

LAKE ERIE YEARLY MEETING POLICIES AND PROCEDURES

REVISED 2011

Last updated August 15, 2019

Introduction to the 2011 Edition of *Policies and Procedures*

At the 2009 Representative Meeting, Friends approved creating an ad hoc committee to revise *Lake Erie Yearly Meeting Policies and Procedures*. The presiding clerk, Merry Stanford, proceeded to invite four Friends to constitute the committee: Rosemary Coffey (Pittsburgh), Joe Mills (Kalamazoo), Mathilda Navias (Broadmead), and Jeff Cooper (Ann Arbor), clerk.

There followed much correspondence within our committee and consultation with others, especially officers and committee clerks with experience in specific areas. Each of us took responsibility for different sections of the manual and examined the text from the previous edition, revised it, shared our revisions, weighed one another's suggestions, and repeated the process – often several times, adding new text as needed. At about the time of Annual Meeting in 2010, we agreed that an entirely different structure would better serve our purposes and began rearranging our text into four chapters – Constituency, Governance, Organization, and Operations – tracing a path from who we are to how we make decisions; the roles of officers, committees, and others; and financial policy and communication/information sources.

Our revision pursued four general goals:

- Most important, bring policies and procedures up to date by reflecting recent decisions of the Yearly Meeting as well as current practice. (Frequently we asked ourselves and others whether “current practice” represented an improvement or a straying away from a worthy but forgotten purpose.)
- Focus on how LEYM conducts business, removing contents in the previous edition that *don't* address this. In particular, text on officers and committees of monthly meetings and on individual membership in the Religious Society of Friends was moved to an appendix.
- Facilitate access to information in various ways: moving contents under headings where we believe users are most likely to seek specific answers, arranging items in a more apparent order (committees, for example, are now listed alphabetically), adding cross references and an index, and even laying out pages in a way that emphasizes the outline form.
- Use clearer, more direct language, notably changing the former imperative tone (“shall consider”) to simple present tense (“considers”) and avoiding unnecessary repetition.

A draft of this new edition of *Policies and Procedures* was circulated to meetings and worship groups as well as officers and committee clerks of the Yearly Meeting in February 2011, with an invitation to Friends to “explore it, test it, and think about how it might be improved.” At Representative Meeting in April, printed copies of the new edition were distributed to monthly meetings. Subsequently many helpful suggestions arrived, and we gratefully incorporated most of them into a second complete draft, circulated in early July to meetings, worship groups, and officers and committee clerks of the Yearly Meeting.

This second draft was approved by the Yearly Meeting during Annual Sessions in 2011. As before, the recording clerk, in consultation with the presiding clerk, has responsibility to update *Policies and Procedures* as new policies and procedures are approved, and to ensure that the latest version is posted on the website.

The ad hoc committee on revising *Policies and Procedures*

TABLE OF CONTENTS

Introduction to the 2011 Edition of *Policies & Procedures*

I. CONSTITUENCY

A. Constituent Bodies

1. Quarterly Meeting
2. Monthly Meetings
3. Preparative Meetings
4. Worship Groups
5. Allowed Meetings

B. New Monthly Meetings

C. Changes in Monthly Meeting Status

II. GOVERNANCE

A. Annual Sessions

1. Attendance
2. Representation
3. Actions and Authority Reserved to Annual Sessions

B. Representative Meeting

1. Representation
2. Composition
3. Meetings
4. Notification of Business Prior to the Meeting
5. Actions and Authority

C. Executive Committee

1. Composition
2. Responsibilities and Authority
3. Meetings

D. Acting on Leadings and Concerns

1. Individual Leading
2. Corporate Concern

E. Travel Minute

III. ORGANIZATION

A. Officers

1. Presiding Clerk
2. Assistant Clerk
3. Recording Clerk
4. Treasurer
5. Other Officers

B. Other Positions Held by Individuals

1. Webmaster
2. *Bulletin* Editor
3. *Annual Records* Editor
4. Database Manager
5. Yearly Meeting Worker

III. ORGANIZATION *(continued)*

C. Committees

1. Advancement & Outreach Committee
2. Annual Meeting Planning Committee
 - 2.1. Arrangements & Site Committee
 - 2.2. Program Committee
 - 2.3. Youth & Children Committee
3. Earthcare Committee
4. Finance Committee
5. High School Teen Retreat Program Committee
6. Ministry & Nurture Committee
7. Nominating Committee
8. Peace & Justice Committee
9. Publications & Archives Committee

D. Representatives to Quaker Organizations

1. Responsibilities
2. Organizations and Related Information
 - a. American Friends Service Committee Corporation
 - b. Friends Committee on National Legislation, General Committee
 - c. Friends General Conference, Central Committee
 - d. Friends World Committee for Consultation, Section of the Americas
3. Other Appointments
 - a. Friends for Lesbian, Gay, Bisexual, Transgender, and Queer Concerns
 - b. Olney Friends School Board
 - c. Quaker Earthcare Witness
 - d. William Penn House, National Consultative Committee

E. Visitors to Other Yearly Meetings

1. Regional Yearly Meetings
2. Non-Regional Yearly Meetings

IV. OPERATIONS

A. Financial Support and Fiscal Policy

1. Fiscal Year
2. Budget
3. Expense Reporting and Reimbursement
4. Account Signatories
5. Scholarship Funds
6. Remittances from Monthly Meetings
7. Tax Exempt Status

B. Publications and Information Sources

1. Website
2. *LEYM Bulletin*
3. *Annual Records*
4. *Directory*
5. Database
6. *LEYM Policies and Procedures*

V. POLICIES ON PRIVACY, CHILD ABUSE, AND HARASSMENT

A. Privacy Policy

B. Policy for Reports of Child Abuse Made at Yearly Meeting

- B1. Policy on Child and Sexual Abuse Prevention
- B2. Policy for Reports of Child Abuse Made at Yearly Meeting

C. Harassment Policy

APPENDICES

- A. History and Objectives of Lake Erie Yearly Meeting
- B. Guidelines for Meeting for Worship with Attention to Business
- C. Suggested Guidelines for State of the Meeting Reports
- D. Travel Expense Reporting Form and Voucher
- E. Guidelines Regarding Honoraria and Expenses for Annual Meetings
- F. Monthly Meetings and Individual Membership: Text from previous edition of *LEYM Policies and Procedures*
 - 1. Monthly Meetings
 - a. Officers
 - b. Committees
 - 2. Membership – Individuals
 - a. Membership in the Religious Society of Friends
 - b. Isolated Individuals
 - c. Sojourning Membership
 - d. Dual Membership in Monthly Meetings
 - e. Transfer of Membership

INDEX

Terminology

Please note that, in this manual, the following terms have specific meanings:

Yearly Meeting (capitalized) – Lake Erie Yearly Meeting, the institution (a body of Friends)

Annual Meeting – Our annual summer gathering of Friends in its entirety, including all activities from registration through checkout

Annual Sessions – The sessions of meeting for worship with attention to business at Annual Meeting

LAKE ERIE YEARLY MEETING POLICIES AND PROCEDURES

This manual describes the way in which Lake Erie Yearly Meeting (LEYM) conducts business. The text is presented in four main sections: Section I, Constituency, covers the constituent bodies (e.g., monthly meetings, worship groups) and how these bodies can move from one status to another. Section II, Governance, explains how the Yearly Meeting makes decisions and outlines the authority and responsibilities of Annual Sessions, Representative Meeting, and the Executive Committee. Section III, Organization, presents the responsibilities of officers, Friends in other individual positions, and committees. The fourth section, Operations, covers financial policies and practices, followed by LEYM's publications, website, and database. Section V provides our policies concerning privacy, child abuse, and harassment.

I. CONSTITUENCY

Lake Erie Yearly Meeting, affiliated with Friends General Conference, is made up of all members of its constituent monthly meetings, located in Michigan, Ohio, and Pennsylvania. The Michigan monthly meetings, all in the Lower Peninsula, are also a part of Green Pastures Quarterly Meeting. In addition, there are (or can be) preparative meetings, worship groups, and allowed meetings.

A. Constituent Bodies

1. ***Quarterly Meeting:*** Green Pastures Quarterly Meeting (GPQM)
 - a. GPQM, the only quarter within LEYM, covers the part of Michigan within the geographic boundaries of the Yearly Meeting. Its formation predates the formation of LEYM.
 - b. GPQM operates and supports Friends School in Detroit and oversees the Michigan Friends Center in Chelsea, near Ann Arbor.
 - c. GPQM reports to LEYM through an annual Statistical Report and at Annual Sessions, at the discretion of LEYM's presiding clerk.
2. ***Monthly Meetings***
 - a. The Yearly Meeting is made up of monthly meetings, the fundamental units of the Religious Society of Friends. A monthly meeting receives and records members and takes them under its spiritual care. The authority to take action regarding membership and marriages lies with the monthly meeting. The monthly meeting holds regular meetings for worship and for business, oversees weddings and provides for the nurture of marriages, assists members at times of death, collects funds required to carry on the work of the meeting, and provides for the holding of titles to property and the administration of trust funds. In addition, the monthly meeting may undertake any action and assume any function consistent with Quaker principles and not specifically the responsibility of another meeting.
 - b. The monthly meeting should have a "book of discipline" or "faith and practice" as a guide for orderly procedure. Ordinarily, a monthly meeting uses its yearly meeting's book of discipline. As LEYM does not currently have one, a monthly meeting, unless it has its own guide, should select one approved by another yearly or monthly meeting such as Philadel-

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phia Yearly Meeting's or Pittsburgh Monthly Meeting's *Faith & Practice*, become familiar with its contents, and use it for guidance regarding Quaker process and procedures.

- c. Monthly meetings supply a State of the Meeting Report and a Statistical Report annually in a timely manner to the Yearly Meeting.
- d. Monthly meetings support the Yearly Meeting financially; the recommended contribution is based upon membership. (*See IV. A. 6.*)
- e. Membership in two yearly meetings
 - (1) Under unusual circumstances, monthly meetings can have membership in two yearly meetings. Monthly meetings with dual membership themselves determine how they will report the portion of their membership statistics to each yearly meeting.
 - (2) Lake Erie Yearly Meeting expects pro-rated financial support.

3. ***Preparative Meetings***

- a. A preparative meeting is a meeting under the care of a monthly meeting. Preparative meetings may, if they so wish, have their own officers, budget, and program. Membership is held in the parent monthly meeting until such time as the preparative meeting requests and receives monthly meeting status from the appropriate quarterly meeting or LEYM. (*See I. B. 2 – 3, below.*) At that time membership is transferred to the new monthly meeting.
- b. A preparative meeting cannot conduct marriages on its own but must arrange for them to be under the care of the parent monthly meeting.
- c. Since membership is in the monthly meeting, the monthly meeting counts those Friends in the preparative meeting on its own rolls for purposes of reporting to the Yearly Meeting and notifies the preparative meeting of its financial responsibilities.

4. ***Worship Groups***

- a. A group of people meeting regularly to worship after the manner of Friends but generally not to conduct business is called a worship group. Usually, one or two people take responsibility for convening the group; they are called conveners rather than clerks. A worship group may begin as an autonomous group that may or may not have much contact with other Friends, or it may be started under the care of a monthly meeting.
- b. A worship group is not able to grant membership in the Religious Society of Friends or carry out other functions reserved for monthly meetings, such as conducting a marriage.
- c. LEYM encourages autonomous worship groups within LEYM's geographic area to come under the care of a monthly meeting. The Advancement & Outreach Committee offers its assistance to monthly meetings in assuming care of a worship group.
- d. A worship group does not have financial responsibility to the Yearly Meeting, but, if it so desires, may make a contribution to the Yearly Meeting.

5. ***Allowed Meetings***

- a. Arranged by an established monthly meeting, an "allowed" or "indulged" meeting is a group that worships at a time and/or place different from the meetings for worship of the parent meeting, usually at regular intervals.
- b. An allowed meeting usually joins with the monthly meeting for business sessions.
- c. As membership is in the monthly meeting, the monthly meeting counts participants in an allowed meeting on its own rolls for purposes of reporting to the Yearly Meeting.

B. New Monthly Meetings

1. Lake Erie Yearly Meeting encourages interested groups to explore the possibility of forming a monthly meeting and joining LEYM. The Advancement & Outreach Committee assists such groups in preparing to obtain recognition from the quarterly meeting or, if they are outside a quarterly meeting, directly from LEYM.
2. Within a quarter, the quarter handles applications for full monthly meeting status, with the help of LEYM's Advancement & Outreach Committee, if desired. When a quarter approves a new monthly meeting, the clerk of the quarterly meeting forwards a minute notifying the clerk of Yearly Meeting.
3. Outside of a quarter, applications for full monthly meeting status are handled by the Advancement & Outreach Committee, which brings the request to Annual Sessions with a recommendation.
4. Groups preparing for recognition as monthly meetings of Lake Erie Yearly Meeting are encouraged to engage in group study on the meaning of membership.
5. To become members of LEYM, meetings are expected to:
 - a. have an organization with officers
 - b. hold regular meetings for worship
 - c. hold regular meetings for business
6. Clearness committees for attenders of a new meeting who are joining the Religious Society of Friends for the first time are conducted by members of an established monthly meeting; other arrangements may be made under unusual circumstances.

C. Changes in Monthly Meeting Status

1. When a monthly meeting is considering such possible changes as disbanding or merging with another meeting, this situation should be called without delay to the attention of the quarterly meeting clerk or, in the absence of a quarterly meeting, to the attention of both the clerk of the Yearly Meeting and the clerk of the Advancement & Outreach Committee. The purpose of this notification is to obtain assistance in considering alternatives. Consultation also can help with technical questions concerning individual memberships, disposition of records, finances, property, incorporation, and so forth.
2. Within a quarter, the quarterly meeting may recognize the change of status and so notify the Yearly Meeting. Outside a quarter, the Yearly Meeting may recognize the change of status, taking into account the report of the Advancement & Outreach Committee.

II. GOVERNANCE

In this publication, "actions of the Yearly Meeting" refer to decisions made during Annual Sessions and Representative Meeting, but not to those made by the Executive Committee.

