

Report from Manual of Procedure Committee to June Interim Meeting – June 15, 2019

Note: all page numbers are from the 2018 print version of the *Manual*

Pg 377 - I. Introduction to *Manual of Procedure*

Current text:

The purpose of this Manual is to provide a basis for the good order of the Religious Society of Friends within Baltimore Yearly Meeting by describing the current organizational structure of the Yearly Meeting, its officers and committees, and its relations to other Friends' bodies. Changes that alter the meaning of this manual (substantive changes), are approved by Yearly Meeting in Session as described in article XI of this Manual.

This Manual deals solely with the organizational structure the Yearly Meeting establishes to handle matters which are entrusted to it by the constituent Monthly or Quarterly Meetings or by individual Friends.

Revision:

The purpose of this Manual is to provide a basis for the good order of the Religious Society of Friends within Baltimore Yearly Meeting by describing ~~the current organizational structure of the Yearly Meetings, its officers and committees and its relations to other Friends bodies~~ the following:

- a) its relations to other Friends' bodies;
- b) the committee, officer, or staff person the Yearly Meeting has designated to carry out certain tasks;
- c) the parameters within which the committee, officer, or staff person should function;
- d) whether recommendations from the committee, officer, or staff person should ultimately go to Annual Session, to Interim Meeting, or elsewhere; and
- e) the rationale for the process or method.

Changes that alter the meaning of this manual (substantive changes), are approved by Yearly Meeting in Session as described in article XI of this Manual.

This Manual is designed to assist the Yearly Meeting community ~~in completing deals solely with the organizational structure the Yearly Meeting establishes~~ to handle matters which are entrusted to it by the constituent Monthly or Quarterly Meetings ~~or by individual Friends.~~

Clean Copy:

The purpose of this Manual is to provide a basis for the good order of the Religious Society of Friends within Baltimore Yearly Meeting by describing the following:

- a) its relations to other Friends' bodies;
- b) the committee, officer, or staff person the Yearly Meeting has designated to carry out certain tasks;
- c) the parameters within which the committee, officer, or staff person should function;
- d) whether recommendations from the committee, officer, or staff person should ultimately go to Annual Session, to Interim Meeting, or elsewhere; and
- e) the rationale for the process or method.

Changes that alter the meaning of this manual (substantive changes), are approved by Yearly Meeting in Session as described in article XI of this Manual.

This Manual is designed to assist the Yearly Meeting community to handle matters which are entrusted to it by the constituent Monthly or Quarterly Meetings.

Pg 379 – move the last sentence of the first paragraph under Recording Clerks about appointing reading clerks to the description of Presiding Clerk of YM on 378 as the penultimate sentence of that first paragraph.

Annually, the Clerk nominates and the Annual Session approves an ad hoc Epistle Committee to draft a general epistle to other Friends groups for the Yearly Meeting's review and approval. Reading Clerks are appointed by the Presiding Clerk as needed at Yearly Meeting sessions. The Clerk reports to each regular session of the Interim Meeting on activities as Clerk during the intervening period.

Pg 381 - Restate the first in the list of Interim Meeting functions:

The functions of Interim Meeting are:

- ~~to act for the Yearly Meeting when necessary in the intervals between sessions~~ to consider recommendations from standing committees and working groups as needed between Yearly Meeting sessions

Pg 382 - add to 2nd paragraph of Search Committee description (approved by Search Comm):

The Search Committee nominates persons to serve as Presiding Clerk, Recording Clerk, Clerk of Interim Meeting, Recording Clerk of Interim Meeting, Treasurer, Assistant Treasurer, members of the Supervisory Committee, and members of the Nominating Committee. In order to fill these positions with Friends well qualified to best serve the Yearly Meeting, the committee strives to consider not only each individual's experience and spiritual gifts, but also strives to include Friends from diverse age groups, genders, racial identities, ethnicity, and geographical regions. These nominations are proposed to Interim Meeting and, if approved, are forwarded to the Yearly Meeting. The Search Committee usually presents these nominations on behalf of Interim Meeting at the Yearly Meeting sessions.

Pg 383 – remove the 6th paragraph under SUPERVISORY COMMITTEE

~~The Committee will review and remain familiar with the content of the Youth Safety Policy (Appendix D to this Manual) in order to ensure that the practices of the Committee reflect the guidelines adopted to promote the safety of our youth and youth workers. The Committee will provide any necessary staff and volunteer training and will ensure that programs and events are carried out in compliance with policy guidelines.~~

Pg 384 –under IV STAFF in the second paragraph about other committees desiring staff, making the entry consistent with current procedure

Other Committees of the Yearly Meeting desiring staff need to develop a proposal and present it to ~~Interim Meeting~~ Supervisory Committee for approval.

Pg 385 – under V. Committees of the Yearly Meeting, expand last sentence of the page to include the option for a committee clerk to send another member of that committee to IM

Committee clerks attend Interim Meeting or delegate another member of the committee to attend.

Pg 386 – revising the 7th paragraph on that page under V. Committees of the Yearly Meeting

As a general practice, the Nominating Committee does not nominate members of an ad hoc committee or working group; the members select themselves. The names of members and the dates of establishment of ad hoc committees and working groups are listed in the ~~2012~~ Yearbook after committee rosters. on page 143-144.

Pg 392 – under Ministry and Pastoral Care in the 4th paragraph, change “Committee of Oversight” to “working support group” to match the Guidelines for Embracing the Ministry of Friends (p429ff).

The Committee maintains the Guidelines for Embracing the Ministry of Friends and supports Monthly Meeting ~~Committee of Oversight~~ working support groups for these Friends. The Committee maintains a current list of all recorded ministers within the Yearly Meeting.

Pg 394 – under Peace and Social Concerns, three changes: 1) at the end of the second full paragraph to agree with the description of Quaker House on pg 406:

meets five times a year in various locations in North Carolina.

2) remove the 4th paragraph about Right Sharing of World Resources, since it is no longer a WG

3) add a new working group at the end of P&SC's description:

The Working Group on Civil and Human Rights of Transgender and Non-Binary People is under the care of Peace and Social Concerns.

Pg 394 – under Program Committee, change the final sentence to read:

The Committee will ~~provide~~ ensure that any necessary staff and volunteer training is provided and ~~will ensure~~ that programs and events are carried off in compliance with policy guidelines.

Pg 407 – under X. Changes in Faith and Practice, change the reference in the last sentence from the “Draft 2013 F&P” to “Resource 2013 F&P” since that document is no longer on its way to approval, but is being widely used as a resource.

For “Important Minutes” from prior years, please see the ~~Draft~~ Resource 2013 Faith & Practice, pages 241-55 at <http://www.bym-rsf.org/publications/fandp/>.

Pg 407 – under XI. Changes in the Manual of Procedure add a final sentence:

In the interest of accuracy and clarity, the Manual of Procedure Committee may copy-edit the Manual of Procedure. The Manual of Procedure Committee is not responsible for making changes to entries in XII. Appendices.

Edits to the *Manual of Procedure* which do not require IM approval:

*Pg 381 – replace ~~Young Friends Executive Comm~~ with Young Friends Nuts & Bolts Comm

...and the Clerks of Baltimore Yearly Meeting Young Friends ~~Executive~~ Nuts and Bolts Committee and Young Adult Friends.

*Pg 387 – under Advancement and Outreach Committee remove the quotation marks at the end of the second paragraph.

*Pg 392 - capitalize the ‘g’ of Working Group on Racism in the list of Working Groups under the care of Ministry and Pastoral Care