

# Resolutions Group Report

**to the**

**CUC Board**

**CUC SR Task Force**

**January 07, 2006**

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## THE RESOLUTIONS PROCESS

### Introduction

The Resolutions Group of the Social Responsibility Task Force began by describing and reviewing each of the current general and special resolution processes. In each case, its members unpacked the process to ensure that they were explicitly aware of and understood each step. This was followed by an assessment of the efficacy and appropriateness of those steps. Among the group's many conclusions were a number dealing with the need for a clearly stated and promulgated set of timelines and deadlines for these processes. Remedies are here proposed. It was further concluded that the current rules of procedure are inappropriate in several circumstances and should therefore be amended. Mechanisms for doing so are presented. *An overall goal of the group has been to make explicit for all UUs every element of each resolution process and the requirements thereof.* Then not only should congregations and their delegates know their rights and obligations more clearly but the CUC President will be on firmer ground when applying the rules.

Much of the text below was written in early drafts in a format indicative of approval having already been given. Time did not permit a recasting into a recommendation format. Therefore, please regard the proposals below as recommendations irrespective of how the wording strikes you.

The discussion is divided into seven sections, namely, goals of the CUC's Social Responsibility (SR) activity, Global Recommendations, General Resolutions, Special Resolutions, Timelines and Deadlines, revision of the rules of procedure and a catch all section of other recommendations. Each section contains the associated recommendations. Appendix I proposes an amended wording of the *Meeting Rules and Procedures* text which is adopted at the beginning of each CUC Annual Meeting for its own conduct. Also, for those unfamiliar with the shorthand used herein, Appendix II contains a glossary of acronyms, abbreviations and definitions. Appendix III consists of a flow chart which sets out the proposed sequence of actions for each of the various resolution types.

Our rules of procedure, if fully appropriate, can assist a meeting to achieve its goals but, if inappropriate in some way, can be an obstacle to same. Currently there are some obstacles which are identified later in this report and their removal requires a knowledge of the sequence of precedence of the various elements which make up the total package of the rules of procedure. According to the CUC parliamentarian, this precedence, in descending order, is 1) the Canadian Constitution, 2) enabling legislation, 3) the CUC Letters patent, 4) the CUC Constitution and By-Laws, 5) the rules adopted at each CUC Annual Meeting for its own conduct, 6) Kerr and King and, failing all of the above, 7) Robert's Rules of Order Newly Revised, 10<sup>th</sup> or latest edition.

Finally we note that the CUC SR Handbook will ultimately need to be updated to describe the

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CUC disposition of the recommendations presented below. Also when it is proposed herein that the Executive Director (ED) or CUC President be responsible for some action, the suggestion is not to be interpreted to confine either's authority to delegate, eg to appoint a designate.

### **Goals of the CUC's SR Activity**

The goals of SR activity in the name of the CUC should include:

- encouraging Unitarians and Unitarian Universalists to apply their values and principles to social responsibility issues by adopting remedial resolutions at Annual Meetings,
- implementing action by the CUC or its member congregations based on the resolutions adopted, including making public statements, transmitting letters and engaging in other appropriate action, and
- fostering congregational involvement in social responsibility issues.

The means should include

- aiding individual Unitarians and Unitarian Universalists to become effectively involved in national monitoring groups,
- assisting individual Unitarians and Unitarian Universalists and their congregations to participate in the resolution process,
- promoting the involvement of congregations in the resolutions process, and
- encouraging congregations to use adopted resolutions in their own SR activity.

In carrying out this work, UUs should remain aware that success cannot be measured solely by concrete results obtained by denominational activity since the process itself is educational and creates greater awareness of social responsibility issues in the participants. Individual UUs acting with others in society, for instance, are and will continue to add significantly to these accomplishments.

### **Global Recommendations**

Some CUC SR procedures apply to both general and special resolutions or relate in some way to both. Several recommendations in respect of these are presented here.

1) *Types of resolutions*: It is recommended that there be three types of resolutions:

**A. General Resolution**

**B. Special Resolution With Notice** – a new type which, since delegates will receive

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notice, should, if passed, become CUC policy.

