delegate cards. However, the Bylaws do not actually provide for board members to be delegates independent from their congregations. The attached modifications to the GA Delegate Guide would recognize that Board members (Trustees and the Financial Advisor) are not necessarily delegates but are allowed to speak at the microphones.*

### **Purpose**

General Assembly: A Meeting of Congregations is an annual opportunity for delegates from member congregations to affirm, promote, and practice the democratic process while conducting the business of the Association.

Rules of Procedure are adopted at the start of the Assembly. They are printed (as proposed but not necessarily as adopted) in the GA Agenda. The Rules of Procedure are designed to help the delegates effectively represent their congregations.

### **Speaking in Plenary**

Before speaking you must be recognized by the Moderator, and to be recognized you must be at a microphone. The Moderator recognizes you by referring to the microphone (“I recognize the delegate at the Pro microphone...”).

Any delegate or member of the Board of Trustees may speak; non-delegates other than members of the Board of Trustees need the consent of the Moderator or vote of the Assembly to admit the speaker to the floor. (This happens only rarely.) Once recognized, identify yourself (name and congregation from which you are a delegate), e.g., “I’m Chris Doe from the UU Congregation of Great City, Ohio.”

Be succinct and remember you have only two minutes. You may speak on a motion only once as long as others wish to speak.

Speaking time is limited. Do not speak if your point has already been made by another speaker. Be respectful of other delegates by only speaking when you have something important to add to the discussion.

There are four microphones: pro, con, procedure and amendment

To speak in favor - go to the pro mike.

To speak against - go to the con mike.

To make an amendment – go to the amendment Table for assistance.

To raise a procedural issue, go to the procedure mike.

Procedural questions are limited to:

Parliamentary inquiry

Points of order and information

Question of privilege

Motions to extend or limit time of debate, change the order of business, recess, or adjourn.

Time used on procedural issues is included in the time set for debating the item on the floor. Procedural issues must be raised at the Procedure microphone. They take precedence over discussion.

The amendment mike is used only for making an amendment that has first been processed at the Amendment Table.

## Debate

There must be 15 minutes of discussion allowed on the motion as printed (or as presented by the Board of Trustees or Commission on Social Witness) before an amendment may be proposed unless the Rules of Procedure specify otherwise. If no one is standing at a microphone to speak on the motion as presented, this time may be shortened. The Moderator alternates recognizing speakers at pro and con microphones.

After 15 minutes of debate, amendments may be presented. Debate takes place on each amendment until it is resolved. Only one amendment may be presented at a time. (You can't amend an amendment.)

An amendment may be to insert new words, delete words, or to delete and insert. Each amendment may cover only one subject. An amendment may not change a non-business resolution into a Business Resolution; for example, you can't add language to an Action of Immediate Witness that requires specific action from congregations or the UUA Board or staff. Before an amendment may be presented to the delegates, it must be presented in writing at the Amendment table next to the Amendment mike (see also "Mini-Assembly" below).

Some motions must be filed prior to the opening of a session, particularly ones concerning the budget. See Rules of Procedure in the Final Agenda for deadlines and place for filing them.

Motions of Amendment to items on the Agenda, Actions on Reports, etc., may be made as part of the debate. Be careful that your motion does not change the meaning so much that it is a substitute rather than an amendment. At times, you may make a substitute motion but must recognize it as such.

## Voting

Delegates vote by:

Voice (call for ayes and nays)

Uncounted show of voting cards

Counted show of voting cards

Written ballot

The Moderator is responsible for determining whether a motion passed or failed. A delegate who disagrees with the Moderator's determination may come to the procedural microphone and ask for a counted vote. At least 99 other delegates must support the request to force the counted vote.

It is crucial that you bring your voting card with you to each Plenary Session. Voting cards are difficult to replace, if lost, and you cannot vote without your card. As a delegate, you may not give your voting card to anyone else to use.