Items of business are normally handled at Representative Meeting and at Annual Sessions. Members of monthly meetings as well as active participants in meetings and worship groups are welcome to participate in both. At times between these meetings for business, matters requiring urgent attention are handled by the Executive Committee.

Minutes of the Annual Sessions and Representative Meeting are to be approved before the rise of the final business session. The complete minutes of the Annual Sessions and Representative

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Meeting, including committee reports, are printed in the *Annual Records*. The minutes (but not the committee reports) of Representative Meeting are also printed in the *Bulletin* following the Meeting. Minutes of Executive Committee meetings are posted on the Yearly Meeting website.

To deepen our awareness that we are part of a worldwide fellowship of the Religious Society of Friends, we read epistles (or excerpts of epistles) received from other yearly meetings during Annual Sessions and Representative Meeting. This may be early in each business session, during the worship that precedes the session, or at other times deemed appropriate by the clerk.

A. Annual Sessions (sessions of meeting for business at Annual Meeting)

1. **Attendance.** All members of constituent meetings have a responsibility to attend and participate.
2. **Representation.** Monthly and preparative meetings are asked to appoint two representatives to Annual Sessions, at least one of whom should be present at each business session.
3. **Actions and Authority Reserved to Annual Sessions**
 - a. Approval of additions and changes in policy and procedures. These are incorporated into *Lake Erie Yearly Meeting Policies and Procedures* by the recording clerk.
 - b. Approval of a slate of officers, committee members, committee clerks, and other positions. Individual nominations to fill empty positions may be approved by Representative Meeting or the Executive Committee.
 - c. Approval of the budget.
 - d. Setting up, recognizing, and laying down standing committees.
 - e. Approval of new monthly meetings that are outside a quarterly meeting as members of Lake Erie Yearly Meeting. New monthly meetings within a quarter are handled by the quarter and reported to the Yearly Meeting. (*See I. B. 1 – 2.*)
 - f. Approval of the laying down of monthly meetings that are outside a quarterly meeting. Meetings within a quarter are handled by the quarter and their laying down reported to the Yearly Meeting.
 - g. Endorsement of concerns forwarded to Annual Sessions by Representative Meeting, Executive Committee, standing committees, or monthly meetings. To expedite matters, notice of a concern should be given to the presiding clerk in writing well in advance of Annual Sessions. (*See also II. D.*)

B. Representative Meeting

Representative Meeting is held between Annual Sessions to handle business that has arisen since the previous Annual Sessions and to consider and season matters for the next Annual Sessions.

1. **Representation.** Meetings appoint “representatives” so that at least a few Friends from each meeting will attend, participate, and report back. A representative comes with knowledge about his or her meeting and its concerns, but is not bound by instructions. Representatives need to be open to the leadings of the Spirit, just as they would be in any Quaker business meeting.
2. **Composition.** Representative Meeting is composed of:
 - a. Two members appointed from each constituent meeting for two-year terms (one appointed each year for overlapping terms). Whenever the size of the monthly meeting allows, at

least one of these representatives should not be a Yearly Meeting officer or member of a standing committee.

- b. Members of standing committees
- c. Officers of the Yearly Meeting
- d. Any member or attender within LEYM who wishes to participate.

3. **Meetings**

- a. Representative Meeting meets at a time and place determined by the presiding clerk. It should be scheduled to allow distribution of the minutes and time for committees to respond to suggestions made there well before the next Annual Sessions.
- b. In very unusual circumstances, the clerk may call a special Representative Meeting to consider an issue or situation which cannot otherwise be examined by the Yearly Meeting in a timely fashion.

4. **Notification of Business Prior to the Meeting**

- a. A preliminary agenda is included in a notice which the presiding clerk sends to monthly meetings, preparative meetings, worship groups, officers, and standing committee clerks.
- b. Concerns forwarded from a monthly meeting should be communicated to the presiding clerk in time for inclusion in this notice. This allows Friends in each local group to season the matter as preparation for members attending Representative Meeting.

5. **Actions and Authority.** Representative Meeting may take the following actions:

- a. Make decisions concerning any matter except those specifically reserved for Annual Sessions. (*See II. A. 3, above.*)
- b. Forward any matter to Annual Sessions with a recommendation.

C. Executive Committee

1. **Composition.** The Executive Committee is composed of LEYM officers and clerks of LEYM standing committees. LEYM's presiding clerk serves as the clerk of the Executive Committee. The clerk may invite others, such as the clerks of ad hoc committees, to Executive Committee meetings.
2. **Responsibilities and Authority.** The Executive Committee has the following responsibilities:
 - a. To act for the Yearly Meeting between business sessions on matters that cannot wait until the next scheduled meeting for business.
 - b. To approve nominations from the Nominating Committee as needed to fill Yearly Meeting positions.
 - c. To review the committee structure of LEYM as the need arises and to make recommendations for changes.
 - d. To exercise other powers as approved by the Yearly Meeting.
 - e. To serve in a consultative capacity for the presiding clerk and its other members. Such consultation sometimes leads to a recommendation that is brought to Representative Meeting or Annual Sessions for consideration by the body.
3. **Meetings.** The presiding clerk convenes or consults with the Executive Committee as needed. Typically, Executive Committee meets prior to Representative Meeting, prior to Annual Sessions, and one day in the fall. Actions by the Executive Committee are reported at the

II. D

next business sessions of the Yearly Meeting and included in the minutes of those sessions; minutes of Executive Committee meetings are posted on the website.

D. Acting on Leadings and Concerns

1. Individual Leading

- a. *Description:* An individual senses a leading to act in some way that calls for endorsement by the Yearly Meeting. This may be visiting and ministering among Friends beyond the Yearly Meeting, withholding income taxes for reasons of conscience, or some other Spirit-led activity.
- b. *Process:* The individual first brings the leading to his or her monthly meeting for discernment. If the monthly meeting senses that it is Spirit-led and in right order, it writes a minute to that effect.

If the monthly meeting feels that the endorsement of the Yearly Meeting is appropriate, it communicates with the presiding clerk, explaining the background and providing a copy of the minute and the reasons why it should come before the Yearly Meeting. The presiding clerk may refer this to the Ministry & Nurture Committee or another committee for further discernment. If that committee recommends that it come before the full Yearly Meeting, the clerk adds it to the agenda of the next business sessions, inviting the Friend with the leading to attend.

2. Corporate Concern

- a. *Description:* This is a concern about the right action of Yearly Meeting Friends. It may be a felt need to act on a peace or social justice issue or clarify where LEYM Friends stand on a social, religious, or political issue, or some other Spirit-led pricking of conscience. Corporate concerns may arise from individuals or a committee within a monthly meeting, a monthly meeting itself, or a Yearly Meeting committee.
- b. *Process:*
 - (1) An individual or monthly meeting committee should bring a concern first to the monthly meeting for discernment. If the monthly meeting unites with the concern, it writes a minute to that effect and proceeds with it as a concern of the monthly meeting.
 - (2) If a monthly meeting has a concern that it wishes to share with other monthly meetings, it should make that concern known widely throughout the Yearly Meeting by circulating a minute and background material, arranging gatherings, or other means. Friends need to have the opportunity to be fully informed on a matter and have time for discernment within their local meetings before a concern is addressed at the Yearly Meeting level. A monthly meeting may ask other meetings to take up the matter and report their sense of it to the Yearly Meeting. In some cases it is appropriate for a Yearly Meeting committee to take up the matter. If and when the presiding clerk judges that Friends have sufficiently processed the matter, it may be placed on the agenda of the next business sessions.
 - (3) When a concern arises within a Yearly Meeting committee, the committee should consider whether the matter is sufficiently understood among Friends generally that it might come directly to the floor of a Yearly Meeting business session, or whether some effort must be made to help Friends become informed and have a chance to season the matter within their local meetings. The committee should consult with the presiding clerk and heed the clerk's judgment on this.
- c. *Timely notification:* Notice that a body plans to bring a concern to business sessions should be given to the presiding clerk in writing well in advance of the business sessions.

3. ***Acting on a Leading or Concern.*** If, after appropriate consideration before and at the business session, the presiding clerk discerns a Spirit-led sense of the Meeting to endorse a leading or act on the concern, he or she asks if the Meeting approves such action. If the Meeting does approve, a minute is written clearly reflecting that endorsement or action. If the Meeting is not in unity but the clerk nonetheless discerns strong support for the proposed endorsement or concern, s/he opens the way for further seeking and refinement; this may take the form of returning the concern to a committee for revision before bringing the matter back to the Meeting at a later session.

E. Travel Minute

1. ***Description.*** A statement of endorsement a meeting may give to a member (or sometimes an attender) who has a concern to visit other meetings and/or groups. It establishes the good standing of the Friend and indicates the affectionate interest of the meeting in the various groups being visited. When travel is to groups beyond Lake Erie Yearly Meeting, it should have the endorsement of the Yearly Meeting as well as the home meeting. This is distinct from a *letter of introduction*, which is written for a Friend who will be visiting other meetings in the course of his or her secular travels, but who is not traveling under a concern.
2. ***Process.*** To obtain Yearly Meeting endorsement, the local meeting's clerk or the clerk of the meeting's ministry committee should provide the clerk of LEYM's Ministry & Nurture Committee a copy of the meeting's travel minute, along with an explanation of the Friend's concern and the request that the Yearly Meeting endorse it. This request will be taken to the next meeting of the Ministry & Nurture Committee, whose clerk may ask a Friend from the meeting who is familiar with the concern and/or the Friend under concern to meet with them or hold a conversation by phone. If the Committee is clear to recommend that LEYM endorse the travel minute, it will bring that recommendation to the next business session of the Yearly Meeting. If the Yearly Meeting is clear to endorse the travel minute, LEYM's clerk will provide the local meeting with a copy of the travel minute with the Yearly Meeting's endorsement.

It is Friends' practice for the clerk of each group of Friends visited to sign the minute (on the back or on an accompanying piece of paper), including a note about the visit. On returning home, the traveling Friend will give the minute with all of its "endorsements" back to the business meeting/s that issued it and report on the travels.

III. ORGANIZATION

A. Officers

The Yearly Meeting has officers to lead it in carrying out its policies and decisions. All officers must be members of the Religious Society of Friends. The terms of office begin at rise of Annual Sessions and are completed at the rise of Annual Sessions of the year of termination; in the event a replacement for an office is not approved before the end of the term of office, the holder of such office will continue until such time as a replacement is approved by the Yearly Meeting.

To provide for continuity in leadership for the Yearly Meeting, a Friend nominated to become clerk serves a four-year cycle – first one year as assistant clerk, then two years as presiding clerk, then a final year as assistant clerk again. Thus the Meeting must approve a new nominee to become clerk every two years.

III. A. 1

1. **Presiding Clerk.** The presiding clerk, also referred to simply as the clerk, serves a two-year term, preceded and followed by a one-year term as assistant clerk. The presiding clerk has the following responsibilities:
 - a. Convene, prepare agendas for, and preside at Annual Sessions, Representative Meeting, and Executive Committee meetings.
 - b. See that accurate minutes of proceedings are kept.
 - c. In consultation with appropriate Friends, ensure that the decisions and work of the Yearly Meeting are carried out in good order and that the responsibilities and charges of committees and officers are performed; these include but are not limited to:
 - (1) Seeing that the clerk of Nominating Committee sends the names and appropriate contact information of individuals selected to be representatives from LEYM to Friends' organizations to those respective organizations immediately after Annual Meeting.
 - (2) Ensuring that the Finance Committee arranges for an audit of Yearly Meeting financial records every four years and when the treasurer changes.
 - d. Communicate concerns received from local meetings to all constituent meetings well before business sessions.
 - e. Determine the time and place of Representative Meeting.
 - f. Appoint Friends to serve with the assistant clerk on the committee to write the annual epistle from Lake Erie Yearly Meeting.
 - g. Serve *ex officio* on the Friends General Conference Central Committee.
 - h. In wide consultation with members of the Yearly Meeting, secure for Yearly Meeting approval nominees for a naming committee that will nominate the Nominating Committee.
 - i. Approve, in consultation with the treasurer, reimbursement of unusual expenses of committee members, and act on requests for assistance from scholarship funds of the Yearly Meeting in consultation with the treasurer and Finance Committee clerk.
 - j. Name members to ad hoc committees, as needed, in consultation with Nominating Committee.
 - k. Oversee and assign work to the Yearly Meeting worker. The clerk may consider requests for the Yearly Meeting worker's assistance from other Yearly Meeting officers and committee clerks, and make such assignments.
 - l. Undertake such other responsibilities or appoint individuals to undertake such responsibilities that are not herein specified that provide for the smooth functioning of the organization.
 - m. Carry out the specific responsibilities assigned to the clerk in V. B2, Policy for Reports of Child Abuse Made at Yearly Meeting.
2. **Assistant Clerk.** The assistant clerk serves a one-year term, followed by a two-year term as presiding clerk, and then another one-year term as assistant clerk. The assistant clerk has the following responsibilities:
 - a. Perform the functions of the presiding clerk when s/he is absent or unable to perform those duties, and act and serve as presiding clerk if that office becomes vacant.
 - b. Assist the presiding clerk with consultation, duties, and special assignments at the request of the presiding clerk.
 - c. Convene the Epistle Committee and work with it during Annual Meeting.
3. **Recording Clerk.** The recording clerk serves a three-year term and has the following responsibilities:

- a. Record and keep minutes of all business sessions of the Yearly Meeting and of the Executive Committee, as instructed by the presiding clerk. After review by the presiding and assistant clerks, send the minutes to the *Annual Records* editor and (for Representative Meeting) to the *Bulletin* editor, and ensure that minutes from Executive Committee meetings are posted on the website.
 - b. Distribute the Lake Erie Yearly Meeting epistle to other yearly meetings and/or post to the Friends World Committee for Consultation (FWCC) website and/or other websites.
 - c. Report membership statistics to Friends General Conference and Friends World Committee for Consultation.
 - d. On an annual basis, review *Lake Erie Yearly Meeting Policies and Procedures*, advise the presiding clerk of inconsistencies that may have arisen as procedures are changed, and ensure that the latest version is posted on the website.
 - e. Provide appropriate certifications of Yearly Meeting minutes and decisions to public authorities and private institutions. The recording clerk may assume the authority and functions that are associated with a “secretary” of a religious organization.
4. **Treasurer.** The treasurer serves a one-year term, with the expectation that the person holding this position will serve for several terms to provide continuity in handling Yearly Meeting fiscal matters. The treasurer has the following responsibilities:
- a. Receive, record, and deposit all income in a bank or other financial institution as approved by the Finance Committee.
 - b. Pay bills as resources allow within the budget approved by the Yearly Meeting.
 - c. Prepare financial reports for business sessions.
 - d. Meet with the Finance Committee and provide advice to it concerning financial policy.
5. **Other Officers.** The Yearly Meeting may appoint assistants to the recording clerk and treasurer as it may desire.

