



UWM Great Lakes Region Policy Manual

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CORPORATE POLICIES

For Great Lakes Unity Regional Conference, doing business as Unity Worldwide Ministries Great Lakes Region (GLR).

Vision: Awakening Oneness, we empower an evolving consciousness that spiritually transforms the world.

Mission: We serve, inspire and empower ministries, ministers, credentialed leaders and laity.

Core Values: Committed, Empowering, Evolutionary, Integrity, Collaborative, Love

Agent: The Regional Representative shall be the statutory agent for the Region. If no Regional Representative is in place this responsibility would default to the Regional Ministry Consultant.

BOARD OF TRUSTEES POLICIES

BOARD MEMBERS

Refer to the current bylaws for specific information on board selection and governance.

FINANCE

1. The following employees and contractors shall be placed under contract
 - a. Youth and Family Ministry Coordinator
 - b. Conference Program Presenters
 - c. Regional Representative
 - d. Regional Ministry Consultant
 - e. Website and Office Administrator
 - f. Accountant/Bookkeeper

2. Our tithe to our Spiritual Source, 10% of love offerings, shall be distributed quarterly:
 - a. 1% to the GLR Scholarship Program
 - b. 2% to Unity Urban Ministerial School (UUMS)
 - c. 2% to Unity Worldwide Spiritual Institute (UWSI)
 - d. 2% to Unity Worldwide Ministries (UWM)
 - e. 2% to Unity World Headquarters (UWH)
 - f. 1% to be determined by discretion of the Board of Trustees

3. The Treasurer is authorized to pay the bills approved by the Board of Trustees.

4. All requests for financial disbursements are to be referred to the Board of Trustees for consideration.

5. GLR will not extend financial aid to any church for the purpose of a building program.

6. The Regional Treasurer, Secretary, and President shall be signatories on the checking, savings, and other accounts. The Treasurer must receive statements regarding all fiscal accounts established under the authority of GLR.
7. All love offerings are attributed to the general fund. GLR may receive restricted gifts at the discretion of the Board of Trustees.
8. GLR will hold no less than 25% of previous year's net income in reserve. New expenditures will not deplete General Funds beyond this level.
9. Financial income from special events (such as, but not limited to, Youth Education, and Licensed Unity Teacher trainings and workshops) is credited to the General Fund, not to the expense account or budgeted line item for the individual, position, or department.
10. GLR will pay reasonable expenses for Employees/Contractors and Board Members to attend the annual GLR Conference. Reasonable expenses are registration fee and the base hotel room rate with taxes (not incidental hotel fees).
11. GLR will pay reasonable expenses for the Regional Ministry Consultant and Youth & Family Ministry Coordinator to attend the annual UWM Convention. Reasonable expenses include registration fees, transportation, lodging and meals.
12. All reasonable expenses incurred by GLR board members, employees & contractors while doing Regional business and not reimbursed by member churches are to be paid by the Region.

FINANCIAL REIMBURSEMENT

TBD

BOARD LIAISON ROLE DESCRIPTIONS

Liaisons are board members who serve as the direct communication link between the GLR Board and the Team or Staff they represent. Liaisons are selected by the Board on an annual basis to serve for one year term, which can be extended. The following teams or staff are served by a liaison:

- Conference Planning Team
- YFM
- Communications
- Nominating Team

DUTIES

- Meet with the Team or Staff at least once a monthly
- Provide monthly reports to the GLR Board
- Partner with a second board member to provide an annual review for Staff Members they liaison to.

- Communications liaison will submit and approve items for the newsletter and website. They will also proofread the newsletter before distribution.

MINISTRY TEAMS

1. The President of the Region will appoint or ratify all Ministry Team members. Each team will have a Board Trustee as liaison who will appoint its chair.
2. Standing Ministry Teams are:
 - a. Conference Planning Team
 - b. Finance Team
 - c. Leadership Recruitment & Development Team (LRDT)
3. Standing Ministry Team members serve 2 year terms and may serve consecutive terms.

