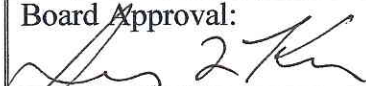
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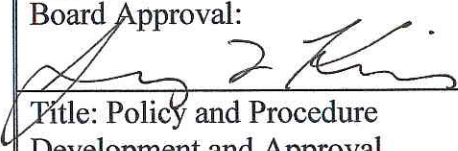
Policy and Procedure Development and Approval

Policy Statement

The Unitarian Universalist Congregation of Las Vegas (UUCLV) has a requirement to publish policies, procedures and other guidelines for the efficient, productive and responsive work of the congregation. These will be produced as required to outline the policies agreed to by the Board of Trustees and the procedures for carrying out the important work of the congregation. A central repository of these guidelines will be maintained by the Board of Trustees. Additional locations of copies of the manual will be identified by the Board of Trustees to make the manual easily accessible for congregational reference and review.

Approval: If the Board of Trustees agrees to the new policy/procedure need, an implementation plan will be developed and a formal policy/procedure will be prepared. Upon final approval by the Board of Trustees, the policy/procedure will be given a number and published for inclusion in the UUCLV Policy and Procedure Manual.

Responsible parties: The Board of Trustees has the overall responsibility for development and revision of policies for the administration of the UUCLV and is the approval authority for procedures used to implement these policies. Formal approval by

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the Board of Trustees is required to implement UUCLV polices and procedures.

Requests for the development of new policies may be brought to the Board of Trustees by individual members of the congregation, committees, the Program Council, Staff or members of the Board of Trustees.

Summary: These procedures should clarify responsibilities for development and production of UUCLV policies, procedures and guidelines. They will remain in effect until revision is required and accomplished by the Board of Trustees.