

## FINAL REPORT

Cumulative recommendations by the Steering Committee as of August 2006

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### SECTION I: ICPJ

#### A. ICPJ Mission Statement

(As adopted by the Steering Committee of Interfaith Council for Peace and Justice, June 1995)

The Interfaith Council for Peace and Justice is a non-profit education/social action organization which brings together people of various faiths who believe the world is one family. We believe that love, commitment to future generations, wise stewardship of the environment and promotion of social, political and economic justice are religious responsibilities.

**Decision:** In light of the 10 years since adoption of the mission statement, and since the review of the mission and vision is beyond the scope of this committee, we recommend to the Steering Committee to launch a review of the mission and vision.

#### B. ICPJ Vision

The Interfaith Council for Peace and Justice strives:

To help members of the local religious community put their faith into action on issues of peace and justice for all people

To be a resource to local congregations in their work on peace and justice issues

To encourage dialogue among members of the various faiths on peace and justice issues of our time

To promote the creative use of nonviolence to solve conflicts and resolve injustices

To raise awareness in the wider community of our vision of peace and justice and the ways in which all of us can bring it about

**Decision:** See IA above. For further discussion, see Appendix II, Item 1.

### C. ICPJ MEMBERSHIP:

#### 1. ICPJ MEMBERSHIP:

- a. Annual membership will be construed as a household with up to 2 voting members. SC will determine recommended amounts and shall include regular and low income options.
- b. Members shall agree to the mission and vision of ICPJ. Membership applications will include a signed statement of agreement with the mission & vision
- c. There shall be a seven day waiting period before new members are eligible to vote at membership meetings. This waiting period may be waived by the members present by a majority vote.

#### 2. MEMBERSHIP BENEFITS

- a) Volunteer opportunities: All members have the opportunity to work for peace and social justice in ICPJ Task Forces and projects.

- b) Input: All members are invited to attend and share their perspectives on matters before the Steering Committee, the Annual Meeting, the task forces, and other meetings of the ICPJ membership.
- c) Information: All members receive information by mail and email (as requested) about ICPJ projects and related events.
- d) Resources: ICPJ provides members with speakers, videos, and informational materials.

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## SECTION II: Steering Committee

- A. **STEERING COMMITTEE (SC) MEMBERSHIP:** The SC shall consist of 12-16 elected members, the number to be set for the following year by the SC and approved by the membership at the Annual Meeting. In addition, any founding member of ICPJ is invited to participate on the SC in perpetuity, with all the rights and responsibilities pertaining thereto.
- B. **STEERING COMMITTEE NOMINATION:**
  - 1. **Nominating Committee Charge:** The nominating committee shall present a slate of nominees for the SC and a nominee for President. The Nominating Committee shall bring their proposed slate to the Steering Committee for approval, the Steering Committee shall present a slate of candidates to the Annual Meeting.
  - 2. **Nominating Committee Selection:** The SC shall select a Nominating Committee of representative SC members, staff, the Task Forces. Each task force may appoint one member of its choosing to the nominating committee. Steering Committee shall also name a convener for the Nominating Committee
  - 3. **At-large nominations:** Members at large may also submit nominations Steering Committee and ICPJ Presidency; such nominations must be submitted at least one month prior to the Annual Meeting and in time for publication in the ICPJ Newsletter.
  - 4. **Candidate preparation:** Candidates are to be briefed on the job of SC and/or presidential service and declare themselves ready to serve before their names are placed in nomination.
  - 5. **Candidate qualifications:** Members are sought who represent a variety of backgrounds and have expertise and interest in varied ICPJ activities, from the work of Task Forces, to staff support, to congregational involvement, fundraising, and the like.
- C. **STEERING COMMITTEE SELECTION:** Members of the SC shall be elected at the Annual Meeting. Voters will be provided with a paper ballot containing the name of each nominee. Each voter may place one X per candidate, up to the number of SC vacancies. The candidates with the highest number of votes are elected, up to the number of SC vacancies. Voting is by ICPJ members with decision-making status who are in attendance at the Annual Meeting.
- D. **STEERING COMMITTEE TERM OF MEMBERSHIP:** The term of membership on the SC is three years, with approximately 1/3 of the members elected each year.
- E. **CONSECUTIVE TERMS:** Service on the SC, except for founding members, is limited to two consecutive terms or partial terms of two years or more. After a break of one year, former members of the SC are eligible for election to the SC as new members.
- F. **STEERING COMMITTEE MEMBERS' RESPONSIBILITIES\***
  - 1. With consideration for the recommendations of the Nominating Committee, elect ICPJ officers (other than President) at the first SC meeting following the Annual Meeting. The SC may select persons other than SC members to serve as secretary or treasurer, in which case they would serve as ex-officio, non-voting members of the SC.
  - 2. Attend scheduled Steering Committee meetings, with no more than 3 unexcused absences per year.
  - 3. Participate in setting policy, making decisions for the organization, providing direction for staff, and providing a liaison with one's home congregation or community.
  - 4. Steering Committee members shall serve on at least one ICPJ committee or task force.
  - 5. SC members unable to fulfill these responsibilities will be replaced by vote at the next Annual Meeting to complete the original SC member's term. If the Annual Meeting is more than three months from the time when the member's inability to serve is noted, a replacement will be selected by the remaining members of the Steering Committee, to serve until the next Annual Meeting.