ANNUAL CONFERENCE

1. The Conference Planning team will receive a maximum budgeted figure for Conference expenses.
2. It being the Secretary's job to keep minutes including proper wording of motions, who proposed, who seconded, and the resulting vote – and it not being the Secretary's job to write a detailed account of reports presented to the Conference body – it is hereby the policy of GLR that all reports given by Committee Chairs, Contract Employees and any other persons addressing the Conference body will be submitted in writing to the Secretary prior to the Business Meeting for the Secretary to attach to the Conference Minutes. ("In writing" is interpreted as being typed in MS Word and submitted electronically for inclusion in the corporate records).
3. To encourage participation in Regional activities, GLR will waive, on a one time basis, the basic Conference registration fee for the following credentialed and non-credentialed leaders who are new to the region:
 - Fourth year Urban School Students involved in an internship,
 - Licensed and Ordained Ministers,
 - Licensed Unity Teachers serving as spiritual leaders,
 - Spiritual Leaders serving churches under special dispensation,
 - Licensed Unity Teachers who are newly licensed
 - Certified Spiritual Educators newly licensed

The basic registration fee does not include fees for any dinners or luncheons. The fee waiver must be used within twenty-four months of licensing or entering the region. Unity Urban Ministry School students must use the waiver during their fourth year of school.

4. The Board of Trustees shall approve the registration fee for the Annual Conference, taking into consideration any recommendations from the Conference Planning Team.
5. The Region shall retain a 20% processing fee for cancelled registrations during the 30 days preceding the opening day of the Annual Regional Conference, and also for any

other Regional event within the 30 days preceding the commencement of the event. This policy is to be clearly stated on all registration forms.

SCHOLARSHIPS and GRANTS

1. To support our GLR mission, *We serve, inspire and empower ministries, ministers, credentialed leaders, and laity*, GLR shall offer three kinds of scholarships or grants:
 - a. Individual scholarships, for ordained Ministers seeking continued education, or to fund core Unity Classes toward becoming a Certified Spiritual Educator, Licensed Unity Teacher, or Unity Minister.
 - b. Ministry scholarships, to help ministries obtain Board and Leadership Development, Transitional support, or conflict resolution assistance.
 - c. Youth Ministry Rally grants, to subsidize costs for teens to participate in our annual GL Youth of Unity or Uniteen Rallies.
2. Anyone applying for a scholarship or grant must be an active member of the Great Lakes Region. Refer to the GLR Bylaws for definition of active member.
3. A completed application form must be accompanied by an email of support from your Unity minister and/or Board President.
4. Applications are available on our GLU website, www.greatlakesunity.com.
5. Applicants will be notified by email regarding the status of their application within 6 weeks.

LEGAL

GLR will maintain an IRS tax exemption. GLR's corporate tax exempt number will be furnished to all persons who request it and are deemed necessary to have it.

MAILING LIST

1. No mailing list will be provided to any entity without prior approval of the Board of Trustees.
2. The Regional mailing list will be provided to Regional Officers, Licensed Unity Teacher Representative, Ministry Teams, employees and contractors as needed.

GLR EMPLOYEES & CONTRACTORS

GLR Board of Trustees employs persons in the following roles:

- Regional Ministry Consultant
- Regional Representative
- Youth and Family Ministry Coordinator
- Website and Office Administrator
- Accountant/Bookkeeper

All of these persons are classified as Employees or Contractors of the region, which ensures they are covered by the regional liability.

No person employed by the region may serve as a voting member of the regional Board of Trustees, either as a general member of the Board or the Licensed Unity Teacher Representative of the Board.

HIRING PROCEDURES

1. The Board will assemble a search team to recruit, interview and recommend candidates for hire. While the team makes recommendations the board is responsible for final hiring decisions.
2. Open positions will be posted on our website, Facebook page and e-news, as well as through UWM Employment Services.
3. Postings will include role descriptions and applications deadlines.

ROLE DESCRIPTIONS

Regional Ministry Consultant (RMC)

I. General Description of Position:

The purpose of this position is to assist in maintaining the health of ministries within the region. This person serves as a mentor and first point of contact for GLR members – including spiritual leaders, LUTs and lay leaders – to provide general counsel pertaining to ministry development, trends, best practices, governance and bylaws.

II. Duties and Responsibilities

A. Maintains ongoing communication with ministers and ministries

1. Be available to all ministry stakeholders as a mentor, coach, and pastoral presence,
2. Serve as a resource to ministers and ministries seeking consultation and information, referring them to UWM and GLR resources when applicable
3. Serve as an LUT sponsor for LUTs in a ministry not served by a Unity Minister.
4. Facilitate monthly networking opportunities for credentialed and non-credentialed leaders to connect and share resources with one another.

