

**Ad Hoc Committee on Updating the *Policies and Procedures* Manual  
Report to Annual Sessions, July 2021**

Jeff Cooper (Ann Arbor) reported.

In 2018, Mathilda Navias and I were asked to recommend updates to *Policies and Procedures* to reflect changes beyond new policies minuted at business sessions (which had already been added) and to suggest areas where our policies might be improved. From our original long list, bits and pieces have been approved either by Executive Committee (when feasible) or at past Annual Meetings; other matters, such as what will become of the Earthcare and Peace & Justice Committee, are evolving through their own processes and will be determined in due time.

There remain six specific recommendations, two apiece in three areas (see next page). Recommendations in the first two areas come from Mathilda and me. As you know, Mathilda has departed from LEYM; last fall, Jo Posti appointed Anya Moon (Pittsburgh) to take her place on this ad hoc committee. Recommendations in this third area came about mainly as a result of Mathilda no longer filling the role of webmaster.

These recommendations were seasoned by Executive Committee in April and later by Publications & Archives Committee, resulting in revisions reflected in the current proposals. They need Meeting approval (or further discernment) to become Meeting policy/procedure.

On the next page, proposed new text is in red type and explanations or comments are in green. For those wanting full context, *Policies and Procedures* can be downloaded from the LEYM website ([leym.org](http://leym.org)).

## Proposed Changes to *Policies and Procedures*, July 2021

(At) II. B, **Representative Meeting**: Two items:

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.” *Delete this sentence. It is not realistic for a monthly meeting of any size, and those representatives serving on committees may be more aware of YM activities.*

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.

*Delete this and state, in a separate paragraph, that Representative Meeting minutes should be made available within one month after the meeting. (This is not truly a scheduling question, but it is useful to have the minutes available well before Annual Sessions.)*

(At) III. A. 1, **Clerk’s responsibilities**: Two items

III. A. 1. h, “In wide consultation with members of the Yearly Meeting, secure for Yearly Meeting approval nominees for a Naming Committee that will nominate the Nominating Committee,” *add “It has been found useful to include at least one Friend who has served recently on Nominating Committee.”*

III. A. 1. j, “Name members to ad hoc committees, as needed, in consultation with Nominating Committee”: *Change to*

“Name members to ad hoc committees, as needed; *it is recommended that Nominating Committee be consulted.*”

(At) III. B. 4, **Meeting worker. (See below for suggested new title)**:

Last year, Finance Committee proposed changing the Meeting worker’s title to Webmaster, but the Meeting did not act on this proposal, and under current policy the Meeting worker still has two responsibilities not specifically related to the Web:

“(3) Formats minutes from Representative Meeting, Annual Sessions, and Executive Committee (when available) and posts them on the website.”

“(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.”

*Reassign these responsibilities to the Publications & Archives Committee.*

*Both tasks (formatting minutes and updating *Policies and Procedures*) seem better suited to P&A, as minutes of Representative Meeting and Annual Sessions appear in the *Annual Records*, and both it and *Policies and Procedures* are publications.*

*Formatting of minutes has sometimes been done by the *Annual Records* editor, but the P&A Committee might also find another Friend interested in this project.*

*If approved, would change no. 3 as shown below and move to Publications & Archives:*

*“Edits minutes from Representative Meeting and Annual Sessions for consistency of language and format for the *Annual Records* and posts them on the website; similarly, edits minutes from Executive Committee meetings for the website.”*

*With the Meeting worker being relieved of these responsibilities, change their title to Digital Communications Coordinator.*