

UWM Board Procedures for Q&A or Information Sharing Meetings

1. Purpose.

The purpose of this communication procedure is to ensure effective, productive exchange of ideas and information between the UWM Board of Trustees, UWM members, UWM staff, and all others served by UWM. It is the Board's intention to truly hear members' concerns and questions and to value the diversity of perspectives brought to the Board's attention. Q&A and information sharing meetings align with the Board's desire to maintain an open and transparent relationship with Unity Worldwide Ministry membership.

2. Scope

This information sharing procedure is applicable to all meetings held in person or online in which the Board of Trustees creates an open forum for UWM members, UWM staff, or the general public to bring questions, concerns, or ideas to the Board of Trustees.

3. Participant Expectations

- a. In a loving and supportive manner, Board members are expected to be open, and willing, to hear and acknowledge all questions or issues raised.
- b. Assume the honorable intent of all participants. Poor communications skills should not discredit the message being delivered.
- c. All participants are expected to address one another in a calm and respectful tone, honoring the Divine presence within each other.
- d. All issues and questions posed may not be able to be immediately addressed to the satisfaction of everyone present. We agree to make allowances for follow-up interactions where appropriate.
- e. Differences of opinion are normal and when agreement cannot be reached, both parties agree to disagree in love.
- f. Audience members are expected to respect the speaker and refrain from interrupting or speaking over them.
- g. With an open heart, all participants should remain nonjudgmental.
- h. In the event a meeting becomes in any way disruptive or off purpose, any participant can call for recentering prayer.

4. Logistical Procedures

- a. The Board will designate a representative(s) to facilitate the meeting. An independent moderator should be used for any meeting in which any hostility or contentious topics are anticipated.
- b. A time limit (suggested two (2) minutes) will be allotted for each participant to raise their issue or pose their question. The moderator will inform them if they exceed their 2 minutes of allotted time, and their microphone will be muted.

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- c. In-person meetings will utilize a physical que line to organize participants desiring to address the Board.
- d. Online meetings will utilize software capabilities to organize participants desiring to address the Board. (ex: hand raising function in ZOOM)
- e. Each person desiring to address the Boad must be recognized by the facilitator prior to speaking, must use a microphone if provided, and respecting the time limit in effect and voluntarily cease speaking at the end of their allotted time
- f. Each person may question a specific Board member or the Board as a whole.
- g. If the facilitator cannot readily answer the question, an appropriate Board member should respond.
- h. If an original issue or idea is presented, the Board will have a designated record keeper or have the meeting recorded.
- i. Each speaker must be responded to in a manner insuring they feel heard and understood.
- j. Speakers must abide by the following guidelines
 - i. Speak with "I" statements drawing on personal experiences and knowledge only.
 - ii. No third-party information or opinions.
 - iii. Do not speak for another individual or group.
 - iv. Do not disclose confidential information or indicate such information exists.
 - v. Do not engage in triangulation and speak about another person. Issues with a third party should be addressed with them directly.
- k. If time permits everyone will be given an opportunity to speak.
- l. If time permits second opportunities to speak will only be given if there are no more first time speakers waiting to address the Board.