

## **UUFLG Board of Trustees Operating Practices**

### **Committees**

The common practice of the UUFLG is to operate through committees. Each committee is responsible for an area of operations, defined by the board, and has the authority to make its own decisions within that area with minimum limitations. These limitations include the following:

- Keep its activities consistent with its area of operations and with the mission of the Fellowship.
- Coordinate with other committees that are affected by its decisions.
- Obtain Board approval for paid staff personnel actions, including hiring, the contract, and termination. The Board performs the staff performance evaluations.
- Keep its expenses within its total budget allocation for the year unless it obtains Board approval to exceed that amount.
- Obtain Board authorization for nonbudgeted expenses.

The Trustee at Large is the communication liaison between the committees and the Board. The Trustee at Large should keep apprised, and regularly apprise the Board, of the activities and needs of the committees. If committees need information or assistance from the Board, they should initially approach the Trustee at Large.

### **Board Procedures**

The Secretary or President should email the agenda for each Board meeting to the Board members at least two days before the meeting. The agenda should list all items of both old and new business. Relevant background information should also be emailed at this time if Board members do not have it already.

In the event a Board member is unable to regularly attend and participate in Board meetings, the Board member is encouraged to consider withdrawing from his or her Board position in favor of seating an alternate member of the UUFLG Congregation.

A Board vote may be conducted by email provided all board members agree to this procedure.