

DRAFT PIEDMONT FRIENDS YEARLY MEETING
POLICIES AND PROCEDURES HANDBOOK

We did conclude among ourselves to settle a meeting, to see one another's faces, and open our hearts one to another in the Truth of God once a year, as formerly it used to be.

-- Yearly Meeting in London, 1668

While this document describes the basic organizational structure of Piedmont Friends Yearly Meeting, we acknowledge that the practical should never swallow up the spiritual; that our relationship to the historical trajectory of Friends grounds our work; that we can celebrate our formation only with tenderness to other Friends whether in worship groups, monthly meetings, or yearly meetings as we seek to welcome and benefit from the inclusion of those who are led to join us in openness, spiritual experience, and responsibility of all.

PIEDMONT FRIENDS YEARLY MEETING (PFYM):

PFYM will hold its first Annual Session on 14 March 2015, 3:00 to 5:30 p.m.

PFYM at annual sessions will:

1. Approve a slate of officers to be presented by the Nominating Committee and approve the recommendation of the Naming Committee for the next Nominating Committee.
2. Approve membership of monthly meetings or worship groups in PFYM.
3. Receive minutes from monthly meetings or worship groups affiliating with PFYM. Hear and respond to reports and concerns from PFYM committees, monthly meetings or worship groups, and Interim Meeting.
4. Receive and send epistles.
5. Establish and approve additions or changes to PFYM policies and procedures.
6. Establish and lay down standing committees.
7. Assign tasks to Interim Meeting.
8. Approve dates, times, and location for future PFYM Annual Sessions in consultation with PFF.

Considerations in the selection process are experience relevant to the responsibilities of the position; service to Quakers whether at the committee, monthly meeting, or yearly meeting level or to wider Quaker organizations; and sufficient time to devote to the responsibilities of the position. Terms of office begin at the rise of Annual Sessions and are completed at the rise of Annual Sessions of the final year of the term.

OFFICERS:

Officers of PFYM will be members of constituent monthly meetings or worship groups and have experience relevant to the position.

| | |
|------------------------|--|
| <p>Presiding Clerk</p> | <p>The Presiding Clerk serves for two years, preceded and followed by one-year terms as Assisting Clerk. The Presiding Clerk has the following responsibilities:</p> <ol style="list-style-type: none"> 1. Preside as clerk at Annual Sessions, Interim Meetings, and Executive Committee meetings. 2. Work in consultation and coordination with other officers of PFYM and PFF. 3. Undertake, or appoint individuals to undertake, responsibilities that are not specified here, but provide for the smooth functioning of PFYM. 4. Receive concerns from monthly meetings and communicate those concerns to other PFYM constituent meetings before business sessions. 5. Serve <i>ex officio</i> on any committees of PFYM. 6. Represent PFYM to the public in consultation with PFYM, Interim Meeting, and others as good order dictates. 7. In consultation with members of PFYM, present for approval nominees for a naming committee that will nominate the Nominating Committee. 8. In consultation with Nominating Committee, name members to <i>ad hoc</i> committees. |
| <p>Assisting Clerk</p> | <p>The Assisting Clerk serves a one-year term, followed by a two-year term as</p> |

| | |
|------------------|--|
| | <p>Presiding Clerk, and then another one-year term as Assisting Clerk. The Assisting Clerk has the following responsibilities:</p> <ol style="list-style-type: none"> 1. Perform the functions of the Presiding Clerk in his or her absence. 2. Assist the Presiding Clerk with consultation and assignments as requested by the Presiding Clerk. 3. Convene and work with the Epistle Committee. 4. Serve on Executive Committee. |
| Recording Clerk | <p>The Recording Clerk serves a three-year term and has the following responsibilities:</p> <ol style="list-style-type: none"> 1. Record and keep minutes of all business meetings of PFYM, Interim Meeting, and Executive Committee meetings. 2. Serve on Executive Committee. 3. Serve <i>ex officio</i> as a member of the Communications & Website Committee. |
| Treasurer (none) | <p>Initially, PFYM finances will not be separate from those of PFF. Therefore no treasurer is needed separate from PFF.</p> |

STANDING COMMITTEES:

Clerks of standing committees will serve three-year terms and may serve one additional term.

| | |
|---------------------|---|
| Executive Committee | <p>The Executive Committee will consist of the Presiding, Assisting, and Recording Clerks, the clerks of standing committees, and others as appropriate. The Executive Committee will:</p> <ol style="list-style-type: none"> 1. Receive reports from monthly meetings. 2. Set agendas for Annual Sessions. |
|---------------------|---|

| | |
|---|---|
| | <ol style="list-style-type: none"> 3. Review and distribute Yearly Meeting Epistles. 4. Confer with, consult with, and advise the Presiding Clerk. 5. In consultation with PFF, set the dates and times of Annual Sessions and Interim Meetings. |
| <p>Communications & Website Committee</p> | <p>The Communications Committee will:</p> <ol style="list-style-type: none"> 1. Communicate to Quaker organizations and to the broader non-Quaker world as requested. 2. Facilitate sharing information on events, news, programs, joys and concerns among monthly meetings. 3. Contribute to information on and maintenance of appropriate electronic media (e.g., the PFF&YM website). 4. Maintain an archive of PFYM documents and records. |
| <p>Nominating Committee</p> | <p>The Nominating Committee will consist of five members recommended by the Naming Committee (see section on Presiding Clerk), representative of the constituent monthly meetings and worship groups of PFYM, and able to serve three-year terms (renewable for one additional term).</p> <p>Initially, two members will serve for three years, two for two years, and one for one year so that individuals on the Nominating Committee will serve staggered terms.</p> <p>The Nominating Committee will:</p> <ol style="list-style-type: none"> 1. Prepare a slate of nominees for PFYM officers, representatives of PFYM to Quaker organizations, and clerks and members of standing committees, to be approved in Annual Sessions. 2. Seek recommendations from monthly meetings, encouraging breadth of representation. 3. Identify nominees for vacancies to be approved by Interim |

| | |
|--|--|
| | <p>Meeting as required.</p> <p>4. Coordinate with PFF Nominating Committee in naming representatives to FGC.</p> |
|--|--|

INTERIM MEETING:

The relationship between the PFYM Annual Sessions and PFYM Interim Meeting is reciprocal. PFYM Interim Meeting will continue the work of the yearly meeting between Annual Sessions and address issues needing a timely response within the context of Quaker testimonies. PFYM, in Annual Session, can assign tasks to Interim Meeting; Interim Meeting can prepare recommendations to present to PFYM Annual Sessions.

| | |
|---|--|
| <p>Composition of Interim Meeting</p> | <ol style="list-style-type: none"> 1. Interim Meeting will consist of the officers of PFYM, clerks of standing PFYM committees, clerks of PFYM-appointed working groups, and representatives of constituent monthly meetings and worship groups. 2. Interim Meeting will convene three times each year and may in addition hold meetings as necessary when called by Executive Committee. 3. Individuals to coordinate with PFF Representative Meeting will be jointly determined with PFF. 4. All members and attenders within PFF are welcome to participate as led. |
| <p>Representatives to Interim Meeting</p> | <ol style="list-style-type: none"> 1. Constituent PFYM monthly meetings and worship groups will each appoint up to three representatives to Interim Meeting. 2. Representatives will serve three-year terms and may be reappointed at the discretion of their monthly meeting or worship group. We recommend staggering length of initial terms. 3. Representatives will attend Interim Meeting sessions as scheduled by the Executive Committee. 4. Representatives will serve on PFYM committees and working groups. |

| | |
|--|--|
| | |
| | |