

Policies & Procedures

Article 1: Event Info and Site booking

Section 1: Event information shall be posted on the PCD YRUU Website, Facebook, and any other relevant locations online within three weeks after a site has been booked.

Section 2: Event flyers shall be made available online and shall be included with registration forms.

Section 3: Flyers and forms shall be provided to congregations within the district via email.

Section 4: Flyers and registration forms shall be released no later than six weeks before an event.

Section 5: Conference Co-coordinators shall book conference no later than six months in advance.

Section 6: Co-Co-Co's will book the last two conferences of their term and the first two conferences of the next.

Section 7: When considering prospective conference sites, the Co-Co-Co's shall consider size, geographic location, diversity, logistics, and event needs.

Section 8: The Co-Co-Co's shall write a thank you note to the conference site, as well as confer with the Deans and the treasurer about an appropriate donation for the congregation.

Article 2: Registration

Section 1: Registration shall be open no later than six weeks before an event.

Section 2: The base registration price for conferences shall be set by Council.

Section 3: An early bird discount of \$10 shall be applied to youth who register no later than three weeks before an event.

Section 4: First-time conference participants shall receive a 50% discount to registration, applied on top of all other applicable discounts and fees.

Section 5: No late registration for conferences will be accepted after the registration deadline, which is the Sunday before the con. No walk-in registrations shall be accepted.

Section 8: No person shall be considered registered unless they provide the registrar with the name of, relation to, and contact information for an emergency contact during the conference.

Section 9: Adult Advisors will never pay registration fees.

Section 10: PCD YRUU shall provide need-based scholarships at the discretion of the registrar.

Section 11: Priority for Scholarships will be given to YELLers, youth with financial need, and youth traveling from afar.

Section 12: The Registrar will collect donations for Scholarships and the Hawaii Fund and give them to the treasurer at every conference.

Section 13: Both the treasurer and the Registrar shall record donations on a spreadsheet shared with the District with information on who gave donations of what amount and on what date.

Section 14: If a person who has registered for an event does not notify the registrar that zhe will be late or absent and has not shown up 3 hours after the beginning of the event, the registrar will contact that person's emergency contact.

Article 3: Event Policies

Bathroom Policies

Section 1: Conferences shall always include one gender neutral bathroom and one private bathroom (a bathroom which may be in use by only one conferee at a time.)

Section 2: Where additional bathrooms are available, male and female identified bathrooms shall be made available.

Section 3: Further additional bathrooms shall be gender neutral.

Meals

Section 4: The Registrar shall provide the Cooks with a list of attendees and their dietary restrictions.

Section 5: In the event that a serious request is impossible to reasonably fulfill, the cooks shall be responsible for discussing the situation with the attendee. In some cases, it is a reasonable solution that the attendee provide their own meals (ex. Macrobiotic diet).

Section 6: There shall be vegan and vegetarian options for every conferences meal.

Section 7: For every full conference day, at least one meal shall contain meat unless otherwise noted on the registration form.

Clean-Up Policy

Section 8: Deans and Council Members, as well as conferees traveling home with Deans and Council Members, shall be responsible for the final clean-up of churches.

Drug Policy During Orientation

Section 9: The drug and drug use policy explanation part of orientation shall be done by two council members who are not

the deans. They will make clear the repercussions on the community and the users if the PCD YRUU drug policy is violated.

CAC Succession Policy

Section 10: Succession of Committee Members

- If a CAC needs to be called and the current council facilitator is unavailable, a line of succession has been determined and is to be used as a general guideline.
 - Facilitator Chairperson
 - Former Co-Chairpersons
 - Senior Treasurer
 - Adult Coordinator
 - If all of the above are absent, unsuitable, or otherwise unavailable, another suitable council member may take their place and facilitate the CAC.
- If the energy chair is not available, a qualified chaplain-trained youth will take their place.

Article 4: Mandatory Reporting

Section 1: Incidents that may require mandatory reporting include rule violations, serious health issues, serious physical injuries, and other incidents that must be reported in compliance with the PCD Safety Policy and applicable state and federal laws.

Section 2: Incidents will be immediately reported to a PCD UUA Program Consultant.

Section 3: The Incident Report Form must be completed and submitted to the district within 36 hours of the incident.

Article 5: YELLer Descriptions

Section 1: The youth leadership team of YELLers (Youth Empowered Lay Leaders) for a conference shall be selected by the Co-Co-Co's, and generally include deans, worship coordinator, workshop coordinator, touchgroup coordinator, coffee house coordinator, cooks, youth chaplains, gopher, and CABBAGE.

