

## **Communications Procedures**

**Internal Communications:** Committee and board meeting minutes shall be made available, either in the congregation office or via email to any UUCOD member. A mail slot for each member of the board and for each committee chair can be found in the building office. Board members and committee chairs are responsible for picking up their mail. The UUCOD newsletter is published monthly, provided to each member and friend, and mailed to visitors free for three months or via email indefinitely. Members and friends are encouraged to communicate directly with others interested in issues, rather than the congregation at large, or through third parties.

**Membership Surveys and Evaluations:** We encourage membership input into all congregational activities to suggest new programs and to improve existing ones. Committees that want to conduct surveys or focus groups to gain information for programming should make their request in writing to the First Vice-President who will relay it to the Board of Trustees. Whenever feasible, surveys should be consolidated to avoid overburdening the congregation. The Board of Trustees may appoint an ad hoc task force to conduct an annual congregational evaluation of UUCOD programs and operations. The purpose of this survey could be, for example, to assess member appraisal of services, spiritual growth, inviting and including community, outreach, managing, and leading.

**Newsletter Guidelines:** Articles should have special relevance for UUCOD members and should be signed. Articles submitted for publication should be typewritten or hand printed and may be emailed, faxed, or provided on disk. The preferred method of submission is an e-mailed file in either MS Word or Word Perfect format to the Administrator at info@desertu.net. All articles are subject to editing for clarity, brevity, or style by the editor. Separate inserts need approval by the Board.

**Political Issues and Support of Causes:** Diverse opinion and vigorous discussion of issues is an important facet of a UU congregation. The rights, opinions, and feelings of members with differing views should be considered and respected. Individuals or groups within the congregation should exercise judgment and sensitivity in the use of UUCOD facilities and functions for the promotion of controversial causes. The UUCOD membership list shall not be used for political contacts or mailings. There shall be no signs on congregation property endorsing any political position or candidate. Ten (10) members may present a written and signed petition to the Board to request a vote on the use or withdrawal of the congregation name as a sponsor (ability to use the congregation name without being qualified by a committee name) for a specific civic and community issue, activity, organization, or event. Petitions should include all standard information such as rationale, sponsorship goals, key recent activities, organizational leaders, other key sponsoring organizations, and financial reports as appropriate. The Board can approve such use of the congregation name without calling a congregational meeting by a vote of five (5) of the seven (7) board members. With less than the required five votes, the petitioners may request a congregational meeting. The UUCOD name as an official sponsor of any particular activity or position on an issue shall be

allowed only by decision of either the Board of Trustees or by vote of the Congregation, consistent with current policy of the Board. It is understood that the minister may use personal and professional discretion in deciding which public stands and issues to support, and may identify her/himself as the minister of UUCOD but in all cases speaks only for the self and not on behalf of the congregation unless specifically delegated to do so by a vote of the Board of Trustees or the Congregation. The Minister has the freedom of the pulpit to express his/her opinion.

Adopted by Board Resolution September 19, 2017

Sarah Gonzales, President  
Jane Zaun, Secretary