Mini-Assembly

A Mini-Assembly is an opportunity for delegates to propose amendments to resolutions on the final agenda and to the proposed Actions of Immediate Witness admitted to the final agenda. It's an opportunity to discuss the proposed amendments, and, for the Statement of Conscience, to work collaboratively with other delegates to draft amendments. Mini-Assemblies save plenary time and permit freer debate than plenaries do. It is not possible to offer an amendment to a business resolution, bylaw change, rule change, or social witness statement during plenary debate if it was not submitted for consideration at the appropriate Mini-Assembly.

There is a Mini-Assembly scheduled for the bylaw and rule changes listed on the final agenda. All Mini-Assemblies are listed in the program.

After a Mini-Assembly and before voting in a Plenary Session, the Board of Trustees may incorporate proposed amendments into a Business Resolution or a Bylaw and the Commission on Social Witness may incorporate proposed amendments into a Statement of Conscience or an Action of Immediate Witness. For Statements of Conscience, the Commission on Social Witness is required to report all amendments to the GA delegates. The Commission on Social Witness can prioritize the amendments, including the order of their presentation at the amendment microphone in Plenary. If you wish to modify the Statement of Conscience, plan to attend the entire Mini-Assembly and work collaboratively with other delegates to suggest amendments.

Budget Hearing

At the Budget Hearing questions may be answered, but no motions may be made. Motions to modify the budget must be made in writing by the time announced in the Rules of Procedure

in the GA Office (INSERT GA OFFICE LOCATION) by 5:00 pm on Saturday, for consideration Sunday. . Budget motions, if adding funds to an item or proposing new spending, must specify which other specific categories are to be reduced. See Rule G-10.1.4.

Statements of Conscience

Based on feedback from the Mini-Assembly, the Commission on Social Witness may recommend that the delegates change the length of time the statement is debated before amendments are in order.

Debate is limited to 12 minutes per amendment.

#### Actions of Immediate Witness

Sometimes significant actions, events, or developments occur that delegates may wish to address immediately. The process for admitting Actions of Immediate Witness to the agenda means that congregations commonly have no opportunity to consider and discuss them in advance of General Assembly, so care should be taken to only submit Actions of Immediate Witness that could not otherwise be accommodated in the Congregational Study/Action Issue process. Consult Article IV, Section 4.16 (b) (1) of the UUA Bylaws for the criteria for an Action of Immediate Witness.

How many Actions of Immediate Witness may be admitted to the Agenda? No more than three.

How can a delegate place an Action of Immediate Witness on the Agenda? Pick up the required cover sheet and petition form for signatures at the Commission on Social Witness (CSW) booth in the Exhibit Hall. Submit a copy of the AIW at the CSW booth for posting by 5:00 p.m. on Thursday. Then begin collection of signatures from other delegates.

Submit the

AIW with the required number of delegate signatures to the CSW at the GA Office by 5:00 p.m. on Friday. See the cover sheet for directions, requirements, and deadlines.

What happens then? The Commission will review the AIWs to determine if they meet the criteria for an AIW. The Commission will select no more than six from among those submitted which meet the criteria for an AIW. The Commission on Social Witness screens proposed Actions of Immediate Witness according to the criteria of grounding, fit and opportunity as well as significance, timeliness and specificity (see bylaw section 4.16). Preference is given to proposed Actions of Immediate Witness that emerge from a documented group process. These will be submitted to delegates for admission to the Agenda at the Saturday morning Plenary Session. After consideration of proposed amendments at a Mini-Assembly, each AIW will be voted on by the delegates for adoption by the General Assembly at a Plenary Session on Sunday.

#### To Get Your Questions Answered

Play fair. The guidelines that follow are not subterfuges for you to use to get around time limits. They are designed to make you more knowledgeable and effective.

Point of Information. Raise a point of information when you want to get information, not give it. A delegate may request "Point of Information" from any microphone. It's exactly that: a request for information such as "On what are we voting?" or "What is the cost to the UUA of this motion?" Your question cannot be a statement, and no preface except your identification is permitted.