**C. Special Resolution Without Notice** – the former "Special Resolution" which speaks only for the delegates of the Annual Meeting at which it is passed.

Each of these will be discussed and defined below, the first in the *General Resolutions* section and the other two in the *Special Resolutions* section. Please look there for details.

2) *Resolution Consultants*: It is recommended that a small corps of ‘resolution consultants’ be created. The corps would consist of a number of people knowledgeable in the resolutions process and in the writing of effective resolutions. They would automatically receive copies of draft Study, General and Special With Notice Resolutions when they are submitted to the CUC office on or before Jan 1. One consultant, with perhaps others in a subsidiary role, would offer suggestions re wording to the resolutions’ drafters. These suggestions would be focussed on achieving effective text. The drafters would be free to consider this advice in the same way they consider other feedback. The consultants would also be available to offer other advice as might be requested by the drafters.

3) *Unusual Special Resolution*: It has recently been the practice to construct resolutions which provide a broad foundation that will justify specific concrete action, including action whose necessity was not foreseen at the time the resolution was adopted. It may occur from time to time that one or more UUs experience difficulty in generating specific action under the authority of such a previously adopted resolution. They might then desire to bring a special resolution for this specific action to the Annual Meeting portion of an ACM. Such a resolution should only be admissible after they have shown that they have exhausted existing remedies, eg approaching the relevant MG, the ED and the CUC President to obtain action under the existing resolution and if they have indicated a willingness to lead in the delivery of the requested action. In the event that such a special resolution is allowed to proceed, it should include text indicating that the previously adopted resolution forms a basis for the justification of the action. *This process should only rarely be necessary.* The CUC President, Board and ED are expected to support action sanctioned by an existing general resolution.

4) *Resolution Cover Page*: It is recommended that each resolution circulated to congregations have an attached cover page. This cover page should state the type of resolution (Study, General or Special With Notice), the purpose of the distribution in sufficient detail to tell congregations their immediate role or responsibility (eg, to produce feedback or to receive as notice), the timeline through to the Annual Meeting for responses etc, who prepared the resolution and any other information which might be found useful. It is hoped that this information will assist congregations in becoming engaged in the CUC’s social responsibility process.

5) *Communication with the Executive Director*: Deadlines for various stages of resolution development are proposed below. Notwithstanding these deadlines, it is strongly recommended that resolution drafters communicate their intentions to the Executive Director (ED) as soon as possible in order 1) that the CUC system can be ready for and facilitate the resolution development process and 2) that the drafters can be fully informed about CUC process and

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resources early in their work. In general the ED is proposed as the CUC point of contact in this report for input of documents and information, even when the recipient may be someone else (eg, the President or Board SR Liaison). The person and location of these recipients change from time to time as might their responsibilities. The least confusion will pertain if the ED receives the documents or information and passes them on to appropriate person.

6) *Amendments*: It is recommended that each mover of a resolution amendment during Annual Meeting debates be required to write the amendment out in full on a form prescribed and made available by the CUC Board and to submit it immediately to the meeting secretary. Debate should not be allowed to begin until this is done. (The same could apply to other motions moved during the meeting.)

### **General Resolutions**

A general resolution should have the following characteristics:

- a thrust guided by and consistent with our CUC Principles,
- a purpose which can be described as social justice, concern or responsibility, and
- sufficient authority to allow the CUC to act on behalf of Canadian UUs in respect of situations in a generic area of social responsibility, and not just a specific situation.

No independent resolution should be allowed to substantially overlap another. In this case, amendment of the previously approved resolution is preferred.

The following was concluded in respect of general resolutions, namely that

- while the process should allow for flexibility in the duration, the two year study interval is normally more appropriate than a one year interval,
- the current process should be seen as consisting of three steps, each with its own group, namely the Proposal Group, the Study Group and the Monitoring Group, and
- each of these groups should have a clearly identified leader, which may or may not be the same person for all three groups.

A considerable number of additional conclusions/recommendations were reached, including communication and notice requirements, resolution drafting support and the desirability of miniplenary sessions. These are manifest in the Resolutions Group's consensus recommendations which, if they don't appear in the *Global Recommendations* section above, follow.