B. Other Positions Held by Individuals

Friends in five positions – the webmaster, *Bulletin* editor, *Annual Records* editor, database manager, and Yearly Meeting worker – gather and share information relating to the Yearly Meeting. The forms in which this information is presented (e.g., the *LEYM Bulletin*) are described in Section IV. B.

1. **Webmaster.** The webmaster is named by the Nominating Committee to serve a one-year term, with the expectation that the person holding this position will be able to serve for several terms so as to provide continuity. Working under the supervision of the Publications & Archives Committee and coordinating with the Yearly Meeting worker, the webmaster maintains the LEYM website, posting announcements and updates from officers, committee clerks, other information providers, and other Friends’ organizations, as appropriate. The webmaster is responsible for seeing that materials posted to the website are consistent with the Yearly Meeting’s privacy policy. (*See V. A.*) The webmaster serves on the Publications & Archives Committee *ex officio*.
2. **Bulletin Editor.** The *Bulletin* editor is named by the Nominating Committee to serve a one-year term, with the expectation that the person holding this position will be able to serve for several terms so as to provide continuity. Working under the supervision of the Publications & Archives Committee, the editor has the following responsibilities:
 - a. Publish and distribute three issues of the *Bulletin* each year.

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- b. Send to the webmaster, in a timely manner, one copy of each issue in a form suitable for posting on the website and with content consistent with the Yearly Meeting's privacy policy. (*See V. A.*)

The editor serves on the Publications & Archives Committee *ex officio*. The *Bulletin* editor may also serve as editor of the *Annual Records*.

3. **Annual Records Editor.** The *Annual Records* editor is appointed by the Publications & Archives Committee, from within or beyond the committee, to serve until the *Annual Records* for that year is completed. The editor is responsible for the compilation of the contents and publication in an easily accessible form, and coordinates with the committee to ensure distribution of the *Annual Records* in a timely manner after publication. The editor is responsible for updating annually the Chronology of the Yearly Meeting and updating as needed the History and Description of the Yearly Meeting that appear in the *Annual Records*.
4. **Database Manager.** The database manager is named by the Nominating Committee to serve a three-year term, renewable indefinitely. The database manager works under the oversight of the Publications & Archives Committee, but is not necessarily a member of that committee. The database manager:
 - a. Maintains and updates the LEYM database. (*See IV. B. 5.*)
 - b. Provides current contact information, including email lists, of meeting clerks, worship group conveners, and meeting representatives to LEYM for the use of LEYM officers and committee clerks.
 - c. Produces other email lists, mailing lists, and documents as requested by Yearly Meeting officers, committee clerks, and Friends responsible for communication and publication.
 - d. Provides help to LEYM youth workers in identifying and contacting Yearly Meeting youth.
 - e. Provides an annual update to the "Find a Meeting" section of LEYM's website following Annual Sessions.
 - f. Helps with data as requested by the *Directory* editor. (*See IV. B. 4.*)
 - g. Provides to Friends General Conference an electronic list of addresses for members and active attenders, as requested. (*See also IV. B. 4. d.*)
 - h. Arranges for distribution of annual Statistical Report forms to quarterly, monthly, and preparative meetings and worship groups. The forms include a request for each meeting's or group's contact information (including officers, committee heads, and representatives to LEYM and LEYM's Ministry & Nurture and Peace & Justice Committees), the number of members and attenders (in groupings by adults, teens, and children), and changes in membership status. The forms should be distributed at least 45 days before Annual Sessions, with instructions to meetings as to the due date and place for returning the form.
5. **Yearly Meeting Worker.** The Yearly Meeting worker is a contracted position under the direct supervision of the presiding clerk. The position was established at Annual Sessions in 2009 for 100 hours per year at \$15.00 per hour. Some tasks are ongoing or done on an annual basis; additional projects are assigned at the discretion of the presiding clerk. The primary task is working with the webmaster to maintain current information and develop new material for the LEYM website. This includes an annual update of the website following Annual Meeting. The Yearly Meeting worker initiates the gathering of relevant information from Yearly Meeting committees and officers and develops text as needed. The Yearly Meeting worker also formats minutes from Executive Committee, Representative Meeting, and Annual

Sessions for posting on the website. The Yearly Meeting worker maintains two listservs: one for monthly meeting clerks and worship group conveners, and one for Executive Committee.

C. Committees

Committees are appointed by Lake Erie Yearly Meeting to perform functions more easily carried out by a small group than the entire body. Charges to committees are defined by the Yearly Meeting when they are created or when their roles change. Committees may perform specific tasks, think through issues, or bring proposals or recommendations to the full body for consideration and a decision. Committees with budgets may spend them within the guidelines established by the Yearly Meeting. Some committees oversee funds.

Clerks of committees are responsible for convening meetings and keeping them on task and for seeing that appropriate records are kept, that reports are made to the larger body, and that the work is carried out.

Standing committees carry out ongoing work of Lake Erie Yearly Meeting; they may be set up or laid down at Annual Sessions. When concerns arise and the Yearly Meeting decides to take action on a long-term basis, *committees of concern* may be appointed by the nomination process; these may be laid down when there is no further interest in them. *Ad hoc committees*, focusing on a specific (and usually temporary) project, may be appointed by the presiding clerk.

Lake Erie Yearly Meeting has nine standing committees, one of which – the Annual Meeting Planning Committee – is made up of three subcommittees. Members of standing committees are named by Nominating Committee (except for new members of Nominating Committee, who are named by an ad hoc Naming Committee; *see III. C. 7. a*). Some committees, such as Ministry & Nurture and Peace & Justice, include members appointed by monthly meetings. Committee clerks are also named by Nominating Committee, usually in consultation with committee members. Outgoing committee clerks are responsible for passing on to incoming clerks information about when the committee has been meeting and the timing of its annual tasks.

All meetings of program committees – Advancement & Outreach, Arrangements & Site, Earthcare, High School Teen Retreat Program, Ministry & Nurture, Peace & Justice, Program, Publications & Archives, and Youth & Children – are open to any Friends. Meetings of administrative committees – Finance, Nominating, and Executive committees – are open by invitation only.

Unless otherwise noted, under ordinary circumstances:

- Committee members serve three-year terms;
 - Friends serve no more than two consecutive terms on the same committee;
 - Committees meet during Representative Meeting and Annual Meeting, and meet or communicate as needed between these meetings.
1. ***Advancement & Outreach Committee*** supports meetings and worship groups in attracting and welcoming new members and attenders. It works with worship groups ready to become monthly meetings and with meetings wanting to become worship groups or be laid down.
 - a. *Composition*: Six members, two to be named each year.
 - b. *Responsibilities*:
 - (1) Encourage worship groups and new monthly meetings by means of correspondence and personal visits.
 - (2) Offer assistance to monthly meetings in assuming care of a worship group.

III. C. 1.b. (3)

- (3) Counsel with groups interested in forming new monthly meetings, arrange for a visiting committee, and submit recommendations to the Yearly Meeting regarding those applications for recognition as constituent meetings coming directly to the Yearly Meeting. (*See I. B.*)
- (4) Assist quarterly meetings in similar ways, as requested, in preparing interested groups within a quarter for recognition as monthly meetings.
- (5) Counsel with meetings wishing to change their status and report on these developments as indicated under “Changes in Monthly Meeting Status.” (*See I. C.*)
- (6) Support meetings in attracting and welcoming new members and attenders by sharing helpful resources, providing feedback, and discussing meetings’ outreach needs with them when requested.

c. *Additional Meetings*: One Saturday in the fall.

2. ***Annual Meeting Planning Committee***

The Annual Meeting Planning Committee does not function as a separate committee, but is a combination of three committees that coordinate their work in planning the Annual Meeting:

2.1. ***Arrangements & Site Committee*** is responsible for all aspects of the Annual Meeting that have to do with the site as well as registration.

a. *Composition*: Six members, two to be named each year.

b. *Responsibilities*:

- (1) Set the time and place for Annual Meeting, completing these arrangements at least two years in advance, and notifying the Yearly Meeting.
- (2) Notify the presiding clerk immediately if difficulties arise concerning the availability of the site or rates, or if misunderstandings occur with the host institution during Annual Meeting.
- (3) Communicate with the host site concerning sleeping accommodations and meals.
- (4) Submit registration materials to the *Bulletin* editor in time for the issue preceding Annual Meeting.
- (5) Conduct registration.
- (6) Ensure, in cooperation with the Program and Youth & Children subcommittees, that program physical needs are met; this may include assignment of rooms and spaces for Annual Meeting activities, provision of equipment, and provision of orientation materials.
- (7) Greet new attenders and guide Friends around the Annual Meeting site.
- (8) Respond to requests that arise during Annual Meeting.
- (9) Complete checkout, key count, etc. at the end of Annual Meeting.

c. *Additional Meetings*: Shortly after Representative Meeting with the site host, immediately before and after Annual Meeting, and at other times as needed.

2.2. ***Program Committee*** is responsible for planning activities except for conducting business.

This includes developing a theme, setting a schedule, and publicizing Annual Meeting to LEYM Friends.

a. *Composition*: Six members, two to be named each year.

b. *Responsibilities*:

- (1) Establish a theme for the Annual Meeting.
- (2) Arrange for a speaker or speakers, workshops, and special evening programs, following the “Lake Erie Yearly Meeting Guidelines regarding honoraria and expenses for Annual Meetings.” (*See Appendix E.*)

- (3) In consultation with the clerk, arrange times for business sessions.
 - (4) Arrange for meetings for worship, worship sharing, and recreational activities, remembering that spiritual growth, nurture, and fellowship are significant dimensions of our time together.
 - (5) Publicize information about the program at Annual Meeting by submitting information to the *LEYM Bulletin* and website and through other means.
 - (6) Oversee implementation of the program during Annual Meeting.
 - (7) Evaluate Friends' satisfaction with the Annual Meeting program.
- c. *Additional Meetings*: Several additional meetings by conference call and further communication by email.
- 2.3. **Youth & Children Committee** nurtures children and teens at Annual Meeting as well as at a fall retreat.
- a. *Composition*: 16 members, including a clerk and assistant clerk, a leader and assistant leader for each of six age groups, and a Fall Retreat clerk and assistant clerk. Each member serves for two years, the first year as assistant committee clerk, assistant group leader, or assistant Fall Retreat clerk, and the second as, respectively, committee clerk, leader of the same age group, or Fall Retreat clerk. (Additional service beyond the two years can be considered by the leaders and the Nominating Committee; terms of leadership and membership are often more flexible than is suggested above.)
 - b. *Responsibilities*:
 - (1) Develop programs for children of all ages, including infants and toddlers.
 - (2) Establish appropriate age groupings for each Annual Meeting, based on the distribution of children who have registered by the deadline. Groups often consist of the following:
 - (a) Infant-Toddler
 - (b) Preschool-Kindergarten
 - (c) Elementary (Grades 1-3)
 - (d) Upper Elementary (Grades 4-6)
 - (e) Middle School (Grades 7-8)
 - (f) High School (Grades 9-12)
 - (3) Recruit additional teachers and helpers as needed; drivers of children must be 21 or older.
 - (4) Hire childcare providers as needed, in consultation with the treasurer.
 - (5) Evaluate the program before rise of Annual Meeting.
 - (6) Organize the LEYM Youth and Children Fall Retreat. This responsibility belongs to the Fall Retreat clerk and assistant clerk. The Fall Retreat clerk submits a written report on the Fall Retreat to the clerk of the Youth & Children Committee within one month after the Retreat.
 - c. *Meetings*: Before the rise of Annual Meeting, to discuss the current year's program and plan for the next year's program. Attenders at this meeting will include the present leaders and assistant leaders as well as newly named assistant leaders.

Note: Policies on child and sexual abuse prevention and reporting of such abuse at Annual Meeting appear in Section V. B.

Arrangements & Site Committee. See III. C. 2.1, under Annual Meeting Planning Committee.

- 3. **Earthcare Committee** helps Friends understand and move toward better stewardship of the earth.

III. C. 3. a

- a. *Composition:* Six members, two to be named each year. Committee meetings are open, and other Friends are invited to participate.
 - b. *Responsibilities:*
 - (1) Help LEYM Friends reflect upon our lifestyles, consider how they might be more earth-friendly, and encourage and help one another reorder our priorities and practices as needed.
 - (2) Gather information about Earthcare issues, concerns, and actions of monthly meetings and worship groups, and distribute this information throughout the Yearly Meeting.
 - (3) Receive reports from various Friends' organizations and share them with the monthly meetings and Lake Erie Yearly Meeting.
 - (4) Share resources and information with other faith communities and other organizations in the areas in which monthly meetings are located.
 - c. *Additional Meetings:* At least one meeting in December or January.
4. **Finance Committee** plans and manages the Yearly Meeting's finances, proposes an annual budget, and advises on the Yearly Meeting's investments.
- a. *Composition:* Three members, one to be named each year. In addition, the treasurer serves on the committee *ex officio*.
 - b. *Responsibilities:*
 - (1) Formulate financial policies, in consultation with the treasurer, to be presented to the Yearly Meeting for consideration.
 - (2) Recommend the budget for the following fiscal year to Representative Meeting for consideration and transmittal to Annual Sessions.
 - (3) Determine the recommended share per reported member, based on the budget accepted at Annual Sessions, and communicate this to monthly meeting treasurers.
 - (4) Evaluate any unusual requests for expenses and make recommendations to Representative Meeting and at Annual Sessions.
 - (5) Consult with the Arrangements & Site, Program, and Youth & Children committees to set the registration fee for Annual Meeting.
 - (6) Arrange for an audit of Yearly Meeting financial records every four years and when the treasurer changes.
 - c. *Closed Meetings:* Finance Committee meetings are closed except to the Yearly Meeting clerks and Friends invited to meet with the committee.
5. **High School Teen Retreat Program Committee** holds in concern the spiritual life of LEYM high schoolers. The committee hires, supports, and oversees the work of a paid coordinator of teen retreats.
- a. *Composition:* Five members: three adult members with three-year overlapping terms, one to be named each year, and two high school-aged members with two-year overlapping terms, one to be named each year.
 - b. *Responsibilities:* The committee holds in concern the spiritual life of the high school-aged youth of our meetings and worship groups. In this service the committee will:
 - (1) In consultation with the presiding clerk, select and engage a private consultant to act as high school teen retreat program coordinator.
 - (2) Support and supervise the activities of the high school teen retreat program coordinator. It is expected that consultation between the coordinator and the committee (by telephone or email) will occur before and after each retreat.
 - (3) Assist the coordinator in collecting the names and contact information for eligible youth in monthly meetings and worship groups.

