**Ad Hoc Committee on Updating *Policies and Procedures*: Report and Proposal**

Jeff Cooper reporting.

In the interest of streamlining our business sessions, the proposed changes at this time are limited to financial matters. I have corresponded with Finance Committee and the treasurer, and they were helpful with wording these proposals in a way that they support. The proposed changes occur in four places but two address the same issue, so there are only three issues, all involving drawing up a budget. Below, the proposed changes are shown in red ink.

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

At responsibility (2), recommend a budget, *add* the text in red to reflect current practice:

 (2) Recommend the budget for the following fiscal year to Representative Meeting for consideration and transmittal to Annual Sessions. This includes the per-mile reimbursement rate. *(See IV. A. 3. c, on travel costs.)* In consultation with the presiding clerk, the committee also proposes a pay rate and the number of hours per year for the Meeting worker.

**III. C. 4. b (3) and IV. A. 6. a-b:** **Predicting Contributions from Monthly Meetings**

*Explanation:* Budgeting for income from monthly meetings based *solely* on the number of members reported in the annual Statistical Reports (shown as current practice) is not always the best procedure, as this number tends to differ from the number on which meetings base their contribution. Recognizing this suggests changing two places:

At III. C. 4. b, Finance Committee responsibilities (3), “Determine the recommended share per reported member,” *delete* “reported”: “Determine the recommended share per ~~reported~~ member.”

And at IV. A. 6. **Remittances from Monthly Meetings**, *clarify* our procedure as follows:

*Delete* the current IV. A. 6. a:~~Monthly meetings provide current membership statistics in their annual Statistical Reports.~~ Instead, cover this with new text in the current IV. A. 6. b, which then becomes IV. A. 6. a:

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

**IV. A. 2. b:** Paragraph on **money budgeted to send Friends to FWCC World Plenary Meetings**: *Add* two sentences as follows (shown in red) to clarify current practice:

b. The annual budget should include a proportional amount of the estimated travel expenses for two delegates to attend ~~periodic international gatherings~~ World Plenary Meetings of the Friends World Committee for Consultation. This money is transferred into the FWCC Travel Fund, where it builds until requested by LEYM representatives attending these meetings. Currently an equal amount is budgeted to support enabling Friends from less affluent parts of the world to attend these World Plenary Meetings; this latter amount is transferred into the FWCC Travel Donation Fund.

The full text of *LEYM Policies and Procedures* can be seen on the LEYM website (leym.org).