### **Recommendations**

- 1) The three phases of the general resolution process are undertaken by a) a Proposal Group, b) a Study Group and c) a Monitoring Group. These are distinct in that some people may serve on only one or two of them, although some may serve on all three.
- 2) Resolutions (General and Special) must have attached to them on submission an action plan for their use by the CUC subsequent to their adoption.

### *Proposal Stage*

- 3) The Proposal Group, which formulates a Study Resolution, can arise on its own from within the Canadian UU membership or at the instigation of the CUC Board.
- 4) A Study Resolution, to be considered by the CUC, must be signed by at least one person with congregational authority (eg, president or minister (called and/or in Fellowship)) or, as a last resort, a CUC Board member. [This is to avoid CUC time being spent on the hobby horse of a small group of people. The signature is not intended to be an endorsement of the resolution; it is to be a declaration that the signatory, who is expected to have some understanding of the process, believes the issue worthy and appropriate for CUC Annual Meeting consideration.]
- 5) A Proposal Group will have an identified leader and, preferably, a geographically distributed membership and/or will network with other active UU groups involved in the issue.
- 6) A Proposal Group will communicate its intentions to the CUC Executive Director (ED) early in its work. The ED will provide information and advice to the Proposal Group.
- 7) Study Resolutions will be circulated to congregations as notice in the same way draft General Resolutions are. Congregations will be asked for feedback on, for example, whether it (or its SRC) thinks the proposal useful, has an interest in the issue and/or has a member with a special interest in or knowledge about it.
- 8) The Study Resolution shall be written in the ‘Whereas/Resolved’ format. It must contain (or have appended to it when appropriate)
  - a statement of the issue.
  - identification of the members of the Study Group who have agreed to carry out the study consistent with CUC policy.
  - a brief description of the process to be used to develop study materials for congregations which
    - provides background information on the issue, and
    - makes explicit the relevant UU values, principles and practices, and
    - suggests to congregations one or more processes which they might use to involve members in discussion of the issue, and
    - contains suggested questions whose answers may allow the study group to determine the specific related issues of concern within congregations and the range of opinion about them. The answers will help the Proposal Group (and

Study Group thereafter) to gauge the extent to which a national consensus is likely to arise with respect of them. Also the covering note for the questions should indicate that the opinions of individual congregational members are requested.

The information generated by the requirements of the last sub-point should be forwarded to the subsequent Study Group in the event the resolution is adopted.

9) To ensure that the proposed study of greatest interest to the Annual Meeting delegates is given priority on the meeting agenda, it is suggested that when two or more study resolutions are proposed, the delegates' priority be determined by vote at the beginning of the Annual Meeting when the agenda is being approved. This could be done by a show of hands or through the use of a ballot prepared in advance.

### *Study Stage*

10) The Study Group phase will normally last two years and, in each case, the length of the interval will be determined via discussion between the Proposal Group and the CUC Board and/or its ED and it will be included in the Study Resolution.

11) The Study Group will carry out its work following CUC guidelines.

12) If the study is for more than one year, the following should occur during the intervening ACM:

- a short interim study group report be made at the Annual Meeting, and
- a workshop be run by the study group.

13) A Study Group should not be obliged to return with a resolution if, after study, it does not believe one is appropriate. In the event that a resolution will not be forthcoming, the Study Group will report this conclusion and the reasons for it to the Board through the ED and later to the Annual Meeting. Subsequently a report will also be distributed to the congregations.

14) The resulting draft General Resolution(s) (4 at most unless there is approval for more by the CUC President) will be written in the 'Whereas/Resolved' format and circulated to all congregations for feedback.

15) The Study Group will revise its resolution(s) based on the feedback it receives from the congregations and will then circulate the revised text via the CUC office as notice to the delegates to the Annual Meeting in accordance with CUC policy.

16) The Study Group will propose the Monitoring Group chair and some of its membership to the ED prior to debate of its resolution.