Section 2: There shall be two deans who shall plan and run conferences, in a way delineated by the Dean Guide.

Section 3: Worship Coordinator(s) shall plan and run worship each night at conferences.

Section 4: Touch Group Coordinator shall assign touch groups to con attendees in way that ensures touch group diversity and breaks up friend groups. They shall send the list to the Co-Co-Co's and the next touch group coordinator to prevent patterns in touch groups from occurring.

Section 5: The touch group coordinator shall teach touch group leaders what to do, and point them toward the Touch Group Torah.

Section 6: Coffee House Coordinators shall organize a coffee house (talent optional talent show) with time constraints in mind. Performers shall be limited to one or two acts of a reasonable length

Section 7: Cooks shall prepare meals, be mindful of scheduling and dietary needs, and take care of prescription medications for con attendees.

Section 8: Adult chaplains shall be selected by the Adult Coordinator.

Section 9: Both youth and adult chaplains shall have attended a Chaplain Training.

Section 10: The GoFer(s) is in charge of getting essential supplies for the conference, specifically food for the cooks and forgotten essential items for individuals. The GoFer shall be an insured and licensed driver, and may only transport others in compliance with the PCD Safety Policy. Per PCD policy, the GoFer shall be reimbursed for gas expenses at the rate of 14 cents per mile driven during the conference, rounded to the top dollar; the GoFer is responsible for recording the number of miles driven and reporting such to the co-treasurers for reimbursement.

Section 11: The CABBAGE (Cool And Blatantly Bad-Ass Game Engineer) is a position filled at every conference. The identity of the CABBAGE is unknown to the con community, and the CABBAGE is in charge of initiating games and creating a welcoming atmosphere for new attendees. They also monitor the social dynamics within the conference community and actively break up cliques in an effort to connect the con community as a whole.

Article 6: The Elections Process and the Nominating Committee

Section 1: Council shall choose the chairpersons of the Nominating Committee (NomCom) during a session closed to individuals who wish to become NomCom chairpersons.

Section 2: The chairperson shall be responsible for explaining NomCom at orientation and for recruiting membership. The chairperson shall also be responsible for working with council to explain council positions and the elections process.

Section 3: Any conferee who is not running for council may volunteer for the Nominating Committee.

Section 4: The Nominating Committee must include at least one adult member.

Section 5: NomCom shall meet in a secluded room. All NomCom proceedings are confidential.

Section 6: The Nominating Committee shall operate on the Modified Consensus policy.

Section 7: NomCom shall create a box for nominations. Self-nomination is okay.

Section 8: NomCom shall review the nominations and interview each nominee privately. After interviews have been conducted, NomCom shall create a slate.

Section 9: NomCom will present a slate of candidates by the evening of the last full day of the conference.

Section 10: Attendees may either vote their approval for a candidate, or vote for 'Luucy Buuth' or 'Buuster Buuth'. A 'Luucy Buuth' or 'Buuster Buuth' is construed as a vote of no confidence. 'Luucy Buuth' and 'Buuster Buuth' are generic Unitarian Universalists, essentially "anybody else."

Section 11: If there is no appropriate nominee for a position, NomCom may choose to leave the position open and support council in filling that position.

Section 12: If there are three or more Luucy Buuth votes for a candidate, NomCom discusses concerns about that candidate. In addition, NomCom will address and discuss any reasonable concerns brought to the committee by a conference attendee.

Section 13: NomCom may, if they deem it necessary, reform the ballot. If the slate is changed, there must be a new all-con election. If there is a new all-con election, NomCom does not discuss the reason with the larger Con community.

Article 7: Replacing Damaged Property & Restocking Church Inventory

Section 1: If a conferee breaks something belonging to the church, the Deans and Co-Co-Co's shall be responsible for informing the DRE or minister of the host church.

Section 2: Council shall be responsible for reimbursing the church as necessary.

Section 3: Cooks will be empowered to buy large pots for a church if necessary

Section 4: Church supplies will be hidden from conference attendees to prevent use and/or be replaced if they are used.

Article 8: Council Meetings

Section 1: When setting dates at the first Council Meeting, Council should discuss holding a training conference.

Section 2: Council meetings will be run using 'Youth-Modified Consensus' or 'Modified Consensus', which refers to the 'Formal Consensus Process' developed by C.T. Butler, outlined in "On Conflict and Consensus," latest available edition.