B. Maintains communication with the UWM Ministry Development Team and Ministry Consultant Team regarding ministries in transition or needing support

C. Liaison between ministries and GLR Board

1. Attends GLR Board meetings as advisor and liaison to ministries.
2. Provide monthly reports to the board to include:
 - a. Ministry contacts made that month
 - b. Services provided to ministries and leaders
 - c. Status of ministries in transition
 - c. Potential concerns for ministries and recommendations for providing support.
3. Provide a report to the Conference Body at the GLR Annual Conference.
4. Recommend people in the Region for participation/membership on special task forces, training programs and ministry teams.

D. Liaison between GLR ministries and UWM

1. Attend the Annual Winter Summit, UWM People's Convention, and GLR Conference, either virtually or in person.
2. Recommend people in the Region for participation/membership on special task forces, training programs, and ministry teams of UWM.
3. Serve in the review process regarding expansion of new ministries in the Region [to approve or disapprove new works].

E. Facilitate sub-regional board trainings three times annually on behalf of the region. A host ministry is required, along with a minimum of two other ministries. Travel expenses are paid by the region and printing materials is the responsibility of attending ministries.

F. Available to contract with ministries as speaker, trainer and ministry consultant, either virtually or on site. Such services will be paid by the member ministry with fees and expenses to be negotiated with the Regional Ministry Consultant. These fee-based services may include and are not limited to:

- a. Board and leadership training/workshops
- b. Conflict mediation
- c. Genogram Workshop (for ministries in transition between ministers)
- d. Visioning (for ministries experiencing change or transition)
- e. Sacred Listening Circles
- f. Growing Through Change (using change, like selling a building or a minister leaving, for spiritual growth)

III. Qualifications

1. Is a GLR Member.
2. Commitment and loyalty to the GLR.
 - a. Regular attendance at Regional Conference
 - b. Regular financial support to the Region.
 - c. Support for the Region's core values, policies, and bylaws.
3. Proven successful experience as a field minister of no less than five years.
4. Is a minister in good standing with UWM.
5. Successful completion of the training requirements for the UWM Standards Ministry Consulting Team.
6. Commitment to ongoing self-education, bringing new skills and programs to GLR members and ministries.
7. Personally has available time, freedom, and willingness to carry out the responsibilities of this position.

IV. Skills

1. Demonstrated personal, professional, and leadership skills.
2. Team builder/player
3. Proven ability to evaluate situations objectively and represent the majority consensus of the body rather than a personal point of view.
4. Demonstrates diplomacy and tact with an even temperament during stressful situations and proven success in interpersonal relationships.
5. Demonstrates time management skills.

V. Supervision

1. Works under the direction of the GLR Board of Trustees and supervised directly by the Board President.

VI. Compensation

1. Compensation will be determined by contractual agreement between the Board and RMC and reviewed annually.
2. The GLR board will provide a budget with anticipated line items for this position.
3. It will be the RMC responsibility to:
 - a. Track expenses and remain within the allocated budget.
 - b. Submit an expense report along with receipts for reimbursement to the Board Treasurer and President.
 - c. Request Board pre-approval for business expenses that may not be specified in the budget.

Regional Representative (RR)

I. General Description of Position:

The purpose of this position is to serve as a liaison between the GLR and UWM through participation on the UWM Standards Committee.

II. Duties and Responsibilities

1. Serve as an active member of the UWM Standards Committee.
 - a. Attend and participate in the Standards Committee meetings.
2. Attend the Annual Winter Summit, UWM People's Convention, and GLR Conference, either virtually or in person.
3. Liaison with the Regional Ministry Consultant to help
 - a. Recommend people in the Region for participation/membership on special task forces, training programs, and ministry teams.
 - b. Serve in the review process regarding expansion of new ministries in the Region [to approve or disapprove new works].
4. Provides a monthly report to the GLR Board. (FYI this may be an amended copy of the Standards Committee Report that goes to the UWM Board).
5. Available to attend monthly GLR Board Meetings on an as-need basis.

III. Qualifications

1. Is a GLR member.
2. Comment and loyalty to the core values, bylaws and policies of GLR and UWM
3. Proven successful experience as a credentialed or non-credentialed leader in a field ministry for no less than five years.
4. Is in good standing with UWM.
5. Meet UWM's training requirements for a Regional Rep.
6. Commitment to ongoing self-education; to learn about, develop and recommend new policies or programs for the Standards Committee's consideration.
7. Personally has available time, freedom, and willingness to carry out the responsibilities of this position.

IV. Skills

1. Demonstrates personal, professional, and leadership skills.
2. Proven ability to evaluate situations objectively and represent the majority consensus of the body rather than a personal point of view.