## G. STEERING COMMITTEE DECISION-MAKING PROCESS

1. **Quorum:** A quorum of the SC is defined as at least 50% of the members of the SC.
2. **Preference for Consensus:** SC decisions are usually made by consensus, through discussion.
3. **Ending debate:** Where discussion has reached an impasse, voting will occur if 2/3 of SC members present decide to end discussion and bring the measure to a vote.
4. **Decision Making:** Motions brought to a vote pass with a simple majority of 50% + 1.
5. **Postponement:** Members may decide to postpone discussion of a motion. A motion to postpone passes with a simple majority.
6. Voting shall be carried out by recorded hand or voice vote. Proxy voting is not allowed.
7. SC decisions are made by SC members. As ex-officio members of the SC, staff are expected to inform and advise the SC but are non-voting participants in decision-making.

## H. OFFICERS

1. The President of ICPJ shall be elected at the Annual Meeting.
2. ICPJ members shall be given paper ballots for Presidential election. To insure discussion and familiarity with the candidates, proxy voting is not allowed. Election of president shall take place before election of Steering Committee to ensure that the number of Steering Committee slots is not exceeded.
3. The president is elected by a majority of votes cast. If no candidate receives a majority of votes, a runoff shall be conducted. The election of president may be conducted through instant runoff voting.
4. The term of the President shall be one year. A President may be elected to serve three consecutive terms. After a break of one year, a former President is once again eligible for election.
5. If the President becomes unable to serve, the Vice-President becomes interim President, until the Steering Committee appoints a new President. This new President may be elected to serve an additional three consecutive terms, as described in 3 above.
5. All other officers of ICPJ are elected by the SC as described in Section IIF1.
6. The terms of all other officers of ICPJ shall be one year, and they may be re-elected by the SC to serve additional terms. If any officer becomes unable to serve, a replacement shall be selected by the SC.

## I. STEERING COMMITTEE OFFICERS (EXECUTIVE CMTE): DEFINITIONS AND RESPONSIBILITIES

1. The Executive Committee shall consist of the following:
  - President of ICPJ:** Chair the monthly SC meeting and represent ICPJ in public. Set agenda with staff
  - Vice President:** Chair the SC meeting when the president is absent
  - Secretary:** Take minutes of SC meetings, Executive Committee meetings, Annual Meetings, and other meetings of the full membership.
  - Treasurer:** Monitor finances, advise the SC on financial matters, serve on the Finance and Fundraising committee, and present the ICPJ financial report to the SC and Annual Meeting.

## J. COMMITTEES OF THE STEERING COMMITTEE

1. Except for the Nominating and Executive Committees, all Standing and Short-Term Committees are to be selected by the Executive Committee, in consultation with the SC.
2. Decision-making in all Standing and Short-Term Committees shall be as described in section II-G, with the substitution of "committee membership" for "SC", where applicable.

### a) STANDING COMMITTEES:

**(1) EXECUTIVE COMMITTEE:** With staff and Task Forces, execute the policies of the SC. Make recommendations for policy and action to the Steering Committee. Between SC meetings, the Executive Committee may take actions consistent with SC policy. Such actions will be reported to the SC at the next SC meeting. The Executive Committee is authorized to take urgent administrative and organizational actions between meetings to address controversial matters. All decisions of the EC shall be reviewed at the next meeting of the Steering Committee.

**(2) FINANCE AND FUNDRAISING COMMITTEE:** Work with staff to plan and implement ICPJ fundraising activities. Prepare annual budget within a reasonable time prior to the annual meeting. Conduct appropriate monitoring of organizational finances.

**(3) PERSONNEL COMMITTEE:** Staff supervision and support. In collaboration with staff, determine staff assignments such as task forces and organizational duties, including fundraising, coordination of volunteers, congregational outreach, and assistance to the SC to facilitate decision-making, communication, and preparation for meetings. Personnel Committee members also serve on a Hiring Committee when new staff are needed.

**b) SHORT-TERM COMMITTEES:**

**(1) NOMINATING COMMITTEE:** (see section II-B)

**(2) ANNUAL MEETING PROGRAM COMMITTEE:** Set a date (January, February, or March), location, and plan for speakers, program, and publicity. Monitor staff implementation of plans.

**(3) HIRING COMMITTEE:** Hiring committee members seek and select staff candidates to recommend to the SC for final hiring decisions. Representatives of task forces are consulted and participate in Hiring Committee work.

**c) AD-HOC COMMITTEES:** The Steering Committee may, as needed, form additional ad-hoc committees to address issues and concerns of the organization. Ad-hoc committees report to the Steering Committee.

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## **SECTION III: Task Forces<sup>1</sup>**

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## **SECTION IV: Staff**

### **A. STAFF RESPONSIBILITIES:**

As directed by the SC:

1. Ensure effective implementation of ICPJ programs
2. Work with the Steering Committee in an ex officio capacity to facilitate decision-making and communication and to offer advice on organizational and policy matters.

**B. REMUNERATION:** Set by the SC, as advised by the Finance and Fundraising Committee.

**C. SUPPORT:** Staff support includes monitoring, review, and counsel from the SC Personnel Support Committee and feedback from task forces.

**D. SELECTION:** See II-J-2-b) (3) HIRING COMMITTEE

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## **SECTION V: By-Laws**

**A. PROXY VOTING:** To insure discussion and communication, proxy voting is not recommended within any part of ICPJ, and is not allowed in general membership meetings.

**B. AMENDMENTS:** Amendments to the By-Laws may be made at the Annual Meeting or at a meeting of the general membership specifically called for that purpose. Amendments may be made by the SC or any ICPJ member, and must be submitted at least one month prior to the Annual Meeting and in time for publication in the ICPJ Newsletter. A 60% majority of those present and voting shall be required to approve or change the By-Laws.<sup>2</sup>

**C. PRECEDENCE<sup>3</sup>**

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<sup>1</sup> Recommendation of task force policies has been postponed.

<sup>2</sup> The intention of the Steering Committee is that in most cases bylaw changes will take place at annual meetings.

<sup>3</sup> Discussion of precedence has been postponed.