

# The Urantia Book Fellowship



Expanding Spiritual Awareness

## Triennial Delegate Assembly: Society Policy & Procedure

### I. Policy

A. To provide for a smooth Triennial Delegate Assembly (TDA) process and to assure compliance with the Constitution of The Urantia Book Fellowship (hereinafter referred to as the Fellowship) and its subsidiaries.

B. The binding characteristics of a Fellowship TDA are those set forth in Article VI and Article VIII sections 2 and 3 of the Fellowship Constitution, and Chapter VI of the Fellowship By-Laws.

### II. Procedure

A. The Secretary of the Fellowship notifies the Secretaries and Presidents of each Local Society of the date and location of the Triennial Delegate Assembly meeting at least six months prior to the scheduled date of such meeting. Along with this notification, the Secretary sends this policy and procedure and the appropriate forms to all said Local Society officers.

B. Each Local Society elects a Delegate and an Alternate Delegate to the TDA no later than sixty days before the date of the called meeting. Delegates and Alternate Delegates must be members in good standing of the Fellowship and of their respective Local Societies.

C. Each Local Society President and Secretary formalizes the election of their Society Delegate and Alternate by signing the Fellowship certification form.

D. Delegates and Alternates must each sign a certification form for the Fellowship indicating that they have read The Urantia Book in its entirety. Click here for the online form: [CERTIFICATION FORM](#)

E. The Secretary of each Local Society notifies the Secretary of the Fellowship of the names of the Delegate and Alternate, no later than fifteen days after their election, and sends the appropriate certification forms along with such notification.

F. The Fellowship Secretary ensures that Delegates, Alternates, and Society Secretaries receive copies of applications for General Councilor positions and proposed TDA resolutions as these become available.

G. The Credentials Committee, consisting of the Chairs of the Judicial, Membership, and Interfaith committees, shall meet no later than two weeks prior to the TDA meeting to receive, examine and recommend to the President of the Fellowship the approval or disapproval of the credentials of each Delegate or Alternate Delegate.

H. The Fellowship Secretary will ensure that reports of actions on resolutions approved by the preceding TDA (prepared by the President of the Fellowship) as well Committee and Officers reports are sent to Delegates Alternates and Society Secretaries no later than one week prior to the pending TDA.

I. On the designated date of the meeting:

1. The President and Secretary of the Fellowship preside at the Triennial Delegate Assembly.
2. Credentials committee will report and seat the delegates.
3. The President of the Fellowship names the Nominations and Resolutions Committees (historically a body of the whole).
4. The President of the Fellowship appoints a Delegate or an Alternate to serve as a temporary chairman of the TDA.
5. The TDA is recessed.
6. The Delegates and Alternates go into a closed session.
7. When Nominations for the General Councilors are completed the President and the Secretary are contacted and the President re-convenes the TDA in formal session.
8. A motion to elect a slate of General Councilors is made and a vote is taken.
9. The TDA is recessed.
10. Resolution Committee convenes.
11. Upon completion of the work of the Resolution Committee, the President and the Secretary are contacted and the President re-convenes the formal session.
12. A motions is made to accept the resolutions and a vote is taken.
13. President adjourns the TDA.

### **III. Suggestions for the election process**

A. The temporary chairman should request a vote on the issue of whether Alternates shall be permitted to speak. This has been the tradition at least since 1979.

- B. The Alternate votes only in the absence of the Delegate.
- C. Councilors shall be elected by secret ballot from nominations presented to the Triennial Delegate Assembly by the Nominations Committee and from the floor of the assembly with the prior consent of the individuals nominated.
- D. For clarity, the GC candidates names should be written on a blackboard for all to see.
- E. Candidates for General Councilor who are also either Delegates or Alternates should leave the room during discussion of their candidacy.
- F. Traditionally, voting is for the nine-year slots first, then to fill any vacancies, with the longest remaining terms first. Any candidate who receives a majority of the votes cast is declared elected and removed from the slate. No low-polling nominee should be removed from the slate, since (at least theoretically) all those who voted for a successful candidate might later vote for someone who earlier received no votes. Voting continues until one candidate for each position receives a majority of the votes, regardless of how long this process takes. The chairman may permit additional discussion of the candidates between ballots.

#### **IV. Suggestions for the resolution process**

- A. At the beginning of the resolutions phase, the Resolution Chair should assemble all resolutions and lead the process of numbering each for clarity in reference.
- B. A motion to pass each resolution should be made and read aloud. (Per Robert's Rules, if the motion is not seconded resolution dies.)
- C. The members of the TDA can request input from any members of the Executive Committee during the discussion of the proposed resolutions.

*Approved by the Executive Committee 05/23/2013*

*Reviewed by the Policy and Procedure Ad-hoc Committee 06/26/2015*