3. Demonstrates diplomacy and tact with an even temperament during stressful situations and proven success in interpersonal relationships.

V. Supervision

Works under the direction of the GLR Board of Trustees and supervised directly by the Board President.

VI. Compensation

1. Compensation will be determined by contractual agreement between the Board and RR, to be reviewed annually
2. The GLR board will provide a budget with anticipated line items for this position.
3. It will be the RR's responsibility to:
 - a. Track expenses and remain within the allocated budget.
 - b. Submit an expense report along with receipts for reimbursement to the Board Treasurer and President.
 - c. Request Board pre-approval for business expenses that may not be specified in the budget.

Youth and Family Ministry Coordinator

I. General Description of Position:

The Great Lakes Unity Region (GLR) Youth and Family Ministry (YFM) Coordinator oversees the implementation of the GLR Youth and Family Ministries services.

II. Duties and Responsibilities

A. Spiritual Role Model

1. Be an active member of a Unity Ministry. Apply Unity principles in your life and have an ongoing study of Truth Principles. Have an ongoing practice of prayer and meditation and commitment to Unity Principles.
2. Be a role model of Unity Truth principles setting an example at all times of a Unity based behavior which reflects concern for others, responsibility, spiritually supportive leadership, openness and enthusiasm.
3. Maintain a robust self-care program.

B. Communications Liaison

1. Regional:
 - a. Communicate with GLR Ministries ensuring their awareness of YFM services available and consult with them to develop or improve Youth and Family Ministries services provided by the Region.
 - b. Attend Regional Conference to make connections with Ministers and Ministries, promote regional services provided and be knowledgeable of the Region and its activities.
 - c. Be accessible to provide guidance to Ministers, Ministries and YFM Ministry staff. Develop strategies and creative solutions to issues in YFM.
2. GLR Board and Staff:
 - a. Meet monthly with the Board Liaison
 - b. Facilitate communication of news, resources & events via website, social media, electronic newsletter and other means causing the Regional website and social

- media platforms are up-to-date and input for the regional newsletter to be provided.
- c. Approves, tracks, evaluates and communicates an annual implementation plan of YFM services for the region.
- 3. Unity Worldwide Ministries:
 - a. Network and collaborate, including attending UWM Regional YFM Leadership Conferences, IYOU Events, and/or other events and training offered by other Unity Regions or Unity Worldwide Ministries.
- 4. National and International:
 - a. Network and collaborate with youth and family industry

C. YFM Programs

YFM Coordinator is responsible for all programs, whether or not the region hires contractors, ensuring the following:

1. Write relevant job descriptions, hire and supervise YFM Program Contractors
2. Provide opportunities for YFM Program Contractors to collaborate with colleagues, network, receive training, and stay abreast of best YFM practices and resources.
3. Conduct annual reviews of Regional YFM Program Contractors with the GLUR YFM Board Liaison.
4. Fulfill duties of YFM Contractor job descriptions as needed, or until contractors are hired.
5. Plan, implement and evaluate experiences and services the region offers pertaining to Youth and Family Ministry.
6. Keep accurate records, follow regional policies, procedures and practices ensuring financial health and maintain sound structure of programs.
7. Stay abreast of best YFM policies, procedures, practices and resources.
8. Empower, train and equip ministries and youth leadership (teens and adults) in the skills and tools to minister to youth and their families.
9. Educate best practices and share resources. Assist ministries with implementation.
10. Facilitate opportunities for YFM practitioners within the region to connect and share experiences, resources and ideas.
11. Communicate news, resources & events via website, social media, electronic newsletter and other means.

D. BUDGET OVERVIEW

1. Plan and submit annual budget to GLR Treasurer.
2. Manage the GLR YFM budget; track and report monthly with GLR Treasurer and GLR YFM Board Liaison.
3. Overview bank account(s) and approve expenditure requests from Regional YFM Program Contractors

III. Qualifications

1. Is a GLR Member
2. Preferred: experience in Youth and Family Ministry Leadership (ten (10) years minimum), Unity credentialing, and or CSL credentialing, such as Certified Spiritual Educator (CSE), Licensed Unity Teacher (LUT) or Unity Minister, or be current with the process of becoming credentialed in Unity.

