

Charter for the Policy Committee of Valley Unitarian Universalist Congregation Board

I. Purpose and Overall Responsibility

The Policy Committee is chartered by and reports to the Board of Trustees. The purpose of the Policy Committee is to:

1. Perpetually review VUU Board Policy
2. Review VUU Bylaws
3. Review other non-Financial policies
4. Make revision recommendations to the VUU Board of Trustees on a regular basis to any of the above documents based on said review.
5. Incorporate changes to any of the above documents as requested by the Board of Trustees after reviewing the document for any other necessary updates.
6. Maintain a current copy of VUU Board Policies and VUU Bylaws; ensure that the Board Secretary has a current copy of each.
7. Distribute the Chart of Regular Monitoring Reports (Data) at the beginning of each fiscal year and ensure reports are added to the Board calendar as required.

II. Composition

1. The Committee shall consist of three (3) to seven (7) members approved by the Board of Trustees. At least one of these shall be an elected member of the Board. All are voting members of the Policy Committee.
2. The regular members shall serve for two (2) staggered years. There are no term limits for Policy Committee members, and any member who wishes to remain on the committee may request that the Board reappoint him/her for another term.
3. Members of the Policy Committee serve at the discretion of the Board of Trustees and may be removed by the Board of Trustees at any time for any reason.

III. Vacancies

In the event of a vacancy on the Committee, the Committee shall recommend a replacement to the Board of Trustees for approval.

IV. Meetings

1. The Committee shall meet monthly and more frequently as deemed necessary.
2. A quorum shall consist of a majority of the voting members.
3. A majority of those members present shall carry any motion or resolution.
4. All meetings shall be open to Congregation members.

V. Committee Officers

1. At the first meeting after June 30th of each year, the Committee shall elect a chairperson from its membership along with a recording secretary. If the Committee has no chair, the Board member shall serve as acting chair.
2. The chairperson shall preside at all Committee meetings or may designate an alternate in his/her absence.

3. The recording secretary shall make notes of all meetings of the Committee and supply a copy thereof to each member of the Committee and to the President of the Board of Trustees.

Board Approved September 26, 2017

Revised May 22, 2018