

PCD YRUU

Policies and Procedures

Section 1: Event Information

- 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.
- Event flyers shall be made available online and shall be included with registration forms.
- Flyers and forms shall be provided to congregations within the district via email.
- Flyers and registration forms shall be released *no later* than six weeks before an event.

Section 2: Registration

- Registration shall be open *no later* than six weeks before an event.
- An early bird discount of \$10 shall be applied to youth who register no later than three weeks before an event.
- A late fee of \$10 shall be applied to youth who register a week or less before an event.
- Youth registering on or after the Wednesday before a con can not be guaranteed a spot at the conference
- Late registrants shall be addressed by affected Youth Leaders and are expected to volunteer their time and energy if it is needed to ease the stress placed on the community by late registration.
- No walk-in registrations shall be accepted.

Section 3: The Elections Process and the Nominating Committee

- Council shall choose the chairperson of the Nominating Committee, ideally a current or former member of council.
- 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.
- Any conferee who is not running for council may volunteer for the Nominating Committee.
- The Nominating Committee must include at least one adult member.
- NomCom shall meet in a secluded room, ideally with a locked door. All NomCom proceedings are confidential.
- The Nominating Committee shall operate on the Modified Consensus policy.
- NomCom shall create a box for nominations. Self nomination is okay.
- NomCom shall review the nominations and interview each nominee privately. After interviews have been conducted, NomCom shall create a slate.

- NomCom will present a slate of candidates by the evening of the last full day of the conference.
- Attendees may either vote their approval for a candidate, or vote for 'Luucy Buuth'. A 'Luucy Buuth' is construed as a vote of no confidence. Luucy Buuth is a generic Unitarian Universalist, essentially “anybody else.”
- If there is no appropriate nominee for a position, NomCom may choose to leave the position open and support council in filling that position.
- 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.
- 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.

Section 4: Damaged Property

- If a conferee breaks something belonging to the church, the Deans and CoCoCos shall be responsible for informing the DRE or minister of the host church.
- Council shall be responsible for reimbursing the church as necessary.

Section 5: Council Meetings

- Council Meetings shall operate on the Modified Consensus policy.
- Council officers shall be notified of the time and location for council meetings *no later* than one month prior.
- 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.
- A Closed Session may be called to discuss YELLer positions, rules violations, Council member performance, and other confidential or highly sensitive matters.
- 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.
- 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.

Section 6: Adult Advisors

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

- 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.
- 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.
- 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.
- 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.
- 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 or 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.
- No Adult Advisor shall serve as the Chief or Lead Advisor for more than one consecutive conference.
- The chief or Lead Advisor shall not also be an Adult Chaplain.
- The Adult Coordinator shall facilitate an Adult Advisor meeting at the beginning of each conference.

Section 7: The Incoming! Advisor Program

- 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.
- 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.
- Incoming! Advisors shall be assigned to more experienced Adult Advisor Mentors. Incoming! And Mentor pairs shall be assigned to the same touchgroup.
- 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.
- Mentors shall have attended at least three PCD YRUU conferences.
- 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.

Section 8: Grust

- Grust is sent out twice yearly, to all addresses on the PCD YRUU mailing list, including youth, Adult Advisors, and all churches in the PCD.
- Grust contains a calendar of upcoming events, and reports on past events, and items of interest to UU youth of the PCD.
- Grust will have a modicum of taste, and the Grust editors will think long and hard about making it accessible to all recipients.
- The Resource Master shall assist the Grust editors in compiling reports on past events and any documents relevant to the publication.

Section 9: Fall Con Theme Selection

- A new theme for the Fall Conference shall be decided each year by the membership of PCD YRUU.
- The Religious Education Outreach Liaison shall ask a selection of member churches to discuss with their youth groups what themes, topics, or issues they would like to see PCD YRUU take on at an upcoming conference. These ideas shall be returned to council *no later* than the May preceding the Fall Conference.
- The Resource Master shall organize the input of the member churches into a feedback form for conferees to fill out on the PCD YRUU website.
- The Resource Master shall tally the feedback after a period of four months and return it to the deans of the Fall Con. The deans shall organize the conference according to the results.

Section 10: Modified Consensus Policy

- 'Youth-Modified Consensus' or 'Modified Consensus' refers to the 'Formal Consensus Process' developed by C.T. Butler, outlined in "On Conflict and Consensus," latest available edition.