

Proposed Changes in *Policies and Procedures*

A. Changes Requiring Discernment by the Meeting.

II. B, **Representative Meeting**: Two questions:

II. B. 2. a, on monthly meeting representatives, states “Whenever the size of the monthly meeting allows, at least one of these [two] representatives should *not* be a Yearly Meeting officer or member of a standing committee.” Is this realistic? Recommend *change to*: “Whenever **possible**, at least one of these representatives should *not* be a Yearly Meeting officer or member of a standing committee.”

II. B. 3. A, on scheduling, states that Representative Meeting should be scheduled in a way that allows distribution of the minutes well before Annual Sessions. Is this truly a scheduling question? Instead *recommend* stating that **Representative Meeting minutes should be made available well before Annual Sessions**. *Note*: Executive Committee discussed May 15 as a possible deadline for completing the minutes.

Add II. E, short descriptions of how to get a **Travel Minute** or **Letter of Introduction** from the Yearly Meeting (and what the difference is). (*Executive Committee supports this addition.*)

II. E Travel Minute or Traveling Minute

1. **Description**. A statement of endorsement a meeting may give to a member (or sometimes an attendee) who has a concern to visit other meetings and/or groups. It establishes the good standing of the Friend and indicates the affectionate interest of the meeting in the various groups being visited. When travel is to groups beyond Lake Erie Yearly Meeting, it should have the endorsement of the Yearly Meeting as well as the home meeting. This is distinct from a *letter of introduction*, which is written for a Friend who will be visiting other meetings in the course of his or her secular travels, but who is not traveling under a concern.
2. **Process**. To obtain Yearly Meeting endorsement, the local meeting’s clerk or the clerk of the meeting’s ministry committee should provide the clerk of LEYM’s Ministry & Nurture Committee a copy of the meeting’s travel minute, along with an explanation of the Friend’s concern and the request that the Yearly Meeting endorse it. This request will be taken to the next meeting of the Ministry & Nurture Committee, whose clerk may ask a Friend from the meeting who is familiar with the concern and/or the Friend under concern to meet with them or hold a conversation by phone. If the Committee is clear to recommend that LEYM endorse the travel minute, they will bring that recommendation to the next business session of the Yearly Meeting. If the Yearly Meeting is clear to endorse the travel minute, LEYM’s clerk will provide the local meeting with a copy of the travel minute with the Yearly Meeting’s endorsement.

It is Friends’ practice for the clerk of each group of Friends visited to sign the minute (on the back or on an accompanying piece of paper), including a note about the visit. On returning home, the traveling Friend will give the minute with all of its “endorsements” back to the business meeting/s that issued it and report on the travels.

III. A. 1, **Clerk’s responsibilities**

- At 1. h, Securing nominees for a Naming Committee: *Add* “It has been found useful to include at least one Friend who has served recently on Nominating Committee.”
- At 1. j, Naming members to ad hoc committees: *Delete* “in consultation with Nominating Committee.”

III. C. 6. c, **Spiritual Formation Program**: *Consider* its proper place: Continue under Ministry & Nurture? Be a separate entity? If the latter, name its own Retreat Committee members or be named by Nominating?

III. C. 8, **Peace & Justice Committee**: All the **responsibilities** currently refer only to “peace” (not “justice”). P&J reported to Executive Committee (April 5) that it is considering its current purpose. If it completes this process before Annual Meeting, new/revised responsibilities can be considered at business sessions.

III. E. 1, **Regional Yearly Meetings**: *Rethink* our relationship with nearby Yearly Meetings. EITHER drop naming visitors to Yearly Meetings as we no longer have relationships with them, OR be intentional about sending visitors to all nearby YMs (and supporting them financially), and require our visitors to report back. If the latter option is chosen, *add* the New Association of Friends. Note that some of these Meeting’s annual gatherings coincide with ours, which makes visiting difficult.

Add a **new Section V on Separate Policies** (perhaps titled “Policies on Privacy, Abuse, and Harassment”) to include A. the Privacy Policy (currently IV. B. 7), B. the Policies on Child and Sexual Abuse and Reporting Child Abuse at Annual Meeting (currently Appendix F), and C., when approved, the new Harassment Policy (see Spring 2019 *Bulletin*, pp. 7–9).