17) The 'mini-plenary' of the 2005 ACM should be continued using the same process, namely to have the changes agreed upon at the mini-plenary introduced as amendments at the beginning of

the Annual Meeting debate of the resolution. The purpose of the mini-plenary is to arrive at amendments, when they are deemed desirable, which reflect the views of the delegates in attendance and which are acceptable to the members of the Study Group present at the ACM. The process should be given a descriptive title, eg, 'Amendment Convergence Workshop'. 'Special Resolutions With Notice' (see below) should be included in this process.

18) Prior to the presentation of a General Resolution(s) by the Study Group to the Annual Meeting, the Chair, the Board SR Liaison or one of the resolutions consultants will review for the Annual Meeting delegates the process which gave rise to it. [Many delegates will be in the role for the first time and may not be familiar with the process.]

### *Monitoring Stage*

19) Upon approval of a General Resolution, a workshop will be held at the end of the ACM to initiate the Monitoring Group process.

20) A set of Monitoring Group deliverables will be adopted by the Monitoring Group and communicated to the ED (eg, a web page containing related news, a resource list, recommended actions and links to other groups or combinations thereof), in part to try to keep the Monitoring Group active and also to let the ED know what to expect from the Group. The deliverables will be designed to assist the CUC in using the resolution effectively. The list must be manageable; choices can be made from the list in the SR Handbook. These deliverables may be revised from time to time by the Monitoring Group and these updates should be communicated to the ED without delay.

## **Special Resolutions**

Special Resolutions concern topics for which the General Resolution process is inappropriate, for example, as a consequence of time constraints or because of the nature of the topic. (See the SR Handbook.) These and General Resolutions ought to concern issues for which our principles demand a response. It is thus recommended that Special Resolutions be explicitly linked to one or more of these principles. Further, as recommended above, the drafters of these resolutions must have exhausted other existing avenues of responding to the issue before a Special Resolution becomes admissible. For instance, an existing CUC resolution might justify the desired action. If, in such a case, the relevant monitoring group is unwilling or unable to initiate that action, those concerned should approach the ED, the President or the CUC Board Liaison.

Special Resolutions need not be wholly confined to motions for which no notice is possible. If an issue arises sufficiently before the CUC Annual Meeting for a concerned group of UUs to prepare a motion in time for notice to be given and if the motion is not appropriate to be a General Resolution, it should be allowed to proceed and should become CUC policy if approved. To accommodate this circumstance, it is proposed that there be a category called "Special Resolution With Notice." The currently conceived special resolution would then be called a "Special Resolution Without Notice."

It was recognized by the task force at the outset that Kerr and King defines ‘special resolution’ to mean something distinctly different from the CUC definition. Kerr and King requires notice to be given for special resolutions (see #70 and #147) and amendments thereof must be “within the limits stated in the notice of motion,” which, according to #147, is a considerable constraint. Currently the Kerr and King definition reigns *and the current CUC practice is in violation of its rules. Thus a challenge from the floor could derail any Special Resolution.* Correction is necessary. This can be accomplished easily and directly via the rules motion adopted by each CUC Annual Meeting for its own conduct. The text above in the *Introduction* establishes that this motion takes precedence over Kerr and King.

## Recommendations

- 1) ‘Special’ Resolutions should be renamed or otherwise distinguished to eliminate the conflict with the definition of ‘special resolution’ in Kerr and King, which is the CUC’s rules of procedure. This can be accomplished easily if ‘Special Resolution’ is defined in the rules motion adopted at the beginning of the Annual Meeting for its own conduct. necessary Wording to accomplish this result will be proposed below in appendix I. Otherwise a change of name is indicated. Possibilities include ‘emerging issues’, ‘extraordinary’, ‘plenary resolution’, ‘conference resolution’, and ‘responsive resolution.’
- 2) Special Resolutions are for issues which cannot be dealt with using the General Resolution process. They can be of two types, one in which notice is given and one in which, as in the current practice, it is not. We recommend that ‘Special Resolutions With Notice’ become CUC policy upon approval and that ‘Special Resolutions Without Notice’ become the expression of the meeting which adopts it/them and do not become CUC policy. In both cases, they shall be written in the ‘Whereas/Resolved’ format. The presenters of either type of Special Resolution must present the outline of an action plan for the use of the resolution after its adoption when they submit the resolution to the CUC President (or designate) for inclusion on the Annual Meeting agenda and this plan should be attached to the resolution text given to the delegates.
- 3) Special Resolutions With Notice should not be allowed to short circuit the General Resolution process. The Special Resolution requirement outlined above is believed to be sufficient to ensure this does not happen. Further assurance could be achieved by having Special Resolutions With Notice become CUC policy for a limited time only on adoption. This constraint should not limit the use of this instrument because it is intended for issues which are specific and therefore of limited duration.
- 4) A Special Resolution With Notice, to be considered by the Annual Meeting, must be signed by at least one person with congregational authority (eg, president or minister (called and/or in Fellowship) or, as a final resort, a CUC Board member. The reason for this recommendation and the implication of the signature are the same here as in 4) above under *General Resolutions*.
- 5) The ‘Whereas’ section of ‘Special Resolutions Without Notice’ shall contain sufficient