IV. Skills

This position requires collaborative leadership skills, strategic thinking and accountability as well as a deep commitment to the region and the youth and families it serves. Also required are:

1. Exceptional organization and administrative skills
2. An organized, communicative, and collaborative leader
3. Ability to work well with individuals inspiring and encouraging them to their potential.
4. Tech savvy
5. Ability to manage and support volunteers or staff performing various projects.
6. Knowledge of change management for evolving the YFM work of the region
7. Experience in budget planning and overview

V. Supervision

The GLR YFM Coordinator reports to Unity Worldwide Ministries Great Lakes ~~Unity~~ Region Youth and Family Ministries Board Liaison. Activities are coordinated with the Liaison. The YFM Coordinator will work with appropriate staff and board members as necessary.

VI. Compensation

Compensation will be determined by contractual agreement between the Board and YFM Coordinator and reviewed annually.

Website and Office Administrator

I. General Description of Position

This is a part-time position to fulfill the role of general administrative and website support for the Great Lakes Region.

II. Duties and Responsibilities

1. Administrative Support
 - a. Manage all incoming correspondence, including email, phone and P.O. Box. Forward any correspondence to appropriate addressee as needed.
 - b. Assist Treasurer with entering contributions, making deposits, and sending thank you letters.
 - c. Manage the regional membership database, ensuring it is up-to-date.
 - d. Prepare and send the Annual Membership Renewal notice
 - i. Track renewals and attempt to contact non-responders
 - ii. Update the regional membership database with renewals, lay delegates, and in-actives.
 - e. Reports registration funds received for annual conference and regional YFM events to bookkeeper and treasurer.
 - f. ADMIN will make and report financial deposits (TBD).
 - g. Manage access to, and organization of, Region's file sharing folders on Google Docs.
 - h. Maintain and update all corporate documents (including Bylaws, Policies and Procedures).
 - i. Add monthly reports including Board meeting minutes and Blog to website as received from Communications Liaison.

- j. Maintain Region's printer and laptop and conference/general office supplies (at home)
 - k. Under direction of Communications Liaison, prepare and send monthly regional e-newsletters and occasional e-news alerts/reminders.
 - l. Maintain/update GLR regional website, including YFM programs and events).
2. Conference Support
- a. Work with Conference Planning Team to create and maintain online registration form(s).
 - b. Manages conference registration process, including creation of website forms and tracking registrations.
 - c. Ensure preparation of attendee name badges and any conference booklets/handouts to be given to attendees.
 - d. Make sure all Conference attendees are qualified to vote per bylaws. Prepare an eligible member voting sheet.
 - e. Prepare materials and reports for the annual business meeting, and post to website (creating and maintaining a conference page on website).
 - i. Agenda
 - ii. Conference Booklet/handouts
 - iii. Minutes from prior year's meeting
 - iv. Board Nominees – photos and bios
 - v. Written Reports from all employees and board members
 - vi. Financial Report and Budget for Next Year
 - f. Prepare the Ballot for the business meeting elections
 - g. Collect and tabulate survey results in October and pass these on to Board when complete.
 - h. Staff the registration table and manage the check-in process
 - i. Process walk-in registrations
 - j. Assist with the election during the business meeting.
 - k. Make any copies needed and run for materials as needed., assemble conference books and stock with paper, pens and nametags.
 - l. After Conference, update website with new Board members and contact info, as well as set up website emails for any new staff or Board members.
 - m. Maintains contributor and conference attendee's database to include contact information and donations.

III. Qualifications

1. Member of the GLR.
2. Commitment and loyalty to the core values, bylaws, and policies of GLR and UWM.
3. Personally has available time, freedom, and willingness to carry out the responsibilities of this position.
4. Preferred:
 - a. High school diploma or equivalent
 - b. 2-5 years experience as an administrative assistant
 - c. Demonstrated experience with website management
 - d. Demonstrated experience with church management systems

IV. Skills

1. Exceptional organization and administrative skills, with strong attention to detail, and ability to prioritize and meet deadlines
2. Demonstrates effective, positive communication skills
3. Ability to work well with individuals and teams

4. Be dependable, responsible, professional, and self-motivated
5. Strong computer skills including MS Office, website management

V. Supervision

This position reports to GLR Communications Liaison, and works closely with the Treasurer and Conference Liaison.

VI. Compensation

Compensation will be determined by contractual agreement between the Board and Admin and reviewed annually. This person shall also receive an expense budget for attending the annual regional conference.

Accountant/Bookkeeper

I. General Description of Position:

The Bookkeeper (part-time) will carry out the GLR financial operations in accordance to the GLR Bylaws, Policies and Procedures.