B. Recognizing changes in current practice.

I. A. 1. b: *Delete* clause about **GPQM** overseeing and supporting Friends School in Detroit.

II. Introduction, 3rd para. and IV. B. 2. b: *Delete* the sentences about **minutes of Representative Meeting** appearing in the spring *Bulletin* and **minutes of Executive Committee (EC)** being posted on the website. (These actions no longer happen.)

II. C. 3, Executive Committee meetings: *Add* the following sentence to this paragraph: **When committee clerks cannot attend Executive Committee, they are asked to send another member of their committee.** *Delete* “minutes of Executive Committee meetings are posted on the website.”

III. B, **Other Positions**: *Delete* the section on the Webmaster (incorporating website responsibilities into the Meeting worker section).

Update responsibilities of the **database manager** as follows, after III. B. 3. c:

- d. **Prepares and distributes Annual Statistical Report forms to constituent bodies, and enters the data sent back in the database. The forms include a request for each group’s contact information (including officers, committee heads, and representatives to LEYM and LEYM’s Ministry & Nurture and Peace & Justice Committees), the number of members and attenders (in groupings by adults, teens, and children), and changes in membership status. The work includes:**
 - i. **Making changes to the Statistical Report forms for quarterly, monthly, and preparative meetings and worship groups as requested.**
 - ii. **Preparing and distributing an individualized Statistical Report form to each group’s contact person at least 45 days before Annual Meeting, with instructions as to the due date and place for returning the form.**

- iii. Keeping a record of responses received and following up with groups that have not yet sent in their data.
- e. Provides help to LEYM youth workers in identifying and contacting the families of Yearly Meeting youth.
- f. Provides an annual update to the “Find a Meeting” section of LEYM’s website following Annual Meeting.
- g. Provides to Friends General Conference an electronic list of addresses for members and active attenders, as requested.
- h. Reports membership statistics to Friends General Conference and Friends World Committee for Consultation. [*Moved here from clerk’s responsibilities, II. A. 3. c.*]

Update responsibilities of the Meeting worker (III. B. 4) to reflect current practice, as follows:

4. **Yearly Meeting Worker.** The Yearly Meeting worker is a contracted position under the direct supervision of the presiding clerk.
- a. The primary task is maintaining LEYM’s website with current information and developing and posting new material. As webmaster, the Yearly Meeting worker:
 - (1) Maintains the LEYM website, posting announcements and updates from officers, committee clerks, other information providers, and other Friends’ organizations, as appropriate.
 - (2) Updates the website annually following Annual Meeting using information from LEYM’s Database Manager.
 - (3) Formats minutes from Representative Meeting, Annual Sessions, and Executive Committee (when available) and posts them on the website.
 - (4) Maintains listservs as requested, including one for monthly meeting clerks and worship group conveners, and one for Executive Committee.
 - (5) Sees that materials posted to the website are consistent with the Yearly Meeting’s privacy policy. (*See IV. B. 7.*)
 - (6) On an annual basis, reviews *Lake Erie Yearly Meeting Policies and Procedures*, advises the presiding clerk of inconsistencies that may have arisen as procedures are changed, and ensures that the latest version is posted on the website. [*Moved from recording clerk’s tasks, II. A. 3. a.*]
 - b. Additional projects are assigned at the discretion of the presiding clerk and may originate with an LEYM committee.
 - c. It is Finance Committee’s responsibility to recommend a pay rate and the number of hours per year, in consultation with the presiding clerk, as part of the budget.

III. C. 2.3, **Youth & Children Committee:** *Generalize* language so the [currently six] age groups are not delineated. Delete references to two-year rotation except for clerk/assistant clerk:

- a. *Composition:* 12–16 members, including a clerk and assistant clerk, a leader and assistant leader for each ~~of six~~ age groups, and a Fall Retreat clerk and assistant clerk. ~~Each member~~ Those in clerking positions serves for two years, the first year as assistant committee clerk, ~~assistant group leader,~~ or assistant Fall Retreat clerk, and the second as, respectively, committee clerk, ~~leader of the same age group,~~ or Fall Retreat clerk. (Additional service beyond the two years can be considered by the leaders and the Nominating Committee; ~~terms of leadership and membership are often more flexible than is suggested above.~~)

And at 2.3 c, *ask* Y&C to confirm schedule of Committee meetings (especially “before rise of Annual Meeting”).