Point of personal privilege. Raise a point of personal privilege when your ability to do business is being hampered. Any delegate may request a Point of Personal Privilege. You go to the procedural microphone and say "Point of Personal Privilege" and wait to be recognized by the Moderator. After recognition, identify yourself and state your point (no statement, no argument or preface, just the bare request), such as "It is not possible to hear from the pro microphone" or "Our section was not counted."

Point of procedure. You use this for questioning parliamentary procedure. A delegate may interrupt debate by going to the procedural microphone and saying "Point of Procedure" and wait to be recognized. A sample point is "Is this not an amendment to an amendment?" or "Was a vote taken?"

Need information? Have a question about the status of the Agenda, a business matter, procedures, etc.? Ask a member of the Board of Trustees. They will be identifiable on the floor of the Assembly during each Plenary Session.

Do you have an amendment? Are you unhappy with wording? Time constraints preclude more than two or three amendments to an item being considered in plenary. Preliminary work on agenda items is completed in the Mini-Assembly.

#### Committee of the Whole

When the Assembly is debating a particularly complex or difficult question (there may be two, three, or four alternate versions or ideas) the Moderator may decide, or a delegate may move, that the Assembly move into a "Committee of the Whole" to consider the subject. If done, the Rules of Procedure are eased and the Assembly now acts as a committee.

A person other than the Moderator may occupy the Chair.

Discussion may take place without motions.

The only motions allowable are motions to amend, adopt, or reconsider.

Non-binding straw votes may be taken.

The formality of pro/con microphones is somewhat relaxed.

You may speak only once on a topic in a discussion unless no one else wishes to speak.

Time limits are relaxed or do not exist unless the "Committee" sets them.

Once the Committee of the Whole has decided what it wants to do, a delegate moves that the Committee of the Whole "rise and report" specifying the agreed-upon result. The Moderator takes the Chair, and the Plenary Session of the General Assembly is again in session. The motion formulated in the Committee is reported and vote is taken immediately, without debate or possibility of amendment.

## **Rules of Procedure**

### **Rule 1. Order of Business**

Consideration of and action upon items must proceed in the order set forth in the Final Agenda unless during the meeting that order is changed by majority vote.

### **Rule 2. Means of Voting**

So long as a quorum is present, action on any question, unless the Bylaws otherwise provide, will be decided in the first instance by an uncounted show of hands/voting cards. If the Moderator wishes a counted vote or if a delegate requests it and the Moderator determines that at least 25% of the delegates present join in the request, the vote must be counted. Except for Congregational Study/Action Issues (Rule 11) and selection of AIWS for inclusion on the final agenda, no vote will be taken by written ballot unless the delegates order a written ballot by a two-thirds vote. Provided a quorum is present at each Plenary Session, all matters submitted to a vote of the delegates will be determined by the number of votes cast by delegates present and voting on the matter. The required proportion of votes cast by delegates to approve any action or resolution will be as set forth in the Bylaws or Rules or these Rules of Procedure.

### **Rule 3. Minutes**

The Board of Trustees will approve the minutes of the General Assembly Plenary Sessions, which will be prepared by the Recording Secretary in consultation with Legal Counsel.

### **Rule 4. Presentation of Items**

The provisions of Rule 5 notwithstanding, the Board of Trustees and/or the Commission on Social Witness will, at their discretion, move the item as printed on the Final Agenda or move an amended version of the item.

### **Rule 5. Amendments**

Except for clarifying amendments, amendments to the main motion and motions to refer, table or to call the question will not be in order until there has been at least fifteen minutes of debate, if that much is needed, on the merits of the main question as moved. Amendments to a business resolution, a bylaw, a rule, or a proposed amendment must be submitted for consideration at the appropriate Mini-Assembly in order to be offered in the plenary session. No amendment or other change to any motion under consideration will be entertained unless it is submitted in writing on forms prescribed by the Moderator, who may, however, waive this requirement.

### **Rule 6. Time Limits**

The following time limits are imposed on all business transacted by the Assembly except as otherwise provided in these Rules for Actions of Immediate Witness, Congregational Study/Action Issues, and UUA Statement of Conscience. If, however, there is no objection from the floor, the Moderator may grant minor extensions of time. Any time limits imposed by this rule may be extended by a two-thirds vote.

