

Bylaw Changes Recommended by the HUP Board for the Annual Meeting of June 3, 2018

Article V. Officers

Section 1. Enumeration

The Officers of the church are currently listed as:

- (a) Parish Board including Clerk/Moderator
- (b) Treasurer or Co-Treasurers
- (c) Collector

Proposed change:

- (a) Parish Board
- (b) Treasurer, or Co-Treasurers if needed
- (c) Collector, or Co-Collectors if needed

Rationale:

*The Clerk is a member of the Board and does not need to be explicitly mentioned.
The Moderator of the Annual Meeting is chosen from the Board.*

Article V. Officers

Section 2. Term of Office

Currently wording:

Each officer may be re-elected for one additional successive term of **up to** 3 years and will notify the committee as of January 1st as to their intentions to stay on.

Proposed changes: Divide the existing sentence into two. Remove the words “up to.”

Proposed wording:

Each officer may be re-elected for one additional successive term of 3 years.

An officer will notify the committee as of January 1st as to their intentions to stay on.

An appointment to fill a vacated Board seat does not count towards the term limit of a Board member.

Rationale: Clarify and simplify a complex sentence

This clears up the confusion of how to count the duration of Board terms.

Article V. Officers

Section 3. Parish Board, Item 2. Responsibilities

Current wording:

The Parish Board:

- (c) Coordinates and supports **all other committees** of the church in the spirit that promotes them to fulfill their committee **descriptor**.

Proposed changes:

Correct "descriptor" to "description"

Clarify which committees.

Proposed wording:

- (c) Coordinates and supports all general committees of the church in the spirit that promotes them to fulfill their committee description.

Article V. Officers

Section 3. Parish Board, Item 2. Responsibilities

Proposed addition of sub-section 5:

5. The Parish Board shall meet at least once a month.

- a. A written agenda is required for each meeting.
- b. Minutes will be recorded.
- c. Agendas and minutes will be published to promote transparency.
- d. A closed Executive Session may be called to discuss sensitive subjects and minutes from those closed sessions are kept private.

Article V. Officers

Section 3. Parish Board, Item 2. Responsibilities

Current wording:

4. The Parish Board shall meet with **governance** committees to ensure they understand their committee's purpose and responsibilities as outlined in the **Description of Committees Booklet**.

Proposed change:

4. The Parish Board shall meet with the Nominating and Finance committees to ensure they understand their committee's purpose and responsibilities.

Rationale:

Actual committee names make this sentence clearer.

There is no Description of Committees Booklet.

Article V. Officers

Proposed change: Add a Section 4 defining the work of the Treasurer and Collector, since there currently is no such section.

Proposed wording:

Section 4. Treasurer and Collector

1. The Treasurer oversees all disbursements.
2. The Collector oversees all income.

Article VI. Committees

Section 1. Enumeration

Current wording:

- 1(b) Nominating. The Nominating Committee shall be responsible for placing in nomination at the Annual Meeting, persons to serve as Officers or members of the committees of the church.

Proposed change:

- 1(b) Nominating. The Nominating Committee shall be responsible for placing in nomination at the Annual Meeting, persons to serve as Parish Board members, Officers or members of the elected committees of the church.

Rationale: To clarify the purpose of the Nominating Committee.

Article VI. Committees

Section 2. Election of Committees

Current wording:

Election of Committees

Members of the Finance/Investment and Nominating committees shall be Active Members of the Church, shall be elected at the Annual Meeting each year and shall hold office for one year beginning with the new fiscal year, July 1. Members of all other committees are not required to be Active Members and do not require election at the Annual meeting.

Proposed changes: Add sub-sections. Move the second sentence to a new section.

Election of the Finance/Investment and Nominating Committees

- a. They shall be Active Members of the Church.
- b. They shall be elected at the Annual Meeting.
- c. They shall hold office for one year beginning with the new fiscal year, July 1.

Rationale: To clarify the distinction between elected committees and volunteer committees.

Article VI. Committees

Add a Section 3 for Non-elected committees.

Move current wording from Section 1 to the new Section 3.

2. Other committees may be formed, with Parish Board approval, as circumstances demand.

Proposed wording:

3. Non-elected Committees
 - a. Members may join voluntarily. They are not elected.
 - b. Committee members are not required to be Active Members of the Church.

Rationale: To clear up confusion over elected versus non-elected committees.

Article VII. Minister

Section 2. Dismissal

Current wording:

The Minister may be dismissed by a simple majority vote of the Active Members of the Church present at any meeting legally called for that purpose. A simple majority of the Active Members of the Church shall constitute a quorum.

Proposed change: A simple majority of the Active Members of the Church shall constitute the quorum required to convene a dismissal meeting.

Rationale: To clarify this meeting requirement.

Article VIII. Meetings

Section 3. Warrants

Current wording:

In event of a **Special Meeting**, notice shall be mailed to all members of the Church, not less than 14 days prior to said meeting.

Proposed wording:

In event of the Annual Meeting or Special Meeting, official notice shall be mailed to all members of the Church, not less than 14 days prior to said meeting. Additional communication methods may be used.

Rationale: To clarify a requirement for the Annual meetings.

Article VIII. Meetings

Section 3. Voting

Current Wording:

A member may vote by **proxy** by designating this proxy vote in writing, signing the proxy vote filing it with the Clerk **at or before** the meeting.

Proposed Wording:

A member may vote by **Absentee ballot for the Annual Meeting**.

An Absentee form permits voting only on the issues and election candidates known before the meeting takes place.

An Absentee voting form shall be filed with the Clerk one week before the meeting.

Rationale:

Absentee voting has been the practice at HUP, but it was called Proxy voting. This brings the terminology of Proxy voting and Absentee voting into alignment with legal practice in the United States.

Article XI. Amendments

In the current wording, the paragraph ends with:

. . . notification of the proposed amendments shall be included in the **meeting**.

Proposed Change:

. . . notification of the proposed amendments shall be included in the official meeting notification.

Rationale: The existing sentence is incomplete.