- (4) Identify and nurture Friends in monthly meetings who are interested in working with high school youth.
 - c. *Responsibilities of the High School Teen Retreat Program Coordinator:* In order to nurture the spiritual life of high school youth throughout the Yearly Meeting, the coordinator:
 - (1) In consultation with the High School Teen Retreat Program Committee, plans, coordinates, and evaluates up to four teen retreats per year, independent of the Annual Meeting, that are scattered geographically throughout the Yearly Meeting to maximize participation of youth throughout the region.
 - (a) The retreats are to be both fun and spiritually nourishing for the youth.
 - (b) The retreats are an opportunity for youth to develop leadership skills by fully participating in the selection of themes, workshops, and workshop presenters.
 - (c) The retreats should seek to utilize individuals throughout the Yearly Meeting who can offer Quaker-related workshops on various topics of religious education.
 - (d) One of these four retreats has historically been “The Quake that Rocked the Midwest,” held over Martin Luther King, Jr. weekend at the Evanston, Illinois, meeting house in partnership with other Midwestern yearly meetings.
 - (2) Builds and maintains relationships with other youth workers within Lake Erie Yearly Meeting, other yearly meetings, and Friends General Conference.
 - (3) Keeps updated records of eligible youth for the High School Teen Retreat Program, with the assistance of data furnished by the database manager.
 - (4) Sends eligible LEYM youth timely information about upcoming LEYM and national Quaker youth opportunities and events.
 - (5) Conveys information about all events to the LEYM webmaster on a timely basis.
 - (6) Submits all bills and receipts to the Yearly Meeting treasurer in a timely manner and submits a complete financial report annually.
 - d. *Additional Meetings:* Occasional conference calls, especially near the time of retreats.
6. ***Ministry & Nurture Committee*** offers Meetings and Worship Groups support as they seek to strengthen and enrich their meetings for worship and the spiritual vitality of Friends. The committee encourages meetings and worship groups to undertake an annual assessment of their spiritual condition. The committee oversees LEYM’s Spiritual Formation Program and traveling ministers from the Yearly Meeting.
- a. *Composition:* Six members, two to be named each year, plus one member appointed from each monthly meeting.
 - b. *Responsibilities:*
 - (1) Have care for the spiritual life of the Yearly Meeting.
 - (2) Work with and assist committees on ministry and nurture in local meetings. This may include:
 - (a) arranging Yearly Meeting workshops for, but not limited to, clerks and members of local ministry and nurture committees;
 - (b) consulting with local ministry and nurture committees as requested by the local committees.
 - (3) Oversee the Yearly Meeting’s Spiritual Formation Program. (*See below.*)
 - (4) Recommend a nominee for a Cooper Scholarship at the Earlham School of Religion, if requested.
 - (5) Review ministry grant requests in support of monthly meetings that wish to send a member or attender to a seminar, institute, or workshop for education or training related to ministry among Friends.

III. C. 6. b (6)

- (6) Encourage and support monthly meetings as they recognize, publicly affirm, and practically support those individuals who exercise their gifts in faithful ministry. This includes but is not limited to:
 - (a) preparing minutes for traveling ministers to be approved by the yearly Meeting;
 - (b) overseeing the traveling ministries fund.
 - c. *Spiritual Formation Program*: The Spiritual Formation Program functions under the guidance of LEYM's Ministry & Nurture Committee. A Spiritual Formation Retreat Committee is composed of ongoing participants in the Spiritual Formation Program, and new members are selected by the existing committee with no set terms. Size depends on interest. The committee does all the planning and registration and helps provide leadership for retreats. It reports to Ministry & Nurture, which reports on the program to the Yearly Meeting.
7. ***Nominating Committee*** identifies Friends who are competent and willing to carry out the many tasks that enable the Yearly Meeting to act as it is led. It proposes a slate of nominees at Annual Meeting and individual nominations throughout the year as necessary.
- a. *Composition*: Six members, each from a different monthly meeting, two to be named each year. New members of the Nominating Committee are proposed at Annual Sessions by a Naming Committee proposed by the presiding clerk and approved by Yearly Meeting. The Naming Committee, in consultation with the presiding, assistant, and recording clerks, selects a clerk for the Nominating Committee.
 - b. *Responsibilities*:
 - (1) Discern and secure, in advance of Annual Meeting, acceptance of nominations for officers, *Bulletin* editor, webmaster, database manager, and such committee members, representatives to other Friends' organizations, and visitors to other yearly meetings within our Lower Great Lakes region of FWCC as are called for by current activities of the Yearly Meeting.
 - (2) Nominate, after consulting with current standing committees, a clerk for each committee by the rise of Annual Meeting.
 - (3) Function throughout the year to nominate Friends to fill vacancies as they occur or additional positions as they are needed.
 - (4) Advise the Yearly Meeting when a committee may need to be laid down.
 - (5) Choose which representatives to FWCC may attend world gatherings, normally selecting Friends who have not previously attended.
 - (6) Name, in consultation with the clerk, representatives to occasional conferences, such as gatherings of young adult Friends.
 - (7) Provide, promptly at the close of Annual Meeting, an accurate, complete list of all appointments to the Yearly Meeting, including the members and clerk of each standing committee.
 - (8) Send the names and appropriate contact information of individuals selected to be representatives from LEYM to Friends' organizations to those respective organizations immediately after Annual Meeting.
 - (9) Keep accurate records of each individual's initial year of appointment to a committee so that the limit of six consecutive years is not exceeded.
 - c. *Meetings*: The committee begins its major work in mid-winter and communicates via email and conference calls. The committee tries to get the bulk of its work done by the time of Representative Meeting. Nominating Committee meetings are closed except to the Yearly Meeting clerks and Friends invited to meet with the committee.

8. ***Peace & Justice Committee*** helps Friends understand matters of peace and work toward a more peaceful world.
- a. *Composition*: Six members, two to be named each year. Each monthly meeting is encouraged to appoint a representative who can attend Peace & Justice Committee meetings and represent the monthly meeting's issues and concerns.
 - b. *Responsibilities*:
 - (1) Exchange information with monthly meetings about actions and concerns on behalf of peace.
 - (2) Engage monthly meetings and worship groups in considering corporate witness in matters of peace.
 - (3) Help the Yearly Meeting express corporate concerns about peace to policy makers, the media, and other organizations.

Program Committee. See III. C. 2.2, under *Annual Meeting Planning Committee*.

9. ***Publications & Archives Committee*** oversees printed and web publications of the Yearly Meeting. The committee sends Yearly Meeting materials to a Quaker archive and encourages Meetings to do the same.
- a. *Composition*: Four members, one to be named each year and an additional member to be named as needed. The webmaster and the *Bulletin* editor serve on the committee *ex officio*.
 - b. *Responsibilities*:
 - (1) Supervise the webmaster, consulting with him/her about the content, presentation, and maintenance of the Yearly Meeting website.
 - (2) Supervise the *Bulletin* editor, consulting with him/her about the publication and distribution of the *LEYM Bulletin*.
 - (3) Supervise the work of the database manager.
 - (4) Select each year, from within or beyond the committee, an *Annual Records* editor, and supervise that editor, consulting with him/her about the publication and distribution of the *Annual Records*.
 - (5) Help provide materials for the *Annual Records*, especially summaries of the plenary address and the workshops presented at Annual Meeting.
 - (6) Name, when needed, from within or beyond the committee, an *LEYM Directory* editor, and supervise that editor, consulting with him/her and the database manager about the publication and distribution of an updated *LEYM Directory*.
 - (7) Oversee the publication and distribution of any other print publications of the Yearly Meeting.
 - (8) Submit LEYM records to the Friends Historical Library, Swarthmore College. Items to be submitted include the *Annual Records*, *LEYM Bulletin*, and other print publications of the Yearly Meeting.

Youth & Children Committee. See III. C. 2.3, under *Annual Meeting Planning Committee*.

D. Representatives to Quaker Organizations

The maximum number of representatives is set by each organization. LEYM appoints representatives up to that number, at its discretion. (*For information about reimbursement of expenses for representatives to Quaker organizations, see IV. A. 3.*)

1. ***Responsibilities***
 - a. Representatives function as liaisons between Lake Erie Yearly Meeting and the respective organization.

III. D. 1. b

- b. All representatives are expected, whenever possible, to attend the meetings of the organization to which they are named, and to take an active part in the business of the organization.
- c. All representatives to Quaker organizations are asked to attend both Representative Meeting and Annual Sessions so that they are informed about LEYM activities and concerns.
- d. Representatives to each Quaker organization should function as a body, with a clerk named by Nominating Committee after consulting with the representatives. Meetings of the representatives, which may be brief, should not conflict with meetings of standing committees.
- e. The clerk of each group of representatives convenes them as needed to consult and make decisions. The clerk also assists the Nominating Committee in determining organizational term limits or when new representatives should be appointed.
- f. Representatives send a written report on major activities and concerns of the organization to the *Bulletin* editor, preferably for the issue that appears before Representative Meeting, and report to the Yearly Meeting during Annual Sessions either in a written report for distribution or in business meeting, at the discretion of the presiding clerk.
- g. Representatives may also set up an organizational display at Annual Meeting, notify the *Bulletin* editor and webmaster of upcoming programs and conferences, and coordinate visits of staff and representatives to LEYM Annual Sessions.

2. ***Organizations and Related Information***

- a. American Friends Service Committee Corporation
 - (1) Appointees must be members of the Religious Society of Friends.
 - (2) Representatives serve three-year overlapping terms. A representative to AFSC is usually limited to two consecutive three-year terms. When, however, a representative is named to serve on the Board of Directors, the six-year limit may be set aside and the Friend may be reappointed.
 - (3) The number of representatives depends on the size of the yearly meeting; AFSC decides how many representatives LEYM may send.
 - (4) Representatives attend the annual meeting in Philadelphia in March. Sometimes Corporation members will also be asked to serve on national program or administrative committees.
 - (5) Representatives are strongly encouraged to become familiar with (and, if possible, involved with) AFSC's work in their region.
 - (6) Representatives are expected to report AFSC activities and concerns to the Yearly Meeting, quarterly meeting, and monthly meetings, and to take concerns back to the Corporation.
 - (7) Representatives are encouraged to interact with other community groups that share goals similar to those of AFSC.
- b. Friends Committee on National Legislation, General Committee
 - (1) Appointees must be members of the Religious Society of Friends.
 - (2) Representatives serve three-year overlapping terms. LEYM sends up to six persons, with staggered terms.
 - (3) An appointee is usually limited to two consecutive three-year terms. When, however, a representative has special attributes or skills needed by FCNL, the six-year limit may be set aside and the person may be reappointed by LEYM, or, within the limits of its

- by-laws, appointed by FCNL itself. FCNL by-laws also permit direct appointment by the General Committee.
- (4) FCNL's Annual Meeting is held from Thursday evening through Sunday lunch on a weekend in November in Washington, DC.
- c. Friends General Conference, Central Committee
- (1) Appointees must be members of the Religious Society of Friends.
 - (2) A representative to FGC is limited to two consecutive three-year terms.
 - (3) The number of LEYM representatives to FGC depends upon the size of the yearly meeting. FGC informs LEYM how many representatives are allotted. FGC may also co-opt LEYM Friends who are not representatives directly onto its committees.
 - (4) Representatives attend the Central Committee annual meeting the third weekend in October. Representatives who take on committee assignments also attend meetings of those committees and participate between meetings as appropriate.
 - (5) Each year, the clerk of our appointed representatives sees that these representatives name an LEYM Friend serving on Central Committee to be the LEYM representative on the FGC Executive Committee.
- d. Friends World Committee for Consultation, Section of the Americas
- (1) Appointees must be members of the Religious Society of Friends.
 - (2) Representatives to FWCC have three-year overlapping terms.
 - (3) The number of representative positions available is determined by FWCC. FWCC may also co-opt LEYM Friends who are not representatives directly onto its committees.
 - (4) In the past, LEYM has sent two representatives to the FWCC Triennials. Naming to future comparable meetings, at whatever interval, will be made according to the allotment assigned to LEYM by FWCC.
 - (5) Representatives to FWCC international gatherings are named by the Nominating Committee in consultation with the clerk of LEYM and the clerk of the FWCC Representatives.
 - (6) LEYM provides reimbursement funds for representatives' attendance at the annual meeting of the Section of the Americas and international gatherings. In the event that funds are not sufficient to cover costs, funds will be apportioned according to the stated financial needs of the named representatives.
 - (7) Representatives to FWCC are expected to assist with arrangements for regional meetings or the equivalent whenever they are scheduled.
3. ***Other Appointments***
- a. Friends for Lesbian, Gay, Bisexual, Transgender, and Queer Concerns
- (1) *Term of service:* One year
 - (2) *Number of representatives:* One
 - (3) *Meetings:* In mid-February and at FGC Gathering
- b. Olney Friends School Board
- (1) *Term of service:* One year
 - (2) *Number of representatives:* One representative and an alternate
 - (3) *Meetings:* Fall, spring, and mid-summer meetings and winter retreat
- c. Quaker Earthcare Witness
- (1) *Term of service:* One year
 - (2) *Number of representatives:* One representative and an alternate
 - (3) *Meetings:* Annual meeting in the fall
- d. William Penn House, National Consultative Committee

III. D. 3 d. (1)

- (1) *Term of service:* Three years
- (2) *Number of representatives:* One
- (3) *Meetings:* Washington, DC, early November

E. Visitors to Other Yearly Meetings

1. **Regional Yearly Meetings.** LEYM encourages Friends to visit sessions of our neighboring yearly meetings within the Lower Great Lakes Region of FWCC to nurture relationships between the yearly meetings. Nominating Committee proposes the names of Friends who are interested and able to visit a yearly meeting's annual sessions as part of the annual slate when such Friends can be identified.
 - a. These regional yearly meetings are: Wilmington Yearly Meeting (July); Canadian Yearly Meeting (August); Evangelical Friends Alliance – Eastern Region (August); Ohio Yearly Meeting Conservative (August; Barnesville, Ohio); and Ohio Valley Yearly Meeting (July).
 - b. Responsibilities
 - (1) Visitors are expected to attend the business sessions and activities of the yearly meeting. They are asked to remember that they are guests and refrain from participating in the business unless following a clear leading.
 - (2) Visitors should get a letter of introduction from LEYM's presiding clerk, and give this to the clerk of the yearly meeting being visited.
 - (3) Visitors are asked to send a short written report of their experience to the editor of the *Bulletin*.
 - (4) Visitors are responsible for covering their own expenses.
2. **Non-Regional Yearly Meetings.** Visits to other yearly meetings may be arranged for many reasons, among them nurturing links within the wider Religious Society of Friends. Friends planning a visit may request a letter of introduction from LEYM's clerk. A short written report on their experience may be printed in the *Bulletin* at the discretion of the editor. Visitors are responsible for covering their own expenses.