material to show that the resolution is ‘special’ under CUC rules. The ‘Resolved’ section shall include words equivalent to “Resolved that the 200x Annual Conference and Meeting of the Canadian Unitarian Council . . . .” These special resolutions must have been signed by 15 delegates from at least 5 congregations prior to their coming on the floor for debate.

6) To be eligible as a Special Resolution, the issue addressed must call for a CUC Annual Meeting response as directed by our Principles, irrespective of whether the issue is local, provincial or national.

7) If more than one Special Resolution of either kind is placed on the Annual Meeting agenda, their priority in each case should be determined by vote at the beginning of this meeting when the agenda is being approved. This could be done by a show of hands or through the use of a ballot prepared in advance.

8) The decision on whether a Special Resolution is admissible lies with the chair of the Annual Meeting, ie the CUC President.

9) If a Special Resolution With Notice is ruled inadmissible, it can later be submitted as a Special Resolution Without Notice and have access to the appeal procedure outlined in 11) below.

10) The CUC President shall be given a copy of a ‘Special Resolution Without Notice’ as early as possible and, at the latest, by 6 pm of the Friday of the ACM. A decision on admissibility will be rendered by 9 am the following morning. Prior consultation between the resolution drafters and the CUC President and/or an designated advisor is highly recommended. [The resolutions group of the task force realizes that “6 pm of the Friday of the ACM” is likely after the CUC Board meeting has concluded, making consultation by the President with Board members re admissibility difficult. It was felt, however, that the delegates need the time prior to 6 pm to collect the required signatures.]

11) If a ‘Special Resolution Without Notice’ is ruled inadmissible, its drafters can appeal the decision by formally requesting it to be added to the agenda at the ‘approval of the agenda’ stage. Admissibility will then be determined via an agenda amendment motion requiring a 2/3 majority to pass [K & K, ## 94 & 168].

### **Timelines/Deadlines**

The discontent which arose around amendment eligibility in respect of the 2004 General Resolutions (peace) could have been avoided if clear and promulgated deadlines for the various stages of the congregational consultation process had existed. Deadlines are here proposed, not only for General Resolutions but also for Study and Special resolutions. They are identical for all but Special Resolutions Without Notice, primarily to diminish confusion in our congregations and thus to better achieve an effective process.

## Recommendations

- 1) General Resolutions - Deadlines should be specified for submission of draft Study and General Resolutions to congregations for their feedback, receipt of that feedback by the study group, and for the distribution of the revised resolution to delegates as notice of motion.
- 2) Special Resolutions - Deadlines should be specified for circulation of text to delegates. These will be different in each of the two Special Resolution categories.

### January 01: (on or before)

#### *Study Proposal*

- Draft Study Resolutions will have been received by the ED for prompt distribution to congregations and a resolution consultant via regular and e-mail. A cover page, as described above in the *Global Recommendations* section, will be attached to the resolution. If possible, the information will be submitted to the ED earlier or the latter will be informed of the group's intent so that he/she can plan for subsequent input.

#### *General Resolutions*

- The Study Group's draft resolution(s) will be at the CUC office by January 01 prior to the Annual Meeting at which it is to be considered. It will be promptly distributed to congregations and a resolutions consultant via regular and e-mail.