II. Duties and Responsibilities:

1. Performs all financial operations including contributions, accounts receivable and payable, payroll and payroll taxes, and financial reports.
2. Performs other duties related to the finances and database as assigned.
3. Works closely with the Website/Office Administrator

III. Qualifications

1. An under-graduate degree (or comparable experience) in accounting, business or management.
2. At least 4 years of bookkeeping experience, 2 of those with an online church management system. QuickBooks for Non-Profit preferred.

IV. Skills

1. Demonstrates effective and positive communication
2. Ability to work with individuals and teams
3. Be dependable, responsible, professional and self-motivated
4. Exceptional organization skills, with strong attention to detail, and ability to prioritize and meet deadlines

V. Supervision

This position reports to the GLR Board Treasurer.

VI. Compensation

Compensation will be determined by contractual agreement between the Board and Accountant/Bookkeeper and reviewed annually.

YOUTH AND FAMILY MINISTRY (YFM) POLICIES

SAFETY

The GLR Youth and Family Ministry strives to minister and equip spiritual education teams, provide meaningful events for our youth and support the development of relevant, vital, and sustainable

youth and family ministry programs. This requires a safe and supportive environment, which includes addressing any situations or disruptive individuals, which impinges on the community's well being. Such situations and individuals will be addressed clearly with compassion by the Youth Events Coordinator. The Youth Events Coordinator may take action to establish safety by asking any individual to leave an event, and has final authority on who may attend youth events.

Policies and Procedures for Y.O.U. Chapters

TBD

GLR Transgender Housing Policy for Youth Events

1. In general:
 - a. All housing at YOU events is dormitory style with two people per room.
 - b. All attendees and sponsors are asked to declare their gender as part of the application process.
 - c. Attendees and sponsors are housed with people of the same gender, except in the cases described below.
 - d. A sponsor and an attendee may not room together unless they are parent/guardian and child.
2. For transgender minors:
 - a. A transgender minor attending a Youth Event sponsored by GLURC must declare his or her biological gender as part of the application process for the event.
 - b. The attendee will be housed with a roommate of his/her biological gender unless a specific roommate is requested.
 - c. If the attendee requests a specific roommate, and if the parent/guardian of both the attendee and the requested roommate give written consent, attendees of different biological gender may be housed together.
 - d. If private accommodation is possible and requested, the attendee may be housed separately. Any extra expense would be borne by the attendee.
3. For transgender adult sponsors:
 - a. A transgender adult sponsor attending a Youth Event sponsored by GLURC must declare his or her gender as part of the application process for the event. This may be the person's biological gender or, if post-surgical, the person's current gender.
 - b. The sponsor will be housed with a roommate of his/her declared gender unless a specific roommate is requested.
 - c. If the sponsor requests a specific roommate, and if the requested roommate agrees, attendees of different declared gender may be housed together.
 - d. If private accommodation is possible and requested, the sponsor may be housed separately. Any extra expense would be borne by the sponsor.

NOMINATING TEAM

Selection.

1. GLR Members interested to serve on this team may register on the sign-up sheet at

annual conference or by email to the Board President.

2. The Board will appoint a Board Liaison to serve on the Nominating Team.
3. The Board Liaison will contact all interested members to establish a first meeting.
4. The team will recommend a Nominating Team Chair, which is to be approved by the Board at their next meeting.

Duties and Responsibilities.

The Nominating Team shall initiate a search for at least one (1) qualified candidate per open board position in the coming term.

1. Self-Nominations. Any member not nominated by the Nominating Committee may submit their name to the board of trustees no later than 15 (fifteen) days prior to the annual membership meeting, such nominees shall then be placed on the board ballot for election at the annual business meeting.

Annual Meeting Nomination Procedure

The presiding officer of the annual membership meeting shall:

1. Read Article VI, Section 10A and 10D of the bylaws just prior beginning the process of nomination and election; and
2. Call upon the Chairperson of the Nominating Committee to offer the ministry team's nominations; and
3. Read the names of additional nominees that have submitted their names at least fifteen (15) days prior to the annual business meeting.

Annual Meeting Election Procedure.

The election shall be by ballot if there are any partial terms to be filled or there is more than one (1) nominee for each position. The result of the vote shall be announced to the annual meeting. The two (2) nominees receiving the highest number of votes shall be elected to fill three (3) year terms. The candidates receiving the next highest number of votes shall be elected to the longest unexpired term.