

# Charter for the Denominational Affairs Committee of Valley Unitarian Universalist Congregation Board

## **I. Purpose and Overall Responsibility**

The Denominational Affairs Committee is chartered, appointed by, and reports to the Board of Trustees. “*Staff*”, in this document, refers to full or part time employees of VUU. The purposes of the Denominational Affairs Committee are to:

1. Monitor and research the political and organizational events and efforts of the UUA and how they may impact VUU, its members, staff, and friends.
2. Inform, engage, and educate VUU members and friends on the UUA’s organizational structure, processes, and VUU’s role as a member congregation of the UUA.
3. The committee will report to the congregation at a minimum of twice per year during a congregational conversation, and communicate regularly via the Happenings.
4. Communications will occur in advance of annual recertification and delegate selection for General Assembly.
5. Raise awareness and facilitate collaborative discussions on items that VUU delegates will vote on at the upcoming General Assembly (GA), serving as a source of factual information for the Congregation.
6. Advise the Board and Congregation of relevant timelines and deadlines in order to promote VUU’s full participation in the democratic process with the UUA.
7. Recommend a UUA GA delegate selection process for the Board to establish with the goal of proportional and engaged representation of VUU members on issues relevant to the Congregation, through a collaborative selection process.
8. Perform other duties as assigned by the Board.

## **II. Composition**

1. The Denominational Affairs Committee shall consist of an odd number of members approved by the Chair.
2. An effort shall be made to find members that have interest in or experience with the Pacific Western Region (PWR) or the UUA.
3. Denominational Affairs Committee members shall serve for two (2) years. There are no term limits for Denominational Affairs Committee members, and any member who wishes to remain on the committee may request that the chair reappoint them for another term.
4. Members of the Denominational Affairs 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.
5. The Board will appoint a liaison if deemed necessary.
6. The Sr. Minister has ex-officio membership with the committee.

## **III. Vacancies**

1. In the event of a vacancy on the Denominational Affairs, the Chair shall find a replacement.
2. In the event of a vacancy in the position of Chair the Committee shall recommend a replacement to the Board of Trustees for approval.

#### **IV. Meetings**

1. The Denominational Affairs Committee shall meet monthly and more frequently as deemed necessary.
2. Denominational Affairs committee meetings will generally be open unless a majority of members present move to go into executive session, as per Roberts Rules of Order.
3. A quorum shall consist of a majority of the members.
4. A majority of members present shall carry any motion or resolution.
5. The committee will rely on Roberts Rules of Order if disagreements arise in carrying out their duties.

#### **V. Committee Structure**

1. The Board of Trustees will appoint a chair for the Denomination Affairs Committee after each GA. If the Committee has no chair, a convener shall be selected for that meeting.
2. A person is limited to three consecutive terms as chair.
3. At the first meeting after each GA of each year, the Denominational Affairs Committee shall elect Recording Secretary.
4. The chair is responsible for recruiting an odd number of members with diverse perspectives that generally represent that of the Congregation.
5. The chairperson shall preside at all Denominational Affairs Committee meetings or may designate an alternate in their absence.
6. The Recording Secretary shall make notes of all meetings of the Denominational Affairs Committee and supply a copy thereof to each member of the Committee and to the President of the Board of Trustees.

#### **VI. Funding**

1. The Denominational Affairs Committee will be responsible for making any committee budget requests.

Board Approved 2/22/2024

Legislative History:

Initial version approved by the Board of Trustees on 8/24/2023

Major revision approved by the Board of Trustees on 2/22/2024