No person may speak on any motion for more than two minutes, and not more than once, so long as there are others who have not spoken who desire the floor, except that persons having special information may, with the permission of the Moderator, reply to questions.

Thirty minutes is allowed for discussion of any proposed bylaw or rule amendment, resolution, or action on a report that is on or admitted to the Final Agenda. Whenever possible, the discussion time will be equally divided between proponents and opponents through equitable recognition of speakers at microphones designated Pro and Con and off-site delegates.

A motion to call the previous question on the main motion shall not be in order if there are potential speakers at both Pro and Con microphones or in the off-site queue and the original or extended time for discussion has not expired. A motion to call the previous question on a motion to amend the main motion is in order after 10 minutes of discussion concerning the amendment.

#### **Rule 7. Microphones**

Pro and Con Microphones. Usage of the microphones designated “Pro” or “Con” and off-site “Pro” and “Con” queues is limited to statements in support of or in opposition to motions.

Amendment Microphone. Usage of the microphone or off-site queue designated “Amendment” is limited to presenters of motions and members of the Board of Trustees who may use the microphone only for:

- 1) making an amendment to a main motion or another amendment, provided the motion is otherwise in order
  - 2) using such additional time remaining under Rule 6, if any, to speak in support of the amendment; and
  - 3) stating the Board of Trustees’ position at the outset of debate on those items on the Final Agenda on which the Board takes a position.
- c) Procedure Microphone. All other matters must be brought to the Procedure microphone or queue.

#### **Rule 8. Committee of the Whole**

At any stage of the meeting, the Moderator, without a vote of the Assembly, at his or her discretion from time to time may order the meeting resolved into a Committee of the Whole or reconvened in regular Session. While the meeting is acting as a Committee of the Whole, the following Special Rule will apply:

The Presiding Officer, without a vote of the Committee of the Whole, may permit reconsideration of any action taken by the Committee of the Whole and other departures of the Rules of Parliamentary Procedure if it appears to him or her that the work of the Committee of the Whole will thereby be expedited.

When the General Assembly is reconvened, the only motion in order will be to adopt the recommendation of the Committee of the Whole. A motion recommended by the Committee of the Whole will not be subject to amendment, debate, or delay.

### **Rule 9. Budget Motion**

Any motion concerning the 2013 - 2014 budget that is to be made at the time provided for such motions during the formal business sessions must be filed in writing at the General Assembly Office not later than 5:00 p.m. Saturday. All such motions must provide for reductions in specific other categories of spending equivalent to the increase in spending recommended in the motion. Adoption of the motion requires a two-thirds vote.

### **Rule 10. Resolutions and Actions not on the Final Agenda**

A Resolution or Action not on the Final Agenda may be considered only under the following circumstances:

under Bylaw Section 4.16, which permits the addition of Actions of Immediate Witness to the Agenda and consideration of non-substantive resolutions;

under Bylaw Section 4.16(d), which permits the addition of Responsive Resolutions in response to a substantive portion of a report by an officer or committee reporting to the Assembly.

The author of a Responsive Resolutions must notify the Moderator in writing of the title and content of his/her Responsive Resolution as soon as it is practical to do so, but not later than 6:00 p.m. on Saturday for Responsive Resolutions based on reports delivered in plenary sessions 1-7. A resolution submitted to the Commission on Social Witness for consideration as an Action of Immediate Witness may not be submitted as a Responsive Resolution.

### **Rule 11. Congregational Study/Action Issues**

Pursuant to Bylaw Section 4.12(a): In a year in which Congregational Study/Action Issue(s) are proposed, up to five Congregational Study/Action Issues may be presented to the General Assembly. A sponsor of a Congregational Study/ Action Issue determined by the Commission on Social Witness to be eligible for consideration will have two minutes to speak in support of obtaining the vote necessary to be selected as the Congregational Study/Action Issue referred for study. Following the presentation by the sponsors for all Congregational Study/Action Issues eligible for consideration, time will be provided for up to four additional statements of support for each Congregational Study/Action Issue. Persons wishing to speak shall use the microphone or off-site queue designated for the Congregational Study/ Action Issue for which he/she advocates.

