

# Policy No. 1.1

## Title: Policy on Policies

**Summary:** This addresses the Board of Trustees creation of the policies that will be used to carry out the bylaws and business of the Unitarian Universalist Fellowship of Corvallis.

**Purpose and Goals:** This policy outlines how the UUFC Board will formulate and enforce policies that carry out the organization's business legally, fairly and openly. These policies will enable the creation of more specific procedures by other groups involved in the congregation's operations. Policies will be easy to follow and accessible to those who need to use them.

### Definitions:

"Policy" means those basic principles and guidelines, formulated and adopted by the Board of Trustees, to direct and limit the actions of the UUFC in pursuit of its goals. They provide the framework and general direction, the "why" we do things, and are generally long-lasting. They are the guidelines under which procedures are developed.

"Procedure" means the specific instructions necessary to perform a task or part of a process. Procedures detail who performs the procedure, what steps are performed, when the steps are performed, and how the procedure is performed. A procedure may be responsive to one or more policies.

### Policy Statements:

- A. Only the Board of Trustees may adopt policies.
- B. Policies will be as simple as possible, easy to understand and follow a natural order; e.g. from general to specific, from simple to complex, etc.
- C. Policies will be made easily accessible to members.
- D. In situations where there is conflict between a policy and a procedure, the policy will be the UUFC's prevailing guidance.
- E. Policies will be developed using legal requirements, organizational principles and best practices, and other related guidance.
- F. Each policy will be reviewed for content periodically.
- G. Staff will ensure that policies are fairly carried out, unless other designation for responsibility made in a specific policy.
- H. Procedures will be developed by committees and individuals that have an interest in carrying out activities on behalf of the UUFC. The procedures do not require board approval, however, staff review is encouraged.

**Exceptions:** None

### Related policies:

**Approval history: Approved by UUFC Board January 13, 2014**

Judy Malouf  
President

Heather Emberson  
Secretary