

Delegate Policy

To be a delegate for a De Benneville Pines, Inc. (Camp de Benneville Pines) annual or special meeting, follow the procedure herein.

I. Definitions

- A. "Pacific Southwest Service Area" for Camp de Benneville Pines shall refer to the same geographical boundaries that the Pacific Southwest District of the Unitarian Universalist Association (UUA) had on April 1, 2021.
- B. "Member Church" means any church, fellowship, congregation, or society which is a member of the UUA and is located in the Pacific Southwest Service Area (PSWSA).
- C. "Member" means any individual person who is a member of any Member Church.
- D. "Minister" means any minister in fellowship with the UUA who is settled in a Member Church. A settled minister must be compensated for ministerial activities that constitute fifty percent or more of a typical work schedule.
- E. "Church President" means the person who currently serves as the leader the Member Church board of directors or board of trustees. This position is commonly known as the church, fellowship, congregation, or society's president or president of the board.
- F. "Meeting of Camp de Benneville Pines" is an annual or special meeting called by Camp de Benneville Pines where decisions requiring a vote may be accomplished.
- G. "Delegate" means a Member with proof that their Minister or Church President has authorized this Member to vote at a Meeting of Camp de Benneville Pines.

II. Delegates

- A. Each Member Church must designate Delegates from its membership according to its number of members as currently certified with the UUA by the Member Church as follows:

Number of Church Members/Member Church	Maximum Number of Delegates/Member Church
1-50	2
51-100	3
101-150	4
151-200	5
201-250	6
251-300	7
301-350	8
351-400	9
401-or more	10

Each Member Church may determine its own method of selecting delegates.

- B. In addition, the following individuals are Delegates during the continuation of their office:
 - 1) Any Minister in fellowship with the UUA who is settled in a Member Church

- 2) Each person who is a Camp de Benneville Pines Director at the start of the meeting, this includes the Board of Directors and one Executive Director
- C. Churches may designate alternates for their Delegates, but no Minister or Camp de Benneville Pines Director shall be allowed an alternate.
 - D. During the registration process, you will be asked if you intend to be a Delegate. You will also be asked what Member Church you are affiliated with or if you are affiliated as a Director with Camp de Benneville Pines. You will be asked if you are a Minister, a Church President, a church Director of Religious Education, a church Music Director, or a church Administrator. You will be asked for your contact information and the contact information of your Minister and Church President. If you are attending by a remote electronic media (most likely Zoom), you must provide the email that you will be using to attend.
 - E. Proof of authorization for a Member to vote (to be a Delegate) must be communicated during the electronic registration process or in-person while checking in for a Meeting of Camp de Benneville Pines. Following a registrant's communication that they intend to be a Delegate, it is expected the Minister or Church President will follow up with a separate communication to the registrar or designee that the registrant intending to be a Delegate is a Member and is authorized to be a Delegate. Camp de Benneville Pines maintains a list of current Member Churches, Ministers, and Church Presidents. Camp de Benneville Pines will follow up as necessary to ensure that proof of authorization to be a Delegate has been received.
 - F. It is expected that any Minister Emeriti of a Member Church be treated as a Member