After debate concerning the proposed Congregational Study/Action Issues, a written or electronic ballot, prepared by the Commission on Social Witness, will be used to receive the vote of the delegates for which one of the Congregational Study/Action Issues will be referred for study. The Congregational Study/Action Issue receiving the highest number of votes among all Congregational Study/Action Issues shall be referred for study providing, however, that if no Congregational Study/Action Issue receives a majority of the votes cast, then a second vote shall be taken between the two Issues receiving the highest number of votes cast in the initial election.

#### **Rule 12. UUA Statement of Conscience**

In a year in which a UUA Statement of Conscience is proposed, one hour will be allowed for debate.

The Commission on Social Witness may recommend for delegate approval by majority vote an amount of time for the Statement to be debated before amendments are in order. If no such recommendation is proposed and approved, no amendment shall be in order unless there has been at least 30 minutes of debate, if that much is needed, on the merits of the proposed UUA Statement of Conscience.

A motion to amend a proposed UUA Statement of Conscience is not in order in the Plenary Session unless it first was presented to a Mini-Assembly as described in Rule 4.12.4. Up to twelve minutes will be allowed for the debate of an amendment.

The Commission on Social Witness will have the discretion to prioritize the amendments including their presentation at the amendment microphone in Plenary.

#### **Rule 13. Actions of Immediate Witness**

The proposed Action of Immediate Witness must be in writing.

A copy for posting at the Commission on Social Witness booth in the Exhibit Hall must be delivered to the booth in the exhibit area no later than 5:00 p.m., Thursday, so that proposals may be made available for viewing prior to the filing deadline.

The copy to be filed must have attached signatures showing the requisite delegate support specified in Bylaw Section 4.16(c)(3) and must be filed with the Commission on Social Witness in the General Assembly Office by no later than 5:00 p.m. Friday.

The Commission on Social Witness will provide a summary of up to six proposed Actions of Immediate Witness that meet the criteria during Saturday morning's plenary.

Each sponsor of a proposed Action of Immediate Witness determined by the Commission on Social Witness to be eligible will have two minutes to speak in support of obtaining a vote supporting the admission of the action to the agenda.

Delegates will vote by ballot for up to three AIWs that they would like to see added to the final agenda.

After the tellers count the ballots, the CSW chair will make a motion to add to the agenda each of the three proposed AIWs with the most votes. Those that receive a two-thirds vote are admitted to the Final Agenda for a vote at a subsequent Plenary Session.

The motion to admit is not debatable and requires a two-thirds vote of support.

A motion to amend an Action of Immediate Witness is not in order in the Plenary Session unless it first was presented to a Mini-Assembly, as described in Bylaw Section 4.16(c)(5). The Commission on Social Witness will have the discretion to prioritize the amendments including their presentation at the amendment microphone in Plenary.

Up to twenty minutes will be allowed for debate, if needed, on each proposed Action of Immediate Witness admitted to the final agenda. No amendment shall be in order unless there have been at least twelve minutes of debate, if that much is needed, on the merits of the proposed Action of Immediate Witness.

Debate and voting on adoption of an Action of Immediate Witness will occur during Plenary on Sunday. Adoption must be by two-thirds vote, as specified in Bylaw Section 4.16(c)(6). Proposed AIWs are not in competition with one another as are proposed Congregational Study/Action Issues. Each of the proposed AIWs admitted to the Final Agenda may be adopted or rejected by the delegates.

#### **Rule 14. Amending the Rules of Procedure**

These Rules of Procedure will be adopted by a two-thirds vote and may be amended, suspended, or repealed during the course of the Assembly only by a two-thirds vote, except for the preceding Rule 9, the amendment, suspension, or repeal of which requires a four-fifths vote.

#### **Rule 15. Adjournment**

The final business session of the 2013 General Assembly will be adjourned no later than 6:00 pm on Sunday, June 23.