III. C. 4. b, **Finance Committee responsibilities.**

At (2), recommend a budget, *add* the following:

This includes the per-mile reimbursement rate. (See IV. A. 3. c.) In consultation with the presiding clerk, the committee also proposes a pay rate and the number of hours per year for the Meeting worker.

At (3), “Determine the recommended share per reported member,” *delete* “reported.” See also IV. A. 6. a.

III. C. 5, **High School Teen Retreat Program Committee.** *Add* that this program and its committee are currently *dormant*.

III. C. 9. **Publications & Archives Committee.** *Delete* all references to the webmaster, as we no longer have this position.

Delete also references to the printed *Directory*.

IV. A. 1, **Fiscal Year and expenses occurring soon after start of fiscal year (July 1):** *Add* a second sentence stating that “*As the budget is not approved until Annual Meeting, the treasurer is authorized, for any budget line, to spend up to 10% of the amount presented in the draft budget at Representative Meeting or up to \$100, whichever is greater; for any expenditure exceeding 10% of a budget line or \$100, the treasurer must seek approval of the Finance Committee.*” (Finance Committee agreed to this and reported it at 2017 Annual Sessions.)

IV. A. 2. b, Paragraph on **money budgeted to send Friends to FWCC international gatherings:** *Add* two sentences as follows:

- b. The annual budget should include a proportional amount of the estimated travel expenses for two delegates to attend periodic international gatherings of the Friends World Committee for Consultation. *This money is transferred into a fund, where it builds until needed. Currently an equal amount is budgeted to support enabling Friends from less affluent parts of the world to attend international gatherings.*

IV. A. 2. c, **LEYM contributions to organizations:** Currently begins “Yearly Meeting limits contributions to national Friends organizations to Friends General Conference.” *Replace* “national Friends organizations” with “*Friends organizations outside our region.*” FGC is international. Also, *delete* “national” in the *next* sentence: “Monthly meetings and individuals are encouraged to contribute directly to other Friends’ ~~national~~ organizations.”

IV. A. 5, **Scholarship Funds.** Currently reads that, in response to a request: “The presiding clerk will consult with the treasurer and clerk of the Finance Committee” This is not the case for every fund. We recommend *adding* a list of all LEYM scholarships (which can be copied from the list on the website), which will describe how scholarships from individual funds are determined. *This might become an appendix, preceding the current Appendix D.*

IV. A. 6. a, **Remittances from Monthly Meetings,** determining the **recommended share per reported member.** *Clarify* this policy as follows:

~~a. Monthly meetings provide current membership statistics in their annual Statistical Reports.~~

- a. The Finance Committee determines a recommended per-member share for the constituent monthly meetings, based on the final budget approved by the Yearly Meeting and, *in part*, on the membership figures supplied by monthly meetings *in their annual Statistical Reports*, and

notifies each monthly meeting of the per-member share. (Monthly meetings decide how to count members for the purpose of making their contribution to LEYM.)

IV. B, Publications, intro: *Delete* all references to a **printed Directory and Directory editor** both here and under Publications & Archives Committee (III. C. 9), and Database Manager (IV. B. 4).

IV. B, Publications: *Add* **LEYM Advices & Queries** as IV. B. 4 (replacing the printed *Directory*), with the following description:

A set of advices and queries drawn up by an ad hoc committee was approved by the yearly meeting in 2012. It contains 66 advices or queries organized into 16 sections on topics such as spiritual life, meeting for worship, outreach, and various Friends testimonies. It also describes the history and current uses of advices and queries and the process by which this set was created, noting that it will continue to evolve, reflecting new concerns and insights. Printed booklets are available from the Yearly Meeting, and a pdf file is available on the website.

IV. B. 1, **Website**: *Replace* “pages for Yearly Meeting committees and youth activities” with “**resource pages**.” *Add* that website now includes **memorial minutes**. In the final sentence, *replace* “should contact the webmaster” with “should contact the **Yearly Meeting worker, who serves as** webmaster.”

