

UUCLV Program Council Covenant

Revised: August 2013

We agree to:

- Meet at the UUCLV on the 3rd Monday of the month, beginning at 7:00 PM and ending not later than 9:00 PM. With agreement by the Program Council at the prior meeting, the meeting date may be rescheduled in the event of a conflicting holiday or other event.
- Send reports and agenda items to the chair by the Wednesday before the Program Council meeting.
- Attend the meeting every month or send a delegate.
- Notify the chair if you cannot attend the meeting.
- Review all documents before the meeting.
- Arrive on time.
- Practice respectful dialog by
 - Remaining attentive to the speaker.
 - Not interrupting.
 - Not holding sidebar conversations.
 - Monitoring our own speaking to share time equitably.
 - Not criticizing people.
- Voice discomfort with or uncertainty about something said or decided
- Review this covenant at least once a year or when there is a new chair.

Responsibilities of the Chair include:

- Sending a reminder 1 week before the meeting.
- Creating the agenda.
- Assembling and sending documents including summary of committee reports and the agenda at least 1 day before the meeting.
- Finding a substitute chair if the chair cannot attend the meeting.
- Managing the meeting by
 - Deferring discussion of items not on agenda to end of meeting or next meeting.
 - Being the time keeper for the meeting.
 - Referring back to the appropriate committee any items that are committee work.
- Insuring that minutes of the meeting are taken and are being maintained in an accessible manner such as the church office and on Google Docs.
- Assigning someone to be the process observer for maintaining dialog agreement.
- Calling for a brief recess if appropriate to calm discussion or feelings.
- Calling a vote for an extension of end time if needed.