

Agenda: Governance Working Group April 15-18, 2010

Author of this agenda: J. Blevins

Meeting times:

April 15th, Thursday evening, 7-9 pm,

April 16th, 8-10 am Friday

Attending:

Trustees: Blevins, Shanti, Wooldridge, Loughrey, Harrison

Consultant: Susan Stratton Radwan

Agenda:

1. Welcome guests and observers, intros
2. Brief Check-in
3. Opening reading (Chuck?)
4. Determine the AR/AO/MC Process Observer for the meeting (Donna?)
5. Review this agenda and change priorities if needed.
6. Finalize summarized Trustee assessments of staff monitoring reports for distribution to everyone.
 - 6.1. Policy 2.2 Treatment of Congregations
 - 6.2. Global ENDS Monitoring Report
7. Review and finalize plans for the work time for **Friday afternoon with the full board.**
 - 7.1. 1:30pm (60 min) Assessment of monitoring reports (2.2 is expected on April 2nd)
 - 7.2. 2:30pm (45 min) Board self-assessment and development on governance.
 - 7.3. 3:30pm (75 min) Discussion of Global ENDS monitoring report
8. Prep for Saturday's full-board **conversation** with staff on governance work. Review any preliminary topics received from staff. This conversation will happen on Saturday at a time TBD.
9. Finalize plans and assignments for board self-assessment process for this meeting.
 - 9.1. We will distribute assessment forms for 3.8, 3.9, 4.0 and 4.1 to various members of the Board for completion during the weekend.
 - 9.2. We have requested 30 minutes on the agenda Sunday to conduct the actual assessment.
 - 9.3. We will distribute assessment forms for 4.2, 4.3, 4.4, and 4.5 to various members of the Board, for completion by May 20th.
 - 9.4. We will do other self-assessment and development training.
10. Finalize the Motion to adopt a "Policy Change Process" and the proposal to prototype it for one or two meetings.

DRAFT Motion - Moved:

Board adopts the attached "Policy Change Process", and agrees to pilot test it prior to the next Board meeting (Oct 2010) by having each Working Group process one or two proposed revisions for the meeting. After the pilot test, the policy will be reviewed and finalized, and placed into the Policy Manual.

11. Other business?
12. Process observations (Donna & others)
13. Prepare report to Board.

Attachments:

- 1) Proposal for Submitting Policy Revisions
- 2) Recap list of pending policy revisions (54 items)
- 3) Four policies for Board self-assessment at April meeting
 - a. 3.8, 3.9, 4.0, 4.1
- 4) Four policies for Board self-assessment by May 20, 2010
 - a. 4.2, 4.3, 4.4, 4.5

Governance Working Group
Proposal for Process to Submit Policy Changes (DRAFT)
Version 5, March 2010

The Governance Working Group has developed a proposed process for handling changes to the Policy Manual. This proposed Policy is detailed below. Several of the Working Groups will be asked to field test this process using items from our backlog of pending changes.

The current Policy relevant to this change process is:

3.1.3 The Board will govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policy-making principles, and respect of roles. Although the Board can change its governance process policies at any time, it will observe them scrupulously while in force. The Board will address an issue only if the Board determines that the following criteria have been met:

- A. A substantial portion of the Board believes that the issue deserves Board time;
- B. The issue is the responsibility of the Board;
- C. If the Board has dealt with the issue before, there is new information that compels reconsideration;
- D. The focus of the issue is at a systemic level, and is not just a fix for a specific problem. If the issue is below the Board's broad policy threshold, the Board will seek to broaden the issue to include a class of related issues in a proactive style.

Proposed Policy Change Process:

1. Prepare and submit the Proposal Questionnaire to the Governance Working Group (Note: The Board may want to establish a new Working Group for this purpose) at least 60 days before the Board meeting at which you wish your change to be considered. The Governance (or other) Working Group will assign the proposed policy change to an appropriate screening body, which will consist of members of the Board. For example, this might be one of the Working Groups, the Finance Committee, the ARAOMC team or some other subset of the Board.
2. Screening body clears up any questions with the sponsor. The screening body may submit the proposal to another body or person with special knowledge on the proposal. ***If the screening body suspects that the proposal may not meet the minimum threshold of support to be placed on the agenda, they may request an electronic "straw poll" to determine if they should spend more time on it.***
3. Screening body submits the proposal to the full Board by email (probably grouped with all others traveling on the same schedule) for an **electronic vote to decide if a sufficient percentage of the Board (33%, 51%...) of the Board believe the proposal deserves time** on the Board agenda. The screening body may at their discretion include an assessment of the proposal if they believe that this would help the board members make an informed vote as to whether or not to consider the proposed change. Comments from Trustees are encouraged and will be forwarded with the proposal as it goes forward.
 - a. If the vote is NO, the proposal is returned to the sponsor.
 - b. If the vote is YES, the proposal is placed on the agenda for the next available time slot for consideration of policy amendments.

- c. The results of the electronic vote will be reported for the minutes at the next regular Board meeting.
4. Board votes at its meeting to accept, modify, or reject the proposal.
5. If accepted, the Policy Manual is amended, and posted on uua.org.

(DRAFT) Policy Change Proposal Questionnaire

1. Brief Title of your proposal (for reference purposes):

2. Your name:
3. Date of submittal of this form:
4. What is the nature of your policy concern? Describe.
5. Is there a critical date by which your proposal needs to be considered? If so, what is that date, and why do you see it as critical?
6. What is your underlying value that is driving your request for this change?
7. Is there specific policy language are you concerned about? (Identify by policy # and the words involved)
8. What has the board said about this issue in existing policies? (identify policy #s and language that are relevant).
9. What is your concern with the existing language?
10. Have you examined this from the nested bowls perspective? Is your issue or concern something that can be, and should be, addressed in a higher level, broader policy? What is the broadest way to address your concern yet not lose the your intent? For example, does your concern have a broader class of related issues that could be encompassed with your recommended change (again, remember the nested bowls)?
11. What policy language change do you suggest?
12. Where would you integrate this policy? You must insure that it fits within the global policy for the affected Section.
 - a. How does this language relate to the larger policy topic in which your proposal is contained? For example, if the change you are proposing does not further define an item in the global policy for the Section in which you are suggesting the Board place your change, then you may be at risk of offering a backdoor management prescription or micro-managing.
 - b. If you are suggesting a section 3 Governance Process change, does the proposed change add value to the larger policy or to the board's practice of governance, which is defined as seeing to it that we achieve what we should and avoid unacceptable situations?
13. Is there other information that you believe will help the Board in its deliberations on your proposal?

Note: The Governance Working Group proposes that the questionnaire **NOT** be required for the policy changes that are on the pending list as of April, 2010. This proposal would be going forward only.