

## **Recommendation #7: Management Team**

1. The Constitution will include a Management Team (MT) that manages the day-to-day affairs of the UBF.

- a) After each election cycle, the GC will elect four Officers from among its members: a President, Vice President, Secretary, and Treasurer of the UBF who will serve for 2-years.
- b) The Officers, elected by the GC, and the Executive Director (ED) will comprise the core MT.
- c) The MT may add associates including members of the GC, UBF members, UBF employees, and/or consultants as needed, for as long as needed.
- d) If any office becomes vacant before the end of the term, the GC will replace the Officer by special election to complete the vacant term.

2. While retaining final decision-making authority, the GC delegates the following responsibilities to the MT:

- a) Implementation of the strategic plan.
- b) Day-to-day operation of the UBF.
- c) Management of fiscal resources, spending, and finances
- d) Purchase, management, and sale of any equipment and property of the UBF.
- e) Management of membership records, information systems, management software, web sites, and other digital resource.
- f) Hiring and managing employees of the UBF.

### **3. Relationship of the MT to the GC**

a) The President will be responsible for delivering a report on the activities of the MT to the GC.

b) The MT may submit resolutions to the GC for debate and consideration.

### **4. Functioning of the MT**

a) The work of the MT shall be guided by the strategic plan approved by the GC.

b) The MT may organize the associates into departments, consistent with the strategic plan, and the work of the departments will be reported to the GC by the President.

- c) Formal meetings of the MT will be documented with minutes that will be available to the GC, and the work of the departments will be reported to the GC by the President.

**Rationale:**

**A Management Team will be more agile and able to focus on the best ways to organize, execute, and manage the directives of the Governing Council.**

After discussion in the full group, members spent 20 minutes in breakout rooms of 6 or 7, each including two members of SCICR. The guests met with Geoff Theiss and Sue Seccombe in the main room. Each breakout group reported its feedback and then a straw poll was taken.

---

**Straw Poll Tellers' Report: (22 votes available)**  
**For = 21; Against – 0; Abstentions = 1.**

---

**Recommendation #8: GC Nominating Committee**

The GC will form a nominating committee at least six months before each election that will announce openings to the full community, screen candidates, and prepare a slate of qualified candidates for the GC election.

**Nominating Committee Qualifications:**

- a. The chair of the Nominating Committee must be a member of the GC.
- b. Members of the Nominating Committee must be members and registered voters of the UBF.
- c. The chair may include both GC and non-GC members to participate in the Nominating Committee.
- d. The nominating committee, subject to GC approval, will develop procedures for individual UBF members to request to be considered as candidates.

**GC nominations shall occur by three methods:**

- a. The Nominations Committee shall develop and screen a slate of qualified candidates.

- b. Additionally, any ten (10) Members who are registered voters of the UBF may directly nominate a qualified candidate.
- c. Additional nominations methods may be created by approval of the Governing Council.

No later than sixty (60) days prior to Scheduled Elections all nominations for the Governing Council must be submitted to the Secretary of the Governing Council

**Rationale: This provides an orderly process for identifying, screening, and nominating candidates for the GC direct elections and is more specific than the current constitution. It provides a pathway for the organization to vet and recommend candidates, and by allowing *all* Members to nominate candidates it provides a fail-safe against a concentration of power among “insiders” and makes it easier to identify new/emerging leaders.**

---

**Straw Poll Tellers’ Report: (22 votes available)**  
**For = 22; Against – 0; Abstentions = 0.**

---

### **Recommendation #9: UBF Affiliated Communities**

Existing and future groups will be organized into a single designation known as the UBF Affiliated Communities.

1. Local Societies, which shall still have Society status, will automatically be approved as Affiliates. New Affiliate groups of 10 or more members whose members have read *The Urantia Book* in its entirety may apply for the additional designation as a Local Society.
2. Local Societies are eligible to take part in the GC Advisory Board, meeting with the GC at least once per year.
3. Established study groups and other active communities are welcome to apply as Affiliates by completing an application developed by the GC specifying the nature and purpose of the Affiliate group and how it relates to the purposes of UBF.

4. Members of affiliate groups will be invited, but not required, to become individual members of UBF.
5. Affiliate groups can apply for benefits such as grants and use of digital and communication resources, and may receive support for group activities, events, and projects.
6. Affiliates are autonomous and may organize and operate in whatever ways serve their purposes, however groups that do not or no longer align with the purposes of UBF are ineligible for affiliate status.

