

POLICY NAME: Board Meetings

1. Purpose

- 1.1. This policy describes the makeup of the Deer Lake United Church Board and its regular Board meetings.

2. Scope

- 2.1. This policy applies to members of the DLUC Board and congregation.

3. Policy Statement

- 3.1. DLUC uses a variation of the Church Board as described in the United Church of Canada Manual. The DLUC Board comprises the Board Executive and Committee members at large. The Board Executive is made up of the following positions.

- Board Chairperson
- Board Vice Chairperson / Past Chair
- Minister
- Board Secretary
- Treasurer
- Envelope Secretary
- Committee Chairpersons

- 3.2. Committees that are currently active at Deer Lake United Church are:

- Christian Education
- Communications
- Finance
- Ministry & Personnel
- Outreach
- Pastoral Care & Membership
- Stewards
- Trustees
- Worship & Liturgical Arts

- 3.3. Ministry & Personnel and Trustees committee members are appointed and require approval from the Board. All other committees may add members at their own discretion.

- 3.4. DLUC Board meetings are open Board Executive meetings. As such, members of the Board Executive or their delegates are expected to attend all Board meetings. In addition to the executive, committee members and congregants are welcome and encouraged to attend Board meetings.

- 3.5. A quorum is required to transact the business of the Board (see below). In addition, motions relating to the responsibilities of a committee may not be undertaken in the absence of a representative of that committee.

- 3.6. The DLUC Board does not strictly follow Robert's Rules of Order. However, every meeting has an agenda, and formal minutes are taken, distributed and filed. At a minimum the minutes document start and end times, attendees, action items and their resolution, motions and related discussion high points and decisions.

- 3.7. Board meetings are held at 7:00 on the third Tuesday of every month from September to June, inclusive.

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Authorized by: DLUC Board

Staff position or organization responsible for authorising the policy

Maintained by: [Chair of the Board]

Staff position responsible for keeping the policy up to date and error free

Approval Date: [2008/10/21]

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- 3.8. The DLUC Board uses a 9:00 Order of the Day by which Board meetings will adjourn at 9:00 unless a motion is made to extend the meeting.
- 3.9. Extraordinary meetings of the Board may be called at the sole discretion of the Chairperson for matters that require a motion and cannot wait until the next Board meeting.
- 3.10. In situations where a Board decision is required on a minor item prior to the next Board meeting, and little or no discussion is expected, the Chairperson may ask for a decision from the Board Executive by email. In such cases the decision must be emailed to the Board Executive once a clear majority is established. It must also be mentioned at the next Board meeting and recorded in the minutes. If it becomes apparent that discussion is required to reach a decision, an extraordinary meeting of the Board must be called.

4. Definitions

- 4.1. **Congregant:** An individual who is either on the official roll of DLUC (full member) or who regularly attends and supports DLUC (adherent).
- 4.2. **DLUC:** Deer Lake United Church.
- 4.3. **Quorum:** The minimum number or subset of officers or members of a body that, when duly assembled, is legally competent to transact business. For the purposes of the DLUC Board, a quorum consists of:
- the DLUC Minister or other Presbytery representative
 - the DLUC Board Chairperson or Vice-Chairperson
 - the DLUC Board Secretary or delegate
 - at least two DLUC committee chairpersons or delegates

5. Responsibility / Owner

- 5.1. The DLUC Board Executive is responsible for ensuring that this policy is kept up-to-date and is complied with.

6. Legislative Context / External References

- 6.1. United Church of Canada Manual 2004 – Sections 200-295 – The Church Board
http://www.united-church.ca/manual/ucc_manual_2004.pdf.

7. Associated Documents / Internal References

- 7.1. Policy GEN006 Board Minutes

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