

**DATE ADOPTED BY THE BOARD:** 12.20.2012

**POLICY SET:** Governance

**POLICY NUMBER:** I. C.2.

**NAME OF POLICY:** Agenda

**POLICY PURPOSE:** Describe process for creation and content of board agenda.

**I.C.2.** Agenda

**A.** The Executive Committee shall prepare the Board agenda.

**B.** The Executive Committee shall consider requests for Board agenda items from Board Members, the Minister, Board Committees and Task Forces.

1. Individuals and outside organizations shall submit requests for proposed agenda items through one of the entities listed above.

2. Any appeal, as a result of a denial of a proposed agenda item, shall be submitted to the Committee on Ministries for consideration.

**C.** The Executive Committee shall call for proposed agenda items at least 16 days prior to the next Board meeting.

**D.** The proposed agenda items must be submitted to the Executive Committee at least 10 days prior to the Board meeting.

**E.** The agenda shall be prepared and transmitted by the Executive Committee to the Board and Congregation at least 5 days prior to the Board meeting.

**F.** The Board agenda typically follows this general structure:

1. Light chalice, reflective reading

2. Vitality snapshot

This is an opportunity for Board members to share positive personal experiences about people and activities of the Congregation in the past month.

3. Consent Agenda

a. This shall include items that are not anticipated to require discussion or debate before approval or acceptance.

b. Typical items for the consent agenda include:

i. accept minutes from the last meeting,

ii. accept reports,

iii. approve other routine items that have already been

discussed in previous Board meetings or approved by the Executive Committee.

c. Any Board member may request a consent agenda item be moved to the discussion agenda.

4. Discussion Agenda

This is composed of major items related to the Board's role in discernment, strategy and oversight.

5. Process Reflection

6. Extinguish chalice

**G. Executive Session**

1. The Board of Trustees may hold an Executive Session with or without the Minister, as the Board deems necessary.

2. Discussions within Executive Sessions shall be kept confidential by each participant of that Executive Session.

3. Minutes of Executive Sessions

a. Minutes of Executive Sessions shall be taken and maintained.

The outgoing Board Chair shall transfer access to the minutes to the incoming Chair. The Vice Chair shall also know the location of the minutes.

b. The minutes shall be marked confidential and kept in a locked file or safe kept securely on the premises or at another secure location as approved by the Board.

c. The minutes shall be maintained only as long as they pertain to risk to the Congregation as determined by the current Chair in consultation with legal counsel.

d. Only the current Board Chair shall have access to Executive Session minutes.

e. Within 30 days of taking office, the incoming Board Chair shall review the contents of the existing Executive Session minutes.