**Rationale: Because fellowship and engagement of individuals and groups interested in learning, sharing, and living the teachings of *The Urantia Book* is a core value, UBF welcomes many communities to join us as affiliates. These recommendations clarify the status of Local Societies moving into the future.**

**This more agile process also reflects the nature of how new groups are forming: Project/service focused, intent on achieving a goal. Could be short term or long term affiliation.**

---

**Straw Poll Tellers' Report: (21 votes available)  
For = 21; Against – 0; Abstentions = 0.**

---

### **Recommendation #10: Annual Assembly**

The UBF will have an annual meeting of members and affiliates.

1. Once a year, the UBF will host a meeting to which all members and affiliates are invited.
2. The activities and accomplishments of UBF Affiliate Communities will be highlighted during the assembly.
3. Ideas for Growing Community (before, during, and after Annual Assembly):
  - a. Solicit input on issues (proactive)
  - b. Allow petition on issues (reactive)
  - c. Invite nomination of leaders (proactive)
  - d. Hold elections (proactive)
  - e. Support local community development initiatives (reactive)

- f. Connect isolated students to communities (proactive)
- g. Support local projects (reactive)
- h. Invite participation in Fellowship service programs (proactive)

**Rationale: An annual gathering provides an opportunity for the UBF family to gather, interact, learn, and grow together.**

---

**Straw Poll Tellers' Report: (22 votes available)**  
**For = 21; Against – 0; Abstentions = 1.**

---

### **Recommendation #11: Judicial Commission**

1. The Judicial Commission (JC) shall be the formal arbitrating body of UBF, except as otherwise provided by Federal and Illinois State law, their determinations and decisions shall be subject to the veto of, or modification by the Governing Council by a two-thirds (2/3) vote.
2. The role of the JC is to resolve disputes relevant to the affairs of UBF, and interpret the constitution and policies.
3. The chair of the JC will be elected from the GC.
4. The chair of the JC will recommend four (4) justices, individually confirmed by the GC, to serve from UBF registered voters and have staggered terms.
5. Further constitutional details are pending.

**Rationale: The Judicial Commission formally replaces the current Judicial Committee as a separate constitutional Article, preserving its current functions, provides more defined responsibilities, and sets it apart as distinct and neutral.**

---

**Straw Poll Tellers' Report: (21 votes available)**  
**For = 21; Against – 0; Abstentions = 0.**

---

## Recommendation #12: Streamline financial “processes”

- A new step-by-step budget process is detailed in the Operations Manual.
- There are more instances in which the GC is involved in the finances including the budget process, Operations Manual and investment policies.
- Clarifies a guardrail limiting to a maximum of 7% for deficit purposes, the use of the lesser of net unrestricted assets recorded as of the most recent audited year end or the most recent month-end total of portfolio holdings. 7% reflects the current shortfall between donations and operating costs. This is to protect investments from over-rapid withdrawals. The previous wording was ambiguous.. Using the December 31, 2022 audited year end (the most recent) versus current portfolio holdings as of the most recent month-end then 7% of the lesser amount would be approximately \$170,000.
- Creates the new position of Assistant Treasurer mirroring that of Assistant Secretary.
- Apart from a few items highlighted below there are no major departures from the current (old) constitution.
- It is proposed that the new Constitution would briefly reference the key financial requirements and then direct the reader to a separate, more detailed Operations Manual.
- The Operations Manual, as adopted by the Governing Council (GC), would be a separate document that can be updated more easily from-time-to-time by the GC than is possible with a constitution. The Operating Manual would not be part of the constitution of UBF except to the extent that the Management Team (MT) and GC must adhere to the most current version.
- The details in the Operations Manual are shorter versions of sections in the current constitution.
- [Link to comparison table](#) (Constitution and Operations Manual)

---

**After discussion, Sue suggested voting on three items separately:**

**Part 1 (separate Operations Manual):**

**Straw Poll Tellers' Report: (20 votes available)**

**For = 20; Against – 0; Abstentions = 0.**

**Part 2 (Guardrail of 7% limit on deficit spending):**

**Straw Poll Tellers' Report: (20 votes available)**

**For = 16; Against – 2; Abstentions = 2.**

**Part 3 (New position of Assistant Treasurer):**

**Straw Poll Tellers' Report: (20 votes available)**

**For = 20; Against – 0; Abstentions = 0.**