

## How Decisions Are Made At UUCM - draft

### **Individuals:**

Individuals should approach staff (Jamie for RE and Administration, Carolyn for Music, and Carol for everything else) who will direct them to the appropriate committee for coordination. i.e. if someone wants to start a new small group they would talk with Carol who help them get organized and invite them to the next small group facilitators meeting.

### **Committees:**

Committees should feel empowered to make independent decisions based on what's in their job description and availability of funds in their budget line item. If an issue/decision is beyond the scope of your committee's charge and/or budget, go to the appropriate staff person for counsel.

### **Council: (Council - operations)**

Issues should go to the Council when more than one committee is involved. If time is of the essence, use email and/or phone calls to get a general consensus or call a special meeting. Council will appoint someone to coordinate a meeting with the appropriate committees. Please come to council with a proposal that includes who, what, when, where and how and recommendations and/or a motion on which you'd like the Council to vote.

### **Council: (Council -policy)**

The Council is charged with planning and decision-making in the areas of long-range planning/visioning and fiscal responsibility. They are also charged with creating policy. The Board will receive recommendations/proposals from committees that are

- a) related to long-range planning or
- b) financial issues; the Board shall authorize all expenditures of money not included in the budget – not to exceed 2% of annual budget for fiscal year c)
- d) special committees/task forces appointed by the Board.

### **Congregation:**

5 active members of the congregation may call a congregational meeting on an issue at any time. A congregational vote is required for expenditures exceeding 2% of total budget for a given fiscal year and changes to the by-laws.

**RACI process:** who is responsible, accountable, needs to be consulted and/or informed?