

# Live Oak UU Church Steering Committee Proposal (see page 2 for procedure)

Ref # 1                      Date Proposed    9/11/1999

## Decision Description

Live Oak Steering Committee Proposal form

## Committee or Member Proposing

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## Proposal

I propose that any committee or member wishing to make a proposal that requires Steering Committee approval, write up the proposal in this form titled Steering Committee Proposal (SCP). The completed form should be available for inspection (posted on the church bulletin board, posted on the web site, distributed via e-mail) prior to the Steering Committee meeting. Ideally it should be distributed and discussed at the steering committee of the prior month before being submitted for approval. A copy of each proposal form along with the consensus decision will be kept in the church records with the Steering Committee minutes.

## How does this benefit the church?

This SCP form and the process proposed will help assure better decision making. First, it encourages clearly written proposals. Secondly it will help to clarify when there is a proposal on the table that needs attention rather than discussion, ideas, and brainstorming. Thirdly, members can get informed quickly because the pertinent information is in one place. This information includes a summary of research by the committee or person, how it benefits the group, background information, cost associated with adoption of the proposal, and action required if proposal is adopted. I believe that the structure provided by this process will improve the flow of steering committee meetings, as well as improving communication and allowing for better follow-through on the decisions that are made.

## Background

It is not unusual for decisions to be made informally by a group where members do not have the same understanding as to what is being decided on. This can create ill will and can also result in wasted time and money when plans need to be scrapped or decisions revisited. Secondly, some proposals get talked about and talked about but do not come to a point of being adopted or rejected. Thirdly, proposals that aren't crisply defined, or decisions made without clearly articulated actions and responsible persons can just die or fall through the cracks due to lack of attention. I believe the proposed process will alleviate these problems.

## Research

The Acorn Creek cohousing group, which used a consensus decision making process modeled on Live Oak's, adopted a similar decision making proposal form developed by Mark Bishop based upon its successful use in other groups using consensus models.

## Communication Events (When?, How?, To Whom?):

Distributed via Live Oak email list on 7/14/1999. Posted on church bulletin board on 7/14/1999. Article in August, 1999 newsletter. Meeting on August 5, 1999 to solicit feedback. Feedback incorporated into final proposal.

## Cost

Nominal cost for copying and distributing forms. Added record keeping duties.

**Budget amendment required?** No    **If yes, what is the Finance Committee's recommendation?**

## Action Required if Adopted and Who is Responsible

President (or her/his designate) will ensure that this form (or the equivalent) is in place before adding a proposal to the steering committee agenda. Secretary will be responsible for filing SCPs with the corresponding meeting minutes.

## Supporting Material

None

## Consensus

- Adopt
- Reject
- Send back for completion