Section 3: Council officers shall be notified of the time and location for council meetings no later than one month prior.

Section 4: All council meetings are open meetings, with the exception of Closed Sessions. Meeting dates and locations will be publicized on the PCD YRUU Website no later than one month prior.

Section 7: A Closed Session may be called to discuss YELLer positions, rules violations, Council member performance, and other confidential or highly sensitive matters.

Section 8: Closed Sessions are completely confidential. Matters brought up within Closed Sessions shall not be discussed with anyone not present at the Closed Session, with the exception of matters dealing with inappropriate adult behavior, which is confidentially referred to district staff.

Section 9: Decisions made in Closed Sessions shall be recorded in the minutes, as well as an official statement about the reasons behind the decision if appropriate. Council shall attempt to preserve privacy, insofar as doing so does not damage the community.

Article 9: Adult Advisors

Section 1: Adult Advisors must be at least 25 years of age and have a connection to Unitarian Universalism.

Section 2: Adult Advisors are expected to sign the PCD YRUU Code of Conduct for Adults once a year, and to sign the Adult Covenant for each conference.

Section 3: In the event that an Adult Advisor is the parent of a conference attendee, the Adult Coordinator shall contact that youth for their permission. We do this because it is critical that youth feel safe and empowered.

Section 4: If the behavior of an Adult Advisor is deemed potentially inappropriate by the Adult Coordinator, Council, or a YELLer, a Conference Action Committee shall be convened. The CAC shall have the power to immediately remove an adult whose presence may be harmful to the conference community. The Chairs of Council shall be responsible for documenting the concern immediately, and bringing the matter to Council for further action, as well as notifying District staff.

Section 5: Council has the right to permanently ban an Adult Advisor from attending any PCD YRUU event(s), in consultation with district staff per the PCD Safety Policy.

Section 6: The Adult Coordinator shall contact Adult Advisors who have not attended a PCD YRUU event for a year or longer in order to confirm that these Advisors still wish to remain active in the conference community.

Section 7: The Adult Coordinator shall assign a Chief or Lead Advisor for each conference to act as support for other Advisors where youth support may not be appropriate. The Chief of Lead Advisor shall be an advisor currently serving on council. If no advisor currently serving on council is available, council may vote to temporarily approve another experienced advisor for the job.

Section 8: No Adult Advisor shall serve as the Chief or Lead Advisor for more than one consecutive conference.

Section 9: The chief or Lead Advisor shall not also be an Adult Chaplain.

Section 10: The Adult Coordinator shall facilitate an Adult Advisor meeting at the beginning of each conference.

Article 10: The Incoming! Advisor Program

Section 1: All new Adult Advisors shall begin with the Incoming! Advisor program. Advisors may bypass the program by providing the Adult Coordinator with two references, at least one of whom must be a UU Youth, subject to the Adult Coordinator's approval. However, we strongly recommend that new Advisors complete the program.

Section 2: Adult Advisors may remain in the Incoming! Advisor Program for their first two cons. They may choose to opt out of the program after their first conference.

Section 3: Incoming! Advisors shall be assigned to more experienced Adult Advisor Mentors. Incoming! And Mentor pairs shall be assigned to the same touchgroup.

Section 4: In addition to the standard Adult Advisor meeting at the beginning of the conference, the Adult Coordinator shall facilitate an Incoming! Advisor meeting for each full conference day to answer any questions or concerns raised by Incoming! Advisors or their Mentors.

Section 5: Mentors shall have attended at least three PCD YRUU conferences.

Section 6: Mentors may not serve as the Chief or Lead Advisor and as a Mentor during the same conference. While Mentors may serve as Adult Chaplains and as Mentors during the same conference, it is not recommended.

Article 11: Culture of Consent & Consent Toolbox

Section 1: There is a culture of consent at conferences that shall be emphasized during orientation.

Section 2: The Consent Toolbox shall serve as a means of upholding the Culture of Consent at conferences. It contains the CAClite, the overhead hand clap, crossed arms, the safe word "down", and the chaplains.

Section 3: If issues of consent violation that are not rules infractions arise, a CAClite shall be used to address the situation.

Section 4: The safe word, "down", will be practiced at orientation.

Article 12: Outreach at District Assembly

Section 1: There shall be outreach for PCD YRUU at the PCD District Assembly.

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