

# GRACE UNITED CHURCH, Caledonia

## Policy and Procedure Manual

<b>Policy Title</b>	<b>Attending Church Council Meetings</b>	<b>Policy Number</b>	<b>PPM-A1.1</b>
<b>Date of Approval by Council</b>	June 20, 2012		
<b>Revision Dates</b>	November 18, 2015	<b>Date of next Review</b>	October 2024

### **PURPOSE:**

The Church Council of Grace United Church encourages the congregation and people who are involved with the mission of our Church to take an interest in the work of the Council and its member Committees.

### **POLICY STATEMENT:**

#### **1. Attending Council Meetings as a Designated Alternate**

Any Committee Chair unable to attend a Council meeting may request an alternate representative of the committee attend in his/her place. The Committee Chair will notify the Chair or Secretary of Council of the arrangement prior to the Council meeting.

#### **2. Attending Council Meetings as a Visitor**

2.1 Anyone is welcome to attend Council meetings to observe its work. Anyone who is not a Council member or a designated alternate will be considered a visitor.

2.2 Notification: Anyone wishing to attend a Council meeting to observe the proceedings should inform the Chair or the Secretary of the Council of his or her desire to attend in advance of the date on which he or she plans to attend. Visitors attending a Council meeting shall be noted in the minutes.

2.3 It is understood that visitors generally may not participate in discussions unless invited to do so by the Chair.

2.4 From time to time, a matter may be deemed to be confidential and visitors will be excused from all or part of the meeting by the Chair.

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### **3. Submission of a matter to Council**

- 3.1 Anyone who has a matter he or she wishes to be considered by Council, generally must first approach and discuss the matter with the committee under whose mandate that matter is covered.
- 3.2 The Chair, Vice Chair, Secretary of Council, or the Minister are available if required to assist in determining the most appropriate committee to which the matter should be referred, or if it should come directly to Council.
- 3.3 Having first discussed the matter in committee, the Committee Chair is then obligated to report to both the person initiating the matter and to Council. The report should include the Committee's comments and recommendations. The person initiating the matter for discussion may then, if he or she feels necessary, approach the Chair of Council to request time on the agenda to speak directly to Council.
- 3.4 The Chair of Council reserves the right to determine the date on which the matter will be placed on the Council agenda.

### **4. Presentations to Council by special speakers, consultants, guests of Council Committees, members of Council Committees etc.**

- 4.1 It is recognized that from time to time Council as a whole, or individual committees may wish Council to hear a presentation by a person from outside Council. As well Council committees may, from time to time, want to delegate a member(s) of their committee to assist the Chair of the committee in a presentation or report to Council. These persons are, of course, able to address Council on the topic being presented but may not participate in other Council discussions unless invited to do so by the Chair of the meeting.

#### **POLICY REVIEW:**

**Time Frame:** Every three years

**Committee Responsible:** Church Council Executive

Revisions to the Policy require Council approval.

#### **CROSS REFERENCES:**

Grace United Church Constitution (2015)

Page 2, Members

Page 7, Responsibilities