
BYLAWS REVIEW TASK FORCE CHARTER

(Approved by Board of Trustees May 27, 2020)

BACKGROUND AND PURPOSE

Per our *Bylaws*, they are to be reviewed every three years. The *Bylaws* last had a full review in 2014, with changes to selected sections in May 2018:

- Unitarian Universalists of Santa Fe (UU Santa Fe) added as DBA name (Article I).
- Membership (Article V) simplified and updated.
- Added ethics section to Article VII (Board of Trustees).
- Personnel Committee removed from Elected Committees list,
- Congregational Council renamed Program Council
- Permanent Endowment Committee definition revised
- Committee on Shared Ministry deleted (Article VIII).

The 2020 pandemic has created a need for a more complete review, in particular to address questions relating to our annual meetings such as:

- Should meetings held via videoconferencing be permitted?
- Should proxy voting be allowed?
- Should emailed votes be permitted?

The 2020 Annual Meeting is scheduled for September 13, 2020, and a vote on proposed Bylaws changes would be first on the business agenda.

DUTIES, RESPONSIBILITIES & PROPOSED TIMEFRAME

We would expect the *Bylaws* Review Task Force (BRTF) to include the following activities in their work:

1. Review the full *Bylaws* and identify potential areas of change, including differences between the *Bylaws* and other policy documents
2. Ask the Board, Program Council and Nominating Committee for specific guidance on possible changes.
3. Provide an opportunity for congregational input into areas of change using whatever means seem most appropriate. Provide congregation with a copy of the current *Bylaws* as part of this process.
4. Prepare a draft of the *Bylaws* showing proposed changes and rationale for each.
5. Hold at least one in-person or virtual workshop for the congregation to discuss these proposed changes prior to the Annual Meeting of the Congregation in September 2020.

6. Present the proposed changes at the Annual Meeting of the Congregation.
7. If approved, ensure that the revised *Bylaws* are promptly posted.
8. Prepare a short written report for the Board summarizing the BRTF's activities, findings, and recommendations.

The timetable for these activities is flexible, so long as proposed changes are ready for presentation to the Congregation prior to the September 13, 2020 Annual Meeting of the Congregation; to meet that deadline the report would need to be complete by August 1.

BRTF MEMBERSHIP

The BRTF will consist of:

- Roberta Armstrong, Co-chair
- Sherry Kraemer, Co-chair
- Laura Brockington, congregation member

It is expected that the BRTF will seek broad input from other groups within the Congregation.

ORGANIZATION

The BRTF will be established no later than June 1, 2020.

BUDGET REQUIREMENTS

No expenses are expected.

REPORTING SCHEDULE

The MRTF will provide a brief, written progress report to the Board of Trustees in June, July and August, 2020 (one week in advance of scheduled Board meetings).

The final report of the Task Force is due to the Board on September 15, 2020.