IV. B. 2. c, **Distribution of the Bulletin**: *Add* option to have *Bulletin* e-mailed. [Currently, we e-mail everyone – except those who have requested to be omitted – a notice that the *Bulletin* is available and where to find it.]

IV. B. 3. a, **Annual Records**. *Move* list of visitors to the most recent Annual Meeting to here from Database (IV. B. 5. e).

Appendix F. 1 [may become **Section V. B. 1**], Section 2, D, on people who work with young Friends needing a reference, currently reads “Those organizing the youth program shall allow sufficient time in planning and recruiting volunteers to assure that references are received so that each volunteer has at least one person from their Meeting to vouch for them before the program begins.”

Add a new sentence at the start of D: “References are solicited by the **Yearly Meeting worker** [Executive Committee, meeting of July 31, 2016], who records for each the name, name of reference provider, date, and whether the reference is positive or negative and then forwards them to the clerk of the Youth & Children Committee.”

C. Policies/procedures already approved but not yet appearing in *Policies and Procedures*.

III. A. 3 Recording clerk’s responsibilities:

III. A. 3. a: *Delete* clause about sending **minutes from Representative Meeting** to the *Bulletin* editor and ensuring that minutes from Executive Committee meetings are posted on the website. (*Note: depending on what the Meeting decides, may need to add something here about deadline for completing Representative Meeting minutes.*)

III. A. 3. c: *Change* **responsibility for reporting membership statistics** to FGC and FWCC *from* the recording clerk *to* the database manager (III. B. 3. h).

III. A. 3. d, Recording Clerk: In *all* references to **updating Policies and Procedures**, *change* the responsibility *from* the recording clerk *to* the Meeting worker. **IV. B. 6. b** is revised as follows:

- b. The ~~recording clerk~~ **Meeting worker** is responsible for keeping *Policies and Procedures* current **on the website** as new policies and procedures are approved by the Yearly Meeting, and for calling the attention of the presiding clerk to inconsistencies that may arise as procedures are changed. ~~The recording clerk submits updated versions of Policies and Procedures to the webmaster to be posted.~~

III. C, **Introduction to committees, 4th paragraph (on committee membership)**: *Add the following sentence: Some committees, such as Ministry & Nurture and Peace & Justice, include members appointed by monthly meetings.*

III. C. 2.3 b, **Youth & Children Committee**:

Modify b.3 as follows: Recruit additional teachers and helpers as needed; drivers of children must be 21 or older. (RM 2018-13)

Appendix E [~~may become F~~], 1: **Honorarium for plenary speaker** increased to **\$500**. (YM2018-20)

Appendix E [~~may become F~~], 2. Honoraria for “Non-LEYM folks who give workshops receive **\$100** plus room, meals, and registration.” *Change beginning to “Non-LEYM folks who give workshops or lead Bible study receive”*

D. Changes that probably don’t warrant discussion: *These include items such as adding a paragraph heading, moving a passage from one place to another, and minor rewording.*

- II. D *Change section heading from “Acting on a Leading or Concern” to “**Bringing Leadings and Concerns to the Yearly Meeting**,”* which more accurately describes the content.
- III. B, Other Positions: *Add **High School Youth Program Coordinator**, with a reference to the Committee (at III. C. 5). (Move text describing the coordinator’s duties from III. C. 5.)*
- III. C. 2.3 **Youth & Children Committee**: *Add the following at the end of this section: Note: Policies on child and sexual abuse prevention and reporting of such abuse at Annual Meeting appear in Section V. B [formerly Appendix F].*
- IV. A. 2. A **Budget**: Before the lists of sample costs “necessary for the functioning of the Yearly Meeting,” *change “including” to “such as” and within the list change “office expenses” to “office administration.”*
- (New) IV. A. 3. c **Travel costs**: *Change wording as follows: If a Friend drives and requests reimbursement, the amount is calculated on a per-mile basis. The current reimbursement rate, approved in 2016, is 45¢ per mile. Any change to this rate is part of the budgeting process, proposed by Finance Committee and ~~must be requiring~~ approved by the Yearly Meeting.*
- Appendix G 2. a, **Membership – Individuals**: *Add a note reading “**Membership in a monthly meeting affiliated with LEYM automatically constitutes membership in the Yearly Meeting.**”*