IV. OPERATIONS

A. Financial Support and Fiscal Policy

1. **Fiscal Year:** The fiscal year runs from July 1 through June 30.
2. **Budget**
 - a. The Lake Erie Yearly Meeting budget covers costs necessary for the functioning of the Yearly Meeting, such as publications, travel expenses for officers and representatives to Friends' organizations, office administration, and the Yearly Meeting's contribution to Friends General Conference.
 - b. The annual budget should include a proportional amount of the estimated travel expenses for two delegates to attend periodic international gatherings of the Friends World Committee for Consultation.
 - c. Yearly Meeting limits contributions to Friends' national organizations to Friends General Conference. Monthly meetings and individuals are encouraged to contribute directly to other Friends' national organizations. On occasion, other Friends' groups within the geographical area of the Yearly Meeting may receive financial support upon approval of

the Yearly Meeting. All requests for Yearly Meeting funds must be brought to the Finance Committee, which will decide whether to bring them to Annual Sessions.

3. ***Expense Reporting and Reimbursement***

- a. Yearly Meeting officers, representatives, and committee members are asked to submit to the treasurer reports of out-of-pocket and in-kind expenses such as travel, long distance telephone charges, and postage, so that the cost of conducting Yearly Meeting business may be accurately known.
 - b. Yearly Meeting officers and representatives to Friends' organizations may receive reimbursement for travel expenses for business on behalf of the Yearly Meeting and for attendance at meetings of Friends' organizations. A committee member may be reimbursed for unusual expenses incurred on behalf of the Yearly Meeting if the presiding clerk provides written approval in advance. A copy of the Travel Expense Reporting Form appears in Appendix D.
 - c. The principal travel cost to be reimbursed is the transportation itself. If a Friend drives and requests reimbursement, the amount is calculated on a per mile basis. The current reimbursement rate, approved in 2016, is 45¢ per mile. Any change to this rate is part of the budget process and must be approved by the Yearly Meeting. Friends are expected to cover their own food costs and, whenever possible, to arrange lodging with Friends in the area of travel. However, the intent of the Yearly Meeting is that no one be excluded from representing Lake Erie Yearly Meeting because of limited financial resources; thus individuals may request reimbursement for additional travel-related expenses or take them as a tax-deductible contribution to the Yearly Meeting.
 - d. Monthly meetings are responsible for travel expenses of their representatives to Yearly Meeting who attend Representative Meeting or Annual Meeting.
4. ***Account Signatories.*** The presiding clerk, treasurer, and clerk of the Finance Committee are signatories to all of the Yearly Meeting's accounts with financial institutions and any one of them has the power and authority to withdraw funds.
5. ***Scholarship Funds.*** Friends wanting assistance from a specific scholarship fund of the Yearly Meeting should submit a request to the presiding clerk with a letter of support from their monthly meeting. The presiding clerk will consult with the treasurer and clerk of the Finance Committee in acting upon the request.
6. ***Remittances from Monthly Meetings.*** The Yearly Meeting depends on contributions from monthly meetings to fund its budget. In order to determine a fair and equitable share for each of the constituent meetings:
- a. Monthly meetings provide current membership statistics in their annual Statistical Reports.
 - b. The Finance Committee determines a recommended per-member share for the constituent monthly meetings, based on the final budget approved by the Yearly Meeting and on the membership figures supplied by monthly meetings, and notifies each monthly meeting of the per-member share.
 - c. To support the business of the Yearly Meeting in a timely manner, monthly meetings are encouraged to make at least one half of their contribution by the end of January.
7. ***Tax Exempt Status.*** Lake Erie Yearly Meeting, as an association of churches or congregations, qualifies as a tax exempt religious or charitable organization and need not apply to the Internal Revenue Service for recognition of such status or file IRS Form 990

IV. A. 7. a

annually. To meet legal requirements for tax exempt status, the Yearly Meeting is subject to the following Internal Revenue Service guidelines:

- a. Neither the net income nor any of the assets of the Yearly Meeting may be gratuitously distributed to any individual members of the Yearly Meeting or other private individuals. In case of dissolution of the Yearly Meeting, the remaining assets, after expenses and liabilities, will be distributed solely to one or more organizations of the Religious Society of Friends organized and operated primarily for similar purposes as the Yearly Meeting.
- b. No substantial part of the activity of the Yearly Meeting may involve attempts to influence legislation.
- c. The Yearly Meeting may not participate in political campaigns in support of candidates for public office.

B. Publications and Information Sources

The website and *LEYM Bulletin* are the principal means of communication within the Yearly Meeting. The *Annual Records* is primarily a record of the Annual Meeting, but also includes minutes and reports from Representative Meeting, reports and records from monthly meetings, and contact and directory information. The *Directory*, updated as needed, provides contact information for members and attenders of meetings and worship groups within the Yearly Meeting.

1. **Website.** The website includes contact information for Yearly Meeting officers and committee clerks, introductory materials on Quakerism, information on Yearly Meeting activities, pages for Yearly Meeting committees and youth activities, a directory of constituent monthly meetings and worship groups (and how to find them), minutes, an electronic version of the *Bulletin*, a calendar, and various other documents produced by the Yearly Meeting, such as the latest version of *Lake Erie Yearly Meeting Policies and Procedures*. It may be expanded to include other materials (in accordance with the LEYM privacy policy; *see V. A*) as well as tools that facilitate communication within the Yearly Meeting. Friends wishing to post announcements on the website should contact the webmaster.
2. **LEYM Bulletin**
 - a. The *Bulletin* typically contains a message from the clerk, announcements of upcoming gatherings, reports from Yearly Meeting committees and representatives, reports from Green Pastures Quarterly Meeting, reports on youth activities, and announcements from other Friends' organizations. Concerns that should be known to the Yearly Meeting and may be discussed at the Annual Sessions may be communicated through the *Bulletin*.
 - b. The *Bulletin* is published three times a year, at intervals determined by the scheduling of Representative Meeting and Annual Meeting. One issue provides information (including registration materials) about Representative Meeting; a second includes minutes from Representative Meeting and information (including registration materials) about the Annual Meeting; a third looks back at Annual Meeting through summary reports. The clerk of the Publications & Archives Committee and the editor are authorized to adjust the schedule and make other management decisions as are called for to maximize the effectiveness of available resources. Publication deadlines are listed in the calendars in the *Annual Records*, in the *Bulletin*, and on the website.
 - c. Printed copies of the *Bulletin* are mailed to monthly meetings, preparative meetings, and worship groups for distribution to interested Friends. Separately, printed copies are mailed to the Friends Historical Library at Swarthmore College and to other institutions and

individuals on request. The *Bulletin* is also posted on the LEYM website (sometimes in a slightly modified version, in accordance with the LEYM privacy policy; *see V.A.*)

- d. The Publications & Archives Committee asks monthly meetings and worship groups with newsletters to furnish the LEYM *Bulletin* editor with a copy.

3. *Annual Records*

- a. The minutes and other records of Lake Erie Yearly Meeting are published in booklet form following the Annual Meeting. These *Annual Records* contain minutes of the Representative Meeting and Annual Sessions, other reports from the Annual Meeting, the approved budget, and the approved nominating slate. They also include State of the Meeting Reports, Statistical Reports, and memorial minutes from constituent meetings and worship groups; contact information for meetings and worship groups; a directory with contact information for Annual Meeting attenders and others whose names appear in the *Annual Records*; and a list of visitors to the most recent Annual Sessions.
- b. Publication and distribution of the *Annual Records* are the responsibility of the Publications & Archives Committee, working with an editor appointed by the committee.
- c. All documents to be included in the *Annual Records* should be submitted to its editor no later than four weeks after the rise of Annual Meeting.
- d. The *Annual Records* should be published no later than ten weeks after the rise of Annual Meeting.

4. *Directory*

- a. A *Directory* providing contact information for members and active attenders of the constituent meetings and worship groups of the Yearly Meeting is published on request of the Yearly Meeting (but no more often than every two years). It includes Friends under the age of 18, signified by a “Y” next to their names, but the ages of Friends under age 18 are not published.
- b. The *Directory* editor asks each meeting and worship group to provide to the database manager a list of its members and active attenders, with contact information for each.
- c. Printed copies of the *Directory* are distributed to meetings and worship groups of Lake Erie Yearly Meeting and to the Yearly Meeting’s officers, committee clerks, and Friends responsible for communication and publication. (*See III. B.*) The *Directory* is not made available to the general public. It is not posted on the website, nor are its contents distributed electronically.
- d. Friends General Conference is the only Friends’ organization that may use LEYM *Directory* information for appeals and other member household mailings. Other uses of LEYM’s *Directory* information must be approved by the Yearly Meeting.
- e. The *Directory* editor (or editors) is chosen by the Publications & Archives Committee, from within or beyond the committee, to serve until a new *Directory* is completed. The editor is responsible for publication of the contents in an easily accessible form, and coordinates with the committee to ensure distribution of the *Directory* in a timely manner after publication.

5. *Database.* The database contains the following information:

- a. The current Yearly Meeting slate of appointments
- b. The current monthly meetings, preparative meetings, and worship groups within LEYM, including information on the monthly meeting that has care of each preparative meeting and the monthly meeting, if any, that has care of each worship group

IV. B. 5. c

- c. For meetings and worship groups: information as reported in the annual Statistical Reports: place and time of worship; contact information; officers and committee clerks/conveners
- d. For members and active attenders throughout the Yearly Meeting: the most recent available contact information, membership status, meeting attended, and children's years of birth. This information is gathered through direct requests to meetings and worship groups; from the annual Statistical Reports; and from registration forms for Annual Meeting and for Spiritual Formation retreats. Individual requests for opting out of mailings are recorded. Friends General Conference is the only Friends' organization that may use contact information for appeals and other member household mailings. Other uses of such information must be approved by the Yearly Meeting.

6. *LEYM Policies and Procedures*

- a. *Policies and Procedures* provides information on LEYM's constituent bodies; governance (how the Yearly Meeting makes decisions); organization and the roles of officers, other appointed individuals, and committees; operations (financial matters and information sources); and policy documents. The latest version is posted on the LEYM website.
- b. The recording clerk is responsible for keeping *Policies and Procedures* current as new policies and procedures are approved by the Yearly Meeting, and for calling the attention of the presiding clerk to inconsistencies that may arise as procedures are changed. The recording clerk submits updated versions of *Policies and Procedures* to the webmaster to be posted.

V. POLICIES ON PRIVACY, CHILD ABUSE, AND HARASSMENT

A. Privacy policy

1. Email addresses for anyone under 18 will not be included in data published in any form.
2. No contact information will be published on the web without the consent of the individual. Accepting service as a Yearly Meeting officer, clerk of a monthly or preparative meeting, or contact person for a worship group will constitute *de facto* consent. Contact information will usually consist of phone number and email address, not an individual's physical address.
3. The full names of adult Friends (those 18 and over) may appear on the website. The names of children and youth (under age 18) may not appear there without prior approval of their parent or guardian.
4. Photos of Friends of all ages may appear on the website. Friends can request that pictures of themselves or their children *not* be posted on the website by placing a "no photo" sticker on their name tag at all LEYM events, including retreats. These stickers will be made available with the name tags, and their availability will be well publicized. For events where name tags are not worn or parental permission to attend is required, the opportunity to request that photos not be posted on the website will be offered by other means, such as registration or permission forms.

B. Policies on Child and Sexual Abuse

B1. Policy on Child and Sexual Abuse Prevention

Adopted at 2016 Annual Sessions

Lake Erie Yearly Meeting intends to provide for our young Friends a recurring community in which opportunities abound for authentic intra- and inter-generational relationships full of spontaneity, warmth, trust, curiosity, reflection, and joy. To do that, we realize we must provide some clear safety boundaries and expectations within which both children and adults can be freed from worry or wariness about potential abusive behavior of any kind and also about being falsely accused. For trust of the kind we envision to flourish, we need to take care to create an environment that eliminates unnecessary risks and dangers. We recognize that no policy can guarantee to eliminate all risk of child abuse. However, we believe that this policy is a reasonable way toward building the community we are seeking.

This policy applies to any time that children are in the organized youth program. Parents or guardians are responsible for their own children during all other hours. The clerk of the Youth & Children's Program Committee or other program staff shall clearly advise parents, guardians, and young Friends of the times covered by the organized program.

This policy supplements LEYM's previously adopted policy (*LEYM Policies & Procedures*, V. B2, Policy for Reports of Child Abuse Made at Yearly Meeting, Adopted June 17, 1995), which addresses how an incident of suspected abuse should be handled when reported.