#### *Special Resolutions With Notice*

- Draft Special Resolutions With Notice will be at the CUC office for prompt distribution to congregations and a resolutions consultant via regular and e-mail, after its admissibility is determined. A cover page, as described above in the *Global Recommendations* section, will be attached to the resolution. Again earlier communication of the information is preferred. (This requirement means that if the proposers want the opportunity to amend their resolution to something acceptable as a Special Resolution With Notice following an inadmissibility decision, they must submit it before January 01. The ED should determine that deadline.)

### March 01:

#### *Study Resolution*

- Deadline for receipt of feedback from congregations by the Proposal Group.

#### *General Resolutions*

- Deadline for receipt of feedback from congregations by the Study Group.

*Special Resolutions With Notice*

- Deadline for receipt of feedback from congregations by the resolution's proposers.

April 01:

*Study Resolution*

- Proposal Group responds to those suggesting amendments and sends the final version of the Study Resolution to the CUC office by this date. This version will be circulated to congregations as notice soon enough to meet the 21 day requirement of CUC By-Law 1 but preferably by April 15. Earlier distribution is preferable because it gives delegates more time to familiarize themselves with the final pre-meeting text.

*General Resolutions*

- Study Group's revised General Resolution(s) received by the CUC office by this date for circulation to congregations as notice, preferably by April 15 for the reason given above.

*Special Resolutions With Notice*

- Revised Special Resolution(s) With Notice received by the CUC office by this date for circulation to congregations as notice, preferably by April 15 for the reason given above.

As soon after the ACM as is reasonable:

- Resolutions posted on the web site.
- A copy of adopted study resolution(s) circulated to congregations.

*Special Resolutions Without Notice*

1) As indicated in 10) under 'Special Resolutions' above.

### **Rules of Procedure**

The CUC parliamentarian's explanations for some of his decisions clearly assume that official delegates to CUC Annual Meetings are delegates according to the Kerr and King definition,

namely that they only act as directed by their congregation. In fact, however, they act and have no other option but to act as a *representative*, as defined by Kerr and King, in respect of issues for which they have not and often cannot have received direction, as in the case of special resolutions currently. (Kerr and King defines a representative as “a person who is aware of the general policies and positions of an organization, but acts upon personal judgment when speaking or voting on behalf of that organization.”) Accordingly a definition of the rights and responsibilities of CUC Annual Meeting delegates is proposed which is consistent with current practice and with congregational polity.

This definition and also that which the CUC attaches to ‘special resolution’ need to be given authority sufficient for them to prevail in the rules of procedure. One approach is to amend Kerr and King for CUC use. Another and more direct mechanism is to include the desired changes in the rules motion adopted at the beginning of each CUC Annual Meeting for its own conduct. As noted above in the *Introduction*, our parliamentarian has advised that this motion takes precedence over Kerr and King. This latter approach is recommended.

Note that amongst the recommendations below are several whose combined consequence is to require a 2/3 majority of votes cast for approval of all SR resolutions and amendments thereto.

A proposed revision of the *Meeting Rules and Procedures* which appears in each Annual Meeting Package and is approved near the beginning of each Annual Meeting for its own conduct is presented in the appendix I. It includes the recommended rules changes proposed below.

## Recommendations

1) Via the regular rules resolution adopted at the beginning of each Annual Meeting for its own conduct, define ‘*delegate*’ in such a way to be consistent with current practice. Somewhere in the definition something equivalent to the following words should be included:

*A delegate will act as a representative, as defined in Kerr and King, in respect of all issues for which they have not received direction from their congregation and otherwise as a delegate, as defined in Kerr and King.*

This wording does not infringe on the authority of congregations which can, if so inclined, direct their delegates not to vote re any resolution for which notice hasn’t been given.

This action would authorize substantive resolution amendments, however they might arise, ie directly from delegates or via a mini-plenary process, at least to the extent of those which have recently been accepted but which the parliamentarian might have ruled inadmissible, if consulted. Discussion with those previously involved in the resolutions process has led one of us to conclude that these cases are not rare. This change would give the chair greater leeway in making rulings. *It would also legitimize the proposed Special Resolutions Without Notice and the current Special Resolutions which, owing to the Kerr and King definition of ‘delegate,’ are not admissible since ‘delegates’ can vote only as directed [K & K, appendix 1, #27(a) & 64].*

2) Via the regular rules resolution adopted at the beginning of each Annual Meeting, declare that a 2/3 majority of votes cast is required to adopt General Resolutions and amendments thereto.

