

**CENTRAL OKANAGAN UNITED CHURCH**  
**POLICY ON BOARD MEMBERSHIP AND MEETINGS**

**PURPOSE:**

To establish the composition and term of members of the governing body and how and when Board meetings may be called. This policy deals only with issues that are not addressed or specified by the UCC Manual (2019), Section B7.

**PRINCIPLES:**

1. The COUC governing body (the Board) shall normally consist of seven lay members plus all the ministers currently employed by the church. The lay members must normally be full members of the congregation.
2. The Chairperson and six other members are elected at the annual general meeting, and the Treasurer and Secretary are elected by the Board from among its members.
3. The term of Board members other than ministers is three years, and a person who is not a minister may serve no more than two consecutive terms. If a Board member vacates a position during a term, the Board may appoint a replacement who will serve until the next Annual General Meeting.
4. The Board must meet at least once in each quarter year, and it will normally meet at least once per month unless there is insufficient business to warrant a meeting. Additional meetings to deal with time-sensitive issues may be held.
5. A Board member who is unable to be present in person at a meeting may participate by telephone or Zoom.

**PRACTICES:**

1. The Nominations Committee prepares a slate of potential Board members, including Chairperson, at least two weeks prior to the annual general meeting.
2. Agendas for Board meetings are prepared by the Chairperson after consultation with other Board members and circulated to all Board members at least five days prior to the scheduled meeting date.
3. All members of the Board are entitled to vote on every motion except where there is a conflict of interest. The Chairperson of the meeting may only vote if there is a tie.
4. Meetings of the Board are open to members and adherents of COUC. The Board may meet *in camera* for certain confidential items.

**BOARD APPROVAL:** February 22, 2023

**CONGREGATION APPROVAL:** April 2, 2023