1. An educational session about this policy will be presented annually as a required preparation for anyone who will be working with the young Friends program.

Volunteers who work with young Friends shall participate before beginning each year's program in an educational session that matter-of-factly outlines the risk of various kinds of abuse (intentional or otherwise), why these strategies have been designed to mitigate those risks, and the importance of being able to talk frankly about situations that don't feel right.

Attendees at Yearly Meeting sessions all get a brief explanation of our practices and an invitation to attend this session. Anyone who is considering answering a call for one-time or last-minute volunteers ("special helper" – see section 3) is strongly encouraged to attend this session.

RATIONALE: Done well, such a session can help shift the topics of safety, abuse, and sexuality out of the realm of hushed dread and unspoken fear into the matter-of-fact domain of known risks that can be managed and avoided. Asking people to repeat attendance at this (short) presentation regularly ensures that everyone involved during a given year has the same information from the same source.

2. Volunteers who work with young Friends must receive a reference from the clerk or designee of their Monthly Meeting.

- A. If a volunteer is not connected to a monthly meeting, another Quaker reference may be used.
- B. If the monthly meeting has a process for approving child caregivers or youth workers, the reference may simply state that the volunteer has been approved under that meeting's process.
- C. Otherwise, the clerk or designee shall answer the following questions:
 1. How long has the applicant been an active member/attender of your meeting?
 2. Do you believe your meeting has a sufficiently close relationship with the applicant that you would know if there was reason to be concerned about his/her working with children?
 3. Do you or your meeting have any knowledge about the applicant that would suggest she/he would be inappropriate as a youth and child care worker?
- D. Those organizing the youth program shall allow sufficient time in planning and recruiting volunteers to assure that references are received so that each volunteer has at least one person from

V. B1. 3

their Meeting to vouch for them before the program begins.

RATIONALE: Formally establishing such connections ensures that a relative stranger does not become part of the teaching team merely because it would seem awkward to ask for “credentials” for someone we don’t know well. We rely on each meeting’s discernment of whom they trust with their own youth, and on the discernment of youth program organizers as they consider potential volunteers.

3. As far as possible, at least two volunteers who have completed the preparation described in #1 and #2 above should always be with any group of children under LEYM’s care.

- A. Those planning staffing levels should keep in mind the possibility of emergency situations and other unexpected occurrences, and consider staffing at higher than the absolute minimum level if possible.
- B. Adults who are not approved as child-care volunteers under this policy may be recruited to help for one specific time period or project (“special helpers”). Such persons should supplement – not replace – the approved staff and should never be alone with one child or young person.
- C. We recognize that, on occasion, a situation may occur that leaves only one adult volunteer with a group of children. It is especially important in these situations that Section 4, requiring all adults and children to stay in sight of the group, be adhered to. If feasible, a special helper may be called in to help if only one adult would otherwise be present with the group.

RATIONALE: The presence of two sets of caregiver eyes at all times helps ensure not only doubled awareness of what’s going on, but also increased availability of listening ears in case a child wants to talk about something that leaves him or her uneasy. It also provides the adults involved with a witness in case of potential accusations of abusive behavior. We believe everyone will be safer with this standard – even if thoughtful judgment leads to occasional brief exceptions.

4. Everyone involved in LEYM Young Friends’ programs – adult volunteers, special helpers, and participating children – should agree to stay within sight of the group at all times.

This means that no two people are ever alone together behind a closed door. This doesn’t preclude in - depth, one-on-one conversations; it just means that they happen in sight of other people. This safety practice should be included among other expectations that are matter-of-factly established and regularly reinforced with participating young Friends. For example:

- A. We play safely and peacefully at all times.
- B. We use kind words to everyone.
- C. We listen to adult directions the first time asked.
- D. We keep hands and feet to ourselves. We check to be sure it’s ok before touching someone.
- E. We stay within sight of the rest of the group at all times.
- F. We tell an adult if we are uncomfortable with anything another person says to us or does to us.

RATIONALE: This agreement keeps the Friends’ community a public one, thus minimizing opportunities for either adult-with-child or child-with-child abusive behavior. Including the safety practice among other expectations keeps it matter-of-fact, minimizing fear-based warnings.

B2. Policy for Reports of Child Abuse Made at Yearly Meeting

Adopted June 17, 1995; Revised 2016

The Task Group is recommending that the below-listed guidelines be adopted by the Yearly Meeting. While our Yearly Meeting has not had any complaints of abuse of our children brought to its attention, guidelines will be helpful to all concerned should a report be made. We have reviewed Ohio law and have considered the realities of the limited time we spend together at Yearly [Annual] Meeting. We have also considered the singular role that the monthly meeting has in the lives of each of us, a role the Yearly Meeting cannot hope to duplicate. We are aware

that an accusation of abuse may be false. We are also very aware of the need for our children to be safe and to feel safe. We considered more complicated and involved approaches, but concluded that given the context of the Yearly Meeting these would not work well. We adopted a simpler approach, one that we believe could help **and** place control where control needs to be placed – into the hands of the parents. (If the parents should be accused, then alternatives are provided.) The legal process, if invoked, is complicated and the Yearly Meeting should not assume that it has the expertise to substitute for or meddle with it. Although the purpose of the guidelines is to allow a reasoned and rational response, as a Yearly Meeting we should be mindful of the stress that the people involved will be experiencing. Thus the clerk should be sensitive to the need for support that **any** of the involved adults may wish to have. He or she should be prepared to help the adults who become involved and who request this support (recognizing that some will want and some will not want this support). The clerk may need to appoint someone to help him or her in this endeavor and should be mindful of his or her role in the Yearly Meeting and not attempt to do everything alone. The members and attenders of the Yearly Meeting also need to recognize that gossip and rumor are forms of violence. These guidelines have attempted to balance the right to privacy and the safety of children. Thus, if a member or attender wishes to determine that action is being taken, please be prepared to accept a “yes” without expecting further details. As a Yearly Meeting we recognize that the feelings of others may be stirred up by this and ask that other members and attenders be willing to listen, recognizing that we are a religious body, not one empowered to do therapy.

Guidelines and Procedures

1. If a child makes a report of an incident of sexual or physical abuse to an adult, that adult will notify both the parents of the child (or the adult appointed by the parents as being responsible for the child while at Yearly [Annual] Meeting) and the clerk of the Yearly Meeting. It is then up to the parents to determine whether other agencies should be contacted.
2. Should the child indicate that her or his parents are abusing her or him, the adult approached is responsible for notifying the Yearly Meeting clerk and calling the Child Services Board.
3. The clerk of the Yearly Meeting will be responsible for deciding how to inform the Yearly Meeting of what has transpired and for deciding whether or how to inform the accused person’s monthly meeting of the accusation.
4. The clerk will consult with the parents and others he or she deems necessary in order to determine the next step to be considered by the Yearly Meeting. If it is deemed advisable after these consultations, the clerk is empowered by the Yearly Meeting to ask the accused person to leave the site of the Yearly [Annual] Meeting.
5. The clerk of the Yearly Meeting will notify the person accused, if the person accused is attending the Yearly [Annual] Meeting. The local phone number of the Child Services Board in Allen County, Ohio, is 227-8590. The area code is 419.

C. Harassment Policy

Approved at 2019 Annual Meeting

Friends General Conference, in keeping with Friends’ historical concerns for equality and justice, is committed to providing environments for staff, volunteers, committee members, and program participants which are free of discrimination and harassment. Demeaning actions, words, jokes or comments based on an individual's gender, sexual orientation, race, ethnicity, age or faith will not be tolerated. We also note that sexual harassment, both overt and subtle, is

V. C continued

an illegal form of demeaning and oppressive misconduct which we want to prevent and which, if alleged, we will investigate thoroughly and fairly.

FGC Central Committee, 10/22/95

In spite of some Quakers' participation in the abolition movement to end enslavement in the United States; in spite of some Quakers' commitment to dismantling Jim Crow during the Civil Rights Movement of the 1960's; in spite of some Quakers' visible work to support the Black Lives Matter movement and in spite of all of us feeling horrified when yet another unarmed black or brown person is shot by police, our Meetings remain mostly white and Friends of Color do not necessarily feel safe or welcomed in a Quaker faith community.

Institutional Assessment on Systemic Racism within Friends General Conference, October 2018

Lake Erie Yearly Meeting wants to make its Annual Gathering and other committee meetings, visits, and programs free of harassment. This policy addresses a number of forms of harassment, described below. Our consciousness of the need to prevent and respond to these types of harassment has been heightened by our realization that such behavior does occur at Friends' events.

Sexual harassment is unwanted sexual or gender-based behavior generally involving the exercise of formal or informal power by the perpetrator over the victim. It is a form of misconduct that is demeaning to another person and undermines the integrity of the relationship. It is illegal, and is strictly prohibited within LEYM. Sexual harassment may be verbal (suggestive comments, threats, insults, jokes, sexual propositions), nonverbal (suggestive, insulting, or obscene gestures, noises, leering, displaying pornographic material), or physical (touching, brushing body, coercing sexual intercourse, assault).

Other forms of harassment based on race, age, disability, sexual orientation, or gender identity all generally involve the exercise of formal or informal power by the perpetrator over the victim. The key words are "unwanted," "discrimination-based," and "formal or informal power," plus the basis of the behavior in differences in gender, race, age, ability, sexual preferences, or gender identity. While this list includes several characteristics that we are aware often form the basis for harassment, the policy is intended to be broadly interpreted to include harassment based on other similar characteristics.

Harassment is defined both by the feelings of the person who experiences it and by the intentions of the alleged perpetrator. What one person might consider an innocent comment or behavior could actually be experienced as harassment by another person, particularly if the alleged perpetrator persists in the behavior after the implications have been brought to his or her attention.

Does this mean that we must refrain from offering hugs to friends, or making comments about a friend's appearance? No – not if the person welcomes the hug or the comment. But we should be sensitive to the possibility that another might be made uncomfortable by such behavior. If there is any question about how another may feel, ask first (e.g., "May I give you a hug?"). This is simply part of our responsibility as members of a caring community of Friends.

What LEYM'S Harassment Discernment Committee Will Do in Response to a Reported Incident of Harassment

Who is the Harassment Discernment Committee (H.D.C.)?

The H.D.C. is made up of 5 people of diverse representation (male, female, LGBTQ, persons of color, younger, older). Diversity is crucial to this process, so that the person bringing a harassment complaint will feel both represented and able to trust members of the committee.

Two members are tied to LEYM positions: 1 appointed by Ministry & Nurture, and 1 member of the Executive Committee. These two individuals will proactively recruit the remaining 3 positions. These positions will be recruited and named during Annual Sessions, for approval during a business session, and will serve for one year. They can be asked if they wish to serve in subsequent years.

H.D.C. members will be identified in all event program information.

1. Informal procedure: If you feel embarrassed or offended by another's behavior, you may simply want an opportunity to discuss the experience with another Friend and think together about how to handle it. If so, a member of the Harassment Discernment Committee will be glad to meet with you for a confidential discussion of the incident(s). We welcome you to bring a support person with you during this conversation. If this discussion is sufficiently helpful, and you are able to stop or avoid further objectionable behavior, the H.D.C. will consider your concern to have reached closure and no further steps will be taken unless the committee member determines that the nature of the complaint is serious enough to warrant further action, such as a formal procedure.

2. Formal procedure: If you wish a formal investigation and more assistance in dealing with the alleged harassment than that afforded by the informal procedure, you will be asked to submit a written, signed complaint. This complaint may be brief, but it should include name(s) and a description of the objectionable behavior, the context, and your feelings. When such a complaint is received, two members of the H.D.C. will meet with you in confidence, discuss the alleged harassment with you, and then proceed with a thorough investigation of the complaint. As in informal procedures, a support person is welcome. Such investigation will always include, but not necessarily be limited to, a meeting of the investigators with the alleged perpetrator. The H.D.C. reserves the right to make an independent decision to initiate the formal procedure in any case which it deems sufficiently serious to require a formal investigation and the possible consequences as listed below. In this event, both the complainant and the alleged harasser will be notified of such a decision.

3. The members of the committee will discern the merits and gravity of the complaint and how to handle the situation. If the H.D.C. team determines that harassment did indeed occur, possible consequences include:

- a) Asking the person perceived to harass to acknowledge and stop the offending behavior;
- b) Requiring this person to stay away from the person who experienced the harassment for the duration of the event,
- c) Engaging in a restorative circle/conversation, if both persons agree,
- d) Requiring the person perceived to harass to leave the event, and/or
- e) Refusing to accept this person at future events.

V. C continued

The discernment team will communicate its decision and the action taken to the individual who submitted the formal complaint and to the full H.D.C. Any decision to exclude a harasser from future events may be appealed by the harasser to the H.D.C. prior to the registration period for a subsequent event.

4. Complaints will be treated with confidentiality and discretion.

5. Every effort will be made to protect persons making bona fide complaints from any kind of retaliatory action.

Acting as Friendly Bystander

A person who has experienced sexual harassment may need to share the distress with someone in whom she or he has confidence and respect. If you are chosen, remember that however inadequate you feel, the other person trusts and respects you enough to share a matter of concern with you.

The most important gift you can offer is time – time for listening in a supportive and non-judgmental way, allowing space and silence for reflection.

The ideal outcome would be one where the harasser has been helped to accept and understand the outcome of her or his behavior, and has stopped it; the person who has been harassed no longer feels threatened; and both are enabled to remain at peace in the LEYM community.

APPENDICES

A. History and Objectives of Lake Erie Yearly Meeting

Lake Erie Yearly Meeting (LEYM) began as an Association of Friends Meetings in 1939. After thorough deliberation, a minute adopted in 1963 “allowed the Monthly Meetings who so choose to declare themselves as the Lake Erie Yearly Meeting within the Lake Erie Association.” Since all monthly meetings have become part of Lake Erie Yearly Meeting, the Association option is no longer open.

The spirit of the Yearly Meeting is still expressed by the objectives articulated in the early years of the Association:

1. To provide a means of bringing together all Friends, regardless of background, into a gathering for worship, fellowship, inspiration, and the consideration of common concerns.
2. To assume our share of responsibility, felt by all Friends and organizations of the Society, for nurturing new monthly meetings and Friends’ groups.
3. To maintain an emphasis upon common spiritual experiences, to conduct business in the spirit of worship, and to maintain a simplicity of organization to facilitate our ability to move as a group where the Spirit leads.
4. To hire appropriate staff, supervised by a committee appointed for that purpose, as need or opportunity arises.

B. Guidelines for Meeting for Worship with Attention to Business

Meeting for worship with attention to business provides an opportunity for Friends to practice several of our testimonies as we carry out the practical work of maintaining our faith community. We seek to be Spirit-led in our work, with as much efficiency as possible, achieving a sense of what Friends call “right order,” and so ask that you use the following guidelines.

1. When you need to speak, ask the clerk to recognize you by raising your hand.
2. To affirm something someone has said, simply nod or use the phrase “This Friend speaks my mind.” Please don’t ask to be recognized so that you may express the same thought in other words.
3. When you speak, please stand, speak to the clerks’ table, and keep your comments to the point.
4. Friends will not generally be recognized to speak on any given issue more than once, except to acknowledge a personal change of perspective during the meeting.
5. When the recording clerk is developing a minute, sit in worship, and hold him/her in the Light. Please refrain from conversation with your neighbor.
6. When a person speaks in meeting for worship with attention to business, receive the words as you receive vocal ministry in meeting for worship – with an open heart and calm mind.
7. If you feel that the gathering needs a break or a stretch, it is appropriate to ask to be recognized so that you may ask the clerk for one.

C. Suggested Guidelines for State of the Meeting Reports

From the Committee on Ministry & Nurture

Purpose: The State of the Meeting Report assesses the monthly meeting's spiritual condition and needs.

Process: The State of the Meeting Report is best developed during a meeting for worship for the conduct of business, or other specially called meeting. A worship sharing format is recommended, with offerings arising out of the silence and recorded as they are given. The draft report is then developed from these offerings by the presiding clerk, the Ministry & Nurture (or otherwise named) Committee, or another appropriate person or committee identified by the monthly meeting. The monthly meeting then thoughtfully considers this draft and gives it final approval at the next meeting for worship for the conduct of business.

Content: The report may be prepared in reference to the annual queries provided by the Yearly Meeting, and may cover such matters as:

1. The spiritual condition of the meeting, both strengths and challenges.
2. The nature of meetings for worship during the year, including the quality of the silence, and the content and quality of the vocal ministry.
3. The meetings for business during the year, including the range of concerns considered, attendance of members, and implementation of meeting's decisions.
4. The contributions of committees such as Peace & Social Justice, Religious Education, Ministry & Nurture, Youth, and others.
5. That which is most needed to deepen the spiritual life of the meeting and to strengthen its witness of Friends' testimonies to the world.
6. Key events during the year which helped build the meeting in the Life.
7. The meeting's ongoing connections to the wider Quaker community.

Due Date: The State of the Meeting Report is to be sent to the clerk of LEYM's Ministry & Nurture Committee and to the editor of the *LEYM Annual Records* by Sixth Month, 30th Day (June 30), of each year.

D. Travel Expense Reporting Form and Voucher

The Travel Expense Reporting Form and Voucher appear on the next two pages.

LAKE ERIE YEARLY MEETING
TRAVEL EXPENSE FORM

Name and address: _____

For any item that is a donation in kind to LEYM, please check the Donation box.

1. Purpose of travel (e.g., meeting attended) _____

2. Dates of travel _____

3. Auto transportation

From _____ to _____ _____ miles at 45 cents = \$ _____ Donation

From _____ to _____ _____ miles at 45 cents = \$ _____ Donation

4. Plane fare, other public transportation, and/or highway tolls. Submit copies of plane tickets or other major items. Itemize below:

_____ \$ _____ Donation

_____ \$ _____ Donation

_____ \$ _____ Donation

5. Other travel-related expenses. It is the policy of LEYM that Friends provide their own meals and find their own overnight accommodations, hopefully with Friends, leaving only the cost of travel itself to be covered by LEYM. However, if such cost-free accommodations cannot be found, and Friends feel that they require assistance in covering such costs in order to serve as LEYM representatives, the costs incurred are to be itemized below for reimbursement. Please include copies of receipts of major expenses such as overnight accommodations.

_____ \$ _____ Donation

_____ \$ _____ Donation

_____ \$ _____ Donation

Total to be reimbursed \$ _____

Total donation in kind \$ _____

Mail to: Mike Hinshaw, 1641 Southwood Dr., Ashland, OH 44805

Reimbursement/advance made or donation acknowledged ___/___/___

_____ LEYM Treasurer

LAKE ERIE YEARLY MEETING
VOUCHER

For Treasurer's Use Only

Amount of check _____

Check # _____

Make check out to: _____

Date _____

Person requesting reimbursement (if different from above) _____

Address to mail the check to: _____

Charge to account _____

Approved by _____ Date _____

Please attach all receipts.

Mail to: Mike Hinshaw, 1641 Southwood Dr., Ashland, OH 44805

E. Guidelines Regarding Honoraria and Expenses for Annual Meetings

1. Keynote speaker receives \$500 plus travel, registration, meals, and room. Clerk of Program Committee gives name to registrar and to treasurer.
2. Non-LEYM folks who give workshops or lead Bible study receive \$100 plus room, meals, and registration. Clerk of Program Committee gives names to registrar and treasurer.
3. LEYM folks who give workshops receive no honoraria or expenses.
4. Leaders of special evening programs receive up to \$150 plus room, meals, and registration. Clerk of Program Committee gives names to registrar and treasurer.
5. One representative from FGC receives registration, meals, and room. Presiding clerk gives name to registrar.
6. FGC pays registration, room, and meals for FGC staff.
7. People who work full time with the children's program receive registration, meals, and room. Clerk of Youth & Children Committee gives the list of workers to the registrar.
8. Registrar receives registration, meals, and room.
9. Bookstore manager receives registration, meals, and room.

These are guidelines and not strict rules. The presiding clerk, in consultation with the treasurer, can override these guidelines in any given year. Guidelines are approved by the Finance Committee.

Reporting of Annual Meeting income and expenses

The registrar prepares a report of all income and expenses for the Annual Meeting that flow through the registrar and sends this report to the treasurer. The report includes the names of all people receiving discounts on registration, meals, and room. The treasurer prepares a financial

report including all income and expenses for Annual Meeting. This report will be published each year in the fall issue of the *Bulletin*.

Approved by Finance Committee 6/16/2006, revised 3/1/2008

F. Monthly Meetings and Individual Membership

Text from previous edition of *LEYM Policies and Procedures*

The content of Appendix F, which focuses on practices of monthly meetings and membership of individuals in the Religious Society of Friends, appeared in the main text of the previous edition of LEYM Policies and Procedures in Section II, "Membership." As this content does not directly address the way in which the Yearly Meeting conducts business, it has been removed from the main text in this edition. It does, however, present policy approved by LEYM expressing expectations of its constituent monthly meetings with regard to their officers and committees, and addressing aspects of membership, which is held through a monthly meeting. As such, the material in this Appendix should remain useful to monthly meetings and serve as a starting point on these topics if LEYM decides to create its own Faith and Practice.

1. Monthly Meetings

- a. *Officers*: The monthly meeting establishes criteria and procedures for selection and appoints persons to serve the meeting as clerk, treasurer, and recorder, for definite terms of service. Other officers may be appointed as needed.
 - (1) The *clerk* presides at business sessions of the meeting and carries out meeting instructions on matters pertaining to the accomplishment of its business. Accurate minutes shall be kept. Minutes of decisions about important matters, including dissenting opinions, shall be read and approved at the session in which these decisions are made. The clerk must be a member of the Religious Society of Friends.
 - (2) The *treasurer* is responsible for the custody and disbursement of meeting funds, in accordance with the meeting's directions. The treasurer shall report regularly to the monthly meeting, and, when appropriate due to the size of the budget, the accounts shall be audited regularly. The treasurer and the finance committee (should one exist) prepare and submit a budget to the meeting for its suggestions and approval.
 - (3) The *recorder* (who may also be the clerk or treasurer) keeps records of births, deaths, marriages, divorces, and changes in membership, and is responsible for determining the number of members according to which the Yearly Meeting and quarterly meeting treasurers determine the recommended share for Yearly Meeting and quarterly meeting line items in monthly meeting budgets. Records of preparative and allowed meetings should be included in the records of the responsible monthly meeting reports. Reports on membership are used by Friends' organizations to determine their number of representatives from a Yearly Meeting.
- b. *Committees*: Committees shall be appointed according to the needs of the monthly meeting. Generally, a committee of Ministry & Nurture would be the minimum committee structure. As a monthly meeting becomes larger and more complex, additional committees appointed to carry out its work should report regularly to the monthly meeting. Ad hoc committees, such as clearness committees which have a one-time, specific function, may be appointed at monthly meetings for business.

2. *Membership - Individuals*

- a. *Membership in the Religious Society of Friends* is held in the local monthly meeting. Normally, persons desiring membership in the Religious Society of Friends shall:
 - (1) be familiar with Friends' faith, testimonies, practices, and processes;
 - (2) worship for a suitable period of time with the meeting they are interested in joining;
 - (3) submit a letter stating the reasons they wish to be a Friend; and
 - (4) be willing to consider the monthly meeting as their spiritual home and to support the monthly meeting with their time, talents, and finances.
- b. *Isolated Individuals*
 - (1) Isolated individuals wishing to join the Religious Society of Friends should apply by letter to the monthly meeting of their choice (either the nearest or the one with which they feel the closest kinship).
 - (2) These individuals should visit that meeting if possible prior to forwarding their applications for membership.
 - (3) The meeting receiving the application may delegate the interviewing responsibility to Friends who reside near the applicant regardless of the place of membership of the interviewing Friends.
 - (4) Isolated Friends are encouraged to form a worship group if there is no monthly meeting near them.
- c. *Sojourning Membership*
 - (1) If Friends are temporarily away from the monthly meeting in which they hold membership, or have good reasons not to change their membership from their current monthly meeting, and desire to be active in a monthly meeting nearer to their new location, those Friends may apply for Sojourning Member status. Their wishes in this connection should be set forth by minute from their home monthly meeting.
 - (2) Sojourning Members are not counted in the records of the parent meeting submitted to quarterly meeting or yearly meetings but are counted by the meeting in which they are sojourning.
- d. *Dual Membership in Monthly Meetings*
 - (1) Membership in more than one monthly meeting at a time is generally discouraged, but under unusual circumstances may be possible.
 - (2) The responsibilities of membership in each monthly meeting shall be worked out between the individual and the monthly meetings involved.
- e. *Transfer of Membership*
 - (1) Because the monthly meeting is primarily a faith community for worship, if Friends move too far away to attend their meeting regularly, they are encouraged to transfer their membership to a monthly meeting closer to their new location.
 - (2) To transfer membership, a Friend writes to the clerk of the home monthly meeting and asks that the membership be transferred to the new monthly meeting. The home monthly meeting for business considers the request; unless there are unusual circumstances, it then directs its recorder to write to the clerk of the new monthly meeting transferring the individual's membership.
 - (3) A monthly meeting receiving a transferred member may want to appoint a welcoming committee to meet with the transferred Friend. Unless there are unusual circumstances, the monthly meeting will normally accept the transferred member.

INDEX

In this index the entries refer the reader to specific places in the outline of *Policies and Procedures*, which are more precise than page numbers and will not change as significantly when revisions are made. Please note that where there is more than one reference for an entry, the first one (in **bold type**) provides the most complete information about the topic.

- Account signatories: IV. A. 4
- Actions of the Yearly Meeting: II
- Ad hoc committees: **III. C**; II. C. 1; III. A. 1. j
- Administrative committees: III. C
- Advancement & Outreach Committee: III. C. 1
 - Assistance to worship groups: I. A. 4. c
 - Changes in meeting status, assistance with: I. C
- AFSC. *See* American Friends Service Committee
- American Friends Service Committee Corporation (AFSC), representatives to: III. D. 2. a
 - Annual Meeting: III. D. 2. a. (4)
 - Board of Directors: III. D. 2. a. (2)
- Allowed Meetings: I. A. 5
- Annual Meeting: II. A
 - Childcare: III. C. 2.3. b. (4)
 - Evaluation: III. C. 2.2. b. (7)
 - Income and expenses, reporting: Appendix E
 - Planning Committee: **III. C. 2**; III. C, introduction
 - Speakers: III. C. 2.2. b. (2)
 - Workshops: III. C. 2.2. b. (2)
 - Youth and children, age groupings: III. C. 2.3. b. (2)
- Annual Meeting Planning Committee: **III. C. 2**; III. C, introduction
- Annual Records*: **IV. B. 3**; III. C. 9. b. (4-5)
 - Editor: **III. B. 3**; III. B. 2
 - Publication schedule: IV. B. 3. d
- Annual Sessions: II. A
 - Actions and authority: II. A. 3
 - Attendance: II. A. 1
 - Guidelines for Meeting for Worship with Attention to Business: Appendix B
 - Minutes: **II, introduction**; III. A. 3. a; III. B. 5
 - Representation: II. A. 2
- Application for monthly meeting status: I. B. 2-3
- Archiving LEYM records: III. C. 9. b. (8)
- Arrangements & Site Committee: III. C. 2.1
- Assessments, recommended share per member: III. C. 4. b. (3); IV. A. 6. b
- Assistant clerk: **III. A. 2**; III. A. 3. a
- Audit of financial records: **III. C. 4. b. (6)**; III. A. 1. c. (2)
- Book of Discipline: I. A. 2. b
- Budget: **IV. A. 2**; II. A. 3. c; III. C. 4. b. (2); IV. B. 3. a
- Bulletin*: **IV. B. 2**; III. C. 9. b. (2)
 - Distribution: IV. B. 2. c
 - Editor: **III. B. 2**; IV. B. 2. b & d
 - On website: IV. B. 1
 - Publication schedule: IV. B. 2. b
- Business meetings. *See* Annual Sessions (II. A), Representative Meeting (II. B)
- Business meetings, guidelines: Appendix B
- Canadian Yearly Meeting, visitors to: III. E. 1. a
- Changes in monthly meeting status: I. C
- Child Abuse, policy for prevention: V. B1
- Child Abuse, policy for reports: V. B2

Childcare at Annual Meeting: III. C. 2.3. b. (4)
Children. *See* Youth & Children Committee, Youth Retreats, Privacy Policy, Child Abuse
Chronology of the Yearly Meeting: III. B. 3
Clerk. *See* Presiding clerk
Committee clerks: III. C, Introduction
Committees: III. C
 Ad hoc committees: **III. C**; II. C. 1; III. A. 1. j
 Administrative committees: III. C
 Committees of concern: III. C
 Setting up or laying down: II. A. 3. d
 Standing committees: III. C
Concern, corporate: II. D. 2-3
Constituency: I
Constituent bodies: I. A
Contact information:
 Members and attenders,: **IV. B. 5. d**; IV. B. 4. a-d
 Monthly meetings: IV. B. 1; IV. B. 3. a; IV. B. 5. b-c
 Website: IV. B. 1
Cooper Scholarship: III. C. 6. b. (4)
Contributions, monthly meetings to Yearly Meeting: **IV. A. 6**; I. A. 2. d
Corporate concern: II. D. 2-3
Database: IV. B. 5
 Manager: III. B. 4
Directory: **IV. B. 4**; III. B. 4. f; III. C. 9. b. (6)
 Distribution: IV. B. 4. c
 Editor: IV. B. 4. e
Dissolution of LEYM: IV. A. 7. a
Dual membership in monthly meetings: Appendix F. 2. d
Earthcare Committee: III. C. 3
Email lists: III. B. 4. b-c
Email listservs: III. B. 5
Epistle Committee: **III. A. 2. c**; III. A. 1. f
Epistle of LEYM: III. A. 1. f; III. A. 3. b
Epistles, reading of: II, introduction
Evangelical Friends Alliance – Eastern Region, visitors to: III. E. 1. a
Executive Committee: **II. C**; II, introduction
 Composition: II. C. 1
 Meetings: II. C. 3
 Minutes: **II. C. 3**; III. A. 3. a; III. B. 5
 Responsibilities and authority: II. C. 2
Expense reporting and reimbursement: IV. A. 3
Expenses for Annual Meetings, Guidelines: Appendix E
Faith and Practice (book): I. A. 2. b
Fall Retreat (for youth): III. C. 2.3. b. (6)
FCNL. *See* Friends Committee on National Legislation
FGC. *See* Friends General Conference
Finance Committee: **III. C. 4**; III. A. 1. i; III. A. 4. a & d
Financial records, audit: III. C. 4. b. (6)
Financial reports: III. A. 4. c
Financial support from monthly meetings: **IV. A. 6**; I. A. 2. d
 Recommended share per member: III. C. 4. b. (3); IV. A. 6. b
Fiscal policy: IV. A
Fiscal year: IV. A. 1
FLGBTQC. *See* Friends for Lesbian, Gay, Bisexual, Transgender, and Queer Concerns
Friends Committee on National Legislation (FCNL), General Committee, representatives to: III. D. 2. b
 Annual Meeting: III. D. 2. b. (4)

Friends for Lesbian, Gay, Bisexual, Transgender, and Queer Concerns (FLGBTQC),
representative to: III. D. 3. a

Friends General Conference (FGC): III. A. 3. c; IV. B. 4. d

Affiliation with: I, introduction

Central Committee: III. A. 1. g

Representatives to: III. D. 2. c

Executive Committee, representative to: III. D. 2. c. (5)

LEYM contribution to: IV. A. 2. a

Friends Historical Library, Swarthmore College: **III. C. 9. b. (8)**; IV. B. 2. c

Friends' organizations: III. D. 2

Contributions to, policy: IV. A. 2. c

Representatives to: **III. D**; III. A. 1. c. (1)

Displays: III. D. 1. g

Reports: III. D. 1. f

Friends School in Detroit: I. A. 1. b

Friends World Committee for Consultation (FWCC): III. A. 3. b-c

Lower Great Lakes Region, Yearly Meetings, visitors to: III. E. 1

Section of the Americas

Regional meetings: III. D. 2. d. (7)

Representatives to: III. D. 2. d

Reimbursement for: III. D. 2. d. (6)

World gatherings, representatives to: **III. D. 2. d. (4-5)**; III. C. 7. b. (5)

Reimbursement for expenses: **III. D. 2. d. (6)**; IV. A. 2. b

FWCC. *See* Friends World Committee for Consultation

Governance of LEYM: II

Green Pastures Quarterly Meeting (GPQM): I. A. 1

Applications for monthly meeting status: I. B. 2

Changes in monthly meeting status, assistance with: I. C

Guidelines for Meeting for Worship with Attention to Business: Appendix B

Guidelines Regarding Honoraria and Expenses for Annual Meetings: Appendix E

H. D. C. *See* Harassment Discernment Committee

Harassment Discernment Committee: V. C

Harassment Policy: V. C

High School Teen Retreat Program: III. C. 5. c. (1)

High School Teen Retreat Program Committee: III. C. 5

High School Teen Retreat Program Coordinator: III. C. 5. c

"History and Description of the Yearly Meeting": III. B. 3

"History and Objectives of Lake Erie Yearly Meeting": Appendix A

Honoraria for Annual Meetings, Guidelines: Appendix E

Information sources: IV. B

Website: IV. B. 1

In-kind expenses: IV. A. 3. a

Leadings, acting on: II. D

Letter of Introduction: II. E

LEYM Bulletin. See Bulletin

LEYM, History and Description: III. B. 3

LEYM, History and Objectives: Appendix A

LEYM Policies and Procedures. See Policies and Procedures

Listservs: III. B. 5

Mailing lists: III. B. 4. c & g

Marriage under care of a meeting: I. A. 2. a

Meeting for Worship with Attention to Business, Guidelines: Appendix B

Meeting status, changes: I. C

Meeting worker: **III. B. 5**; III. A. 1. k; III. B. 1

Members and attenders, contact information: **IV. B. 5. d**; IV. B. 4. a-d

Membership in Religious Society of Friends: **I. A. 2. a**; Appendix F. 2
Memorial minutes, *Annual Records*: IV. B. 3. a
Michigan Friends Center: I. A. 1. b
Ministry & Nurture Committee: III. C. 6
 Discernment on leadings: II. D. 1. b
 Members appointed by monthly meetings: III. C. 6. a
Ministry grant requests: III. C. 6. b. (5)
Minutes:
 Of Executive Committee: **II. C. 3**; III. A. 3. a; III. B. 5
 Of meetings for business: **II, introduction**; III. A. 3. a; III. B. 5; IV. B. 1; IV. B. 2. b; IV. B. 3. a
 Certification of: III. A. 3. e
Monthly meetings: I. A. 2; Appendix F. 1
 Applications for monthly meeting status: I. B. 2-3
 Assessments, recommended per member: III. C. 4. b. (3); IV. A. 6. b
 Book of Discipline: I. A. 2. b
 Care of preparative meetings: I. A. 3
 Care of worship groups: I. A. 4
 Changes in status: I. C
 Committees: Appendix F. 1. b
 Contact information: IV. B. 1; IV. B. 3. a; IV. B. 5. b-c
 Contributions to Yearly Meeting: **IV. A. 6**; I. A. 2. d
 Faith and Practice (book): I. A. 2. b
 Financial support of LEYM: **IV. A. 6**; I. A. 2. d
 Recommended share per member: III. C. 4. b. (3); IV. A. 6. b
 Laying down of: II. A. 3. f
 Membership in two yearly meetings: I. A. 2. e
 Officers: Appendix F. 1. a
 New monthly meetings: I. B
 Newsletters: IV. B. 2. d
 Representatives to LEYM: II. B. 1-2
 State of the Meeting Reports: I. A. 2. c; IV. B. 3. a
 Suggested guidelines: Appendix C
 Statistical Reports: **III. B. 4. h**; I. A. 2. c; IV. A. 6. a; IV. B. 3. a
Naming Committee: **III. C. 7. a**; III. A. 1. h; III. C
New monthly meetings: I. B
 Approval of: II. A. 3. e
 Membership clearness committees for attenders: I. B. 6
Newsletter, LEYM. *See Bulletin.*
Newsletters, monthly meetings: IV. B. 2. d
Nominating Committee: **III. C. 7**; III. D. 1. e
 Slate of nominations: II. A. 3. b; IV. B. 3. a; IV. B. 5. a
Nominations, approval: II. A. 3. b; II. C. 2. b
Officers: III. A
 Travel expenses, reimbursement: IV. A. 3. b
Officers, other (assistant): III. A. 5
Officers, monthly meetings: Appendix F. 1. a
Ohio Valley Yearly Meeting, visitors to: III. E. 1. a
Ohio Yearly Meeting Conservative, visitors to: III. E. 1. a
Olney Friends School Board, representative to: III. D. 3. b
Operations of LEYM: IV
Organization of LEYM: III
Peace, corporate witness to: III. C. 8. b. (2-3)
Peace & Justice Committee: III. C. 8
 Monthly meeting representatives: III. C. 8. a
Photographs on website: IV. B. 7. d
Planning Committee, Annual Meeting: **III. C. 2**; III. C, introduction

Policies and procedures, changes in: II. A. 3. a
Policies and Procedures: **IV. B. 6**; IV. B. 1
Revision of: **II. A. 3. a**; III. A. 3. d; IV. B. 6. b
Policy for Reports of Child Abuse Made at Yearly Meeting: V. B2
Presiding clerk: **III. A. 1**; III. A. 3. a; III. A. 3. d; F. 2
Preparative meetings: I. A. 3
Privacy policy: V. A
Program Committee: III. C. 2.2
Program committees (generic): III. C, introduction
Publications: IV. B
Publications & Archives Committee: III. C. 9
QEW. *See* Quaker Earthcare Witness
Quake that Rocked the Midwest: III. C. 5. c. (1) (d)
Quaker Earthcare Witness (QEW), representative to: III. D. 3. c
Quaker Organizations, representatives to: **III. D**; III. A. 1. c. (1)
Displays: III. D. 1. g
Reports: III. D. 1. f
Quarterly meeting: I. A. 1
Applications for monthly meeting status, approval: I. A. 3. a; I. B. 2
Changes in meeting status, assistance with: I. C
Recording clerk: III. A. 3
Reimbursement for expenses: **IV. A. 3**; III. A. 1. i
Travel expense reporting form: Appendix D
Vouchers: Appendix D
Remittances from monthly meetings: IV. A. 6
Recommended share per member: III. C. 4. b. (3); IV. A. 6. b
Representative Meeting: II. B
Actions and authority: II. B. 5
Composition: II. B. 2
Guidelines for Meeting for Worship with Attention to Business: Appendix B
Minutes: **II, introduction**; III. A. 3. a; III. B. 5
Preliminary agenda: II. B. 4
Representation: II. B. 1
Scheduling: II. B. 3
Representatives to:
AFSC Corporation: III. D. 2. a
Conferences: III. C. 7. b. (6)
FCNL, General Committee: III. D. 2. b
FGC Central Committee: III. D. 2. c
FGC Executive Committee: III. D. 2. c. (5)
FLGBTQC: III. D. 3. a
Friends' organizations: **III. D**; III. A. 1. c. (1)
Displays: III. D. 1. g
Reports: III. D. 1. f
FWCC, Section of the Americas: III. D. 2. d
Regional meetings: III. D. 2. d (7)
Reimbursement: III. D. 2. d. (6)
FWCC world gatherings: **III. D. 2. d. (4-5)**; III. C. 7. b. (5)
Reimbursement: **III. D. 2. d. (6)**; IV. A. 2. b
LEYM (Monthly meeting representatives to): II. B. 1-2
Olney Friends School Board: III. D. 3. b
Peace & Justice Committee: III. C. 8. a
Quaker Earthcare Witness: III. D. 3. c
Quaker organizations: **III. D**; III. A. 1. c (1)
Displays: III. D. 1. g
Reports: III. D. 1. f

William Penn House, National Consultative Committee: III. D. 3. d
Retreats for adults. *See* Spiritual Formation Program (III. C. 6. c)
Retreats for high school age Friends. *See* High School Teen Retreat Program Committee (III. C. 5. c. (1))
Retreats for youth and children. *See* Youth retreats.
Scholarship funds, requests for assistance: **IV. A. 5**; III. A. 1. i
Slate of officers, committee members, and representatives: II. A. 3. b; IV. B. 3. a; IV. B. 5. a
Sojourning membership: Appendix F. 2. c
Spiritual Formation Program: III. C. 6. c
Standing committees: III. C
State of the Meeting Reports: I. A. 2. c; IV. B. 3. a
 Suggested guidelines: Appendix C
Statistical Reports: **III. B. 4. h**; I. A. 2. c; IV. A. 6. a; IV. B. 3. a
Tax exempt status: IV. A. 7
Teen retreats. *See* High School Teen Retreat Program (III. C. 5. c. (1))
Terms of office, officers: III. A
Transfer of membership, individual: Appendix F. 2. e
Travel expenses, reimbursement for: IV. A. 3. b
 Reimbursement rate: IV. A. 3. c
 Reporting forms: Appendix D
Travel minute: II. E
Treasurer: **III. A. 4**; III. A. 1. i
Visitors to other Yearly Meetings: III. E
 Reports: III. E. 1. b. (3); III. E. 2
Vouchers for reimbursement: Appendix D
Webmaster: **III. B. 1**; III. B. 2. b; III. B. 5
Website: **IV. B. 1**; III. B. 5; III. C. 9. b. (1)
 Privacy policy: V. A
William Penn House, National Consultative Committee, Representative to: III. D. 3. d
Wilmington Yearly Meeting, visitors to: III. E. 1. a
Witness in matters of peace: III. C. 8. b. (2-3)
Worship groups: I. A. 4
Yearly Meeting. I. *See also* Annual Meeting, Annual Sessions
Yearly Meeting Chronology. *See* Chronology of the Yearly Meeting (III. B. 3)
Yearly meetings, visitors to: III. E
 Reports: III. E. 1. b. (3); III. E. 2
Yearly meetings, non-regional, visitors to: III. E. 2
Youth & Children Committee: III. C. 2.3; V. B1
Youth Retreats: **III. C. 2.3. b (6)**; III. C. 2.3