



## THE URANTIA BOOK FELLOWSHIP REVISED RULES OF PROCEEDURE FOR THE EXECUTIVE COMMITTEE

**Rule 1 - GENERAL COUNCIL:** The Executive Committee establishes the following rules relating to the General Council:

**Rule 1.1: Annual Meeting:** In accordance with Section 8.7 of the constitution of THE URANTIA BOOK FELLOWSHIP, the time of the annual meeting of the General Council will be set at the discretion of the Executive Committee.

**Rule 1.2: Reports:** At the annual meeting of the General Council, the officers and Departmental Committee Chairs shall make reports of the activities of their respective offices and committees for the preceding year.

**Rule 2 - OFFICERS:**

The Executive Committee establishes the following rules relating to officers:

**Rule 2.1: Annual Reports to General Council:** At the annual meeting of the General Council, each officer shall submit to the General Council an annual report.

**Rule 3 - DEPARTMENTAL COMMITTEES:** The Executive Committee establishes the following rules governing the activities of Departmental Committees:

**Rule 3.1: Minimum Number of Meetings:** Each Departmental Committee is required to hold at least one formal meeting each year.

**Rule 3.2: Committee Meetings:** Committee meetings are of two types: formal and informal.

**Formal Meetings:** Formal meetings are those meetings at which the members, upon notice, meet at a prescribed time and place, in person or by telephone conference. Actual presence in person or by phone is required for purposes of establishing a quorum. Absent members may vote on agenda items by written proxy specifically designating how the vote is to be cast, but they may not appoint any other person to determine-how to vote in their stead.

**Informal Meetings:** Informal meetings are those meetings at which the members have an opportunity to meet at a prescribed time and place, but may elect to participate by other authorized means. Participation in an informal meeting may be in person, or by various telecommunications, or by written communications. Participation in person or by telephone conference counts toward establishing a quorum. Participation in voting may be oral in person, oral by telephone, by email or by written proxy specifically designating how the vote is to be cast. Members may not appoint any other person to determine how to vote in their stead.

**Rule 3.3: Transaction of Business:** Committee business shall be transacted in one of the methods described below. Any action taken in accordance with this rule shall be considered the action of the committee.

Action at Formal Meetings: Departmental Committees may transact any relevant business at any formal meeting, including new business. A quorum is required at the time of each vote. Proxy votes are limited to agenda items. Except as otherwise required by the Constitution, By-laws, or Rules, a simple majority of those voting constitutes the action of the committee. A tie vote is non-action.

Action at Informal Meetings: Except as otherwise provided, Departmental Committees may transact at informal meetings any relevant business reasonably included in an agenda of the meeting mailed received not less than 10 days prior to the meeting. At any time prior to the vote on any item, any member may demand a formal meeting to consider such item, in which case the committee may not act on such item at an informal meeting. A quorum is required to participate in each vote. A simple majority of those participating constitutes the action of the committee. A tie vote is non-action.

Action by Written Consensus: A written document, or identical written documents, authorized through email by each member of a Departmental Committee constitutes the action of such committee on any matter properly before it. Actions by written consensus must be unanimous.

Administrative Matters: Those matters which do not make or recommend policy, but which merely implement policy decisions or carry out an assigned task of the committee, may be done in any lawful manner at the discretion of the committee.

**Rule 3.4: Consultants:** Any Departmental Committee Chairman shall have the right to appoint advisers and assistants to his Committee, who shall serve under the Chair's authority.

**Rule 3.5: Annual Report to General Council:** At the annual meeting of the General Council, each Departmental Committee Chair shall submit to the General Council an annual report.

**Rule 4 - MEMBERS-AT-LARGE:**

The Executive Committee establishes the following rules regarding members-at-large:

**Rule 4.1:** The Executive Committee is notified of all new Members at Large approved by the Membership Committee at each meeting of The Executive Committee by the Chair of the Membership Committee

**Rule 5 - CONSTITUTION AND BY-LAWS:** The Executive Committee establishes the following rules relating to the constitution and by-laws:

**Rule 5.1: AMENDMENTS TO CONSTITUTION AND BY-LAWS:** Any proposed modification of the constitution or by-laws of THE URANTIA BOOK FELLOWSHIP shall be submitted to the Judicial Committee for study and recommendation prior to formal action by the Executive Committee.