3) Via the regular rules resolution adopted at the beginning of each Annual Meeting, declare that a 2/3 majority of votes cast is required to adopt Special Resolutions and amendments thereto.

Alternatively amend the CUC By-Laws to achieve the same consequence. If this is done, it might be good to also define there the term “Association.”

### **Additional Recommendations**

1) Periodically there should be a review of previously adopted General Resolutions to ensure that they still correspond to our (UU) perception of social responsibility and have not become irrelevant. When a resolution is assessed to no longer reflect UU values, it should be amended or rescinded. This must be done using the appropriate resolution process.

When a resolution is found to be no longer relevant, usually because the situation it addressed has become historical, it should be placed in an archive file. Archived resolutions should be available to the membership via the same mechanisms that other resolutions are. The only difference would be the archive designation. A simple motion should suffice for this purpose as the resolution is not being changed or diminished in authority. It still remains the position of the CUC but will not, and probably cannot, be acted upon.

2) There should be periodic assessments of the efficacy of the Monitoring Group process with a report to the CUC Board. The assessment reports should include the identification of impediments to successful operation and suggested remedies, if they have been devised. It is recommended that the MG Chairs, acting as a committee, be responsible for this function.

## Appendix I

### Meeting Rules and Procedures (proposed revision – proposed additions are in italics)

**Delegates:** *In addition to the definition in Kerr and King, a delegate shall also act upon personal judgement as a responsible representatives of their congregation in respect of all issues for which s/he has not received direction from their congregation.*

**Speakers:** Visitors who are members of member societies shall have the privilege of the floor after all delegates have had the opportunity to speak on any motion. Other visitors shall have the privilege of the floor at the discretion of the chair. Members of the Board of Trustees who may not be delegates and Ministers currently serving or retired from member societies shall have the privilege of the floor on the same terms as a delegate.

**To Speak:** A delegate desiring to speak shall address the chair giving his or her name and society affiliation, and be duly recognized before speaking.

A delegate may speak for not more than three minutes at any one time unless this time limit is extended by two-thirds consent of the delegates present and voting. No one may speak twice on a particular question unless all of the delegates who wish to speak on that question have had the opportunity to do so except for the mover of a motion who may also speak at the close of the debate.

**Resolutions:** *Special Resolutions, as a category, are defined in the SR Handbook and not by Kerr and King. The Kerr and King definition does not apply. One important characteristic of Special Resolutions is that they are not suitable to be General Resolutions.*

**Motions:** Motions shall be stated orally and immediately handed in writing to the chair before action or debate on the motion shall take place. Only accredited delegates may introduce motions, and all motions must bear the name of the delegate and that of the society he or she represents.

**Limit on Debate:** Not more than 20 minutes shall be allowed for debate on any given motion, except by two-thirds consent of the delegates present and voting, when debate on such a motion may be extended for a further period or periods of fifteen minutes.

**Voting:** Only accredited delegates shall be allowed to vote and their voting cards must be displayed at the time of voting. *General and Special Resolutions and amendments thereto require a two-thirds vote of the delegates present and voting to pass.*

**Other Rules of Procedure:** Kerr and King Rules of Order (third edition) shall apply.

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**Appendix II**

**Glossary of Acronyms and Abbreviations**

**ACM:** The CUC Annual Meeting and Conference.

**Annual Meeting:** means the Annual General Meeting required by the Canada Corporations Act.

**ED:** The CUC’s Executive Director.

**K&K:** *Procedures for Meetings and Organizations* by Kerr and King, the rules of procedure used by the CUC.

**MG:** Monitoring Group which gives life to a resolution after its adoption by monitoring relevant events and suggesting action as appropriate. See the SR Handbook.

**SR:** Social responsibility.

**SRC:** Social responsibility committee. These are often one of a congregations committees.

**UUs:** Unitarians, Universalists, Unitarian Universalists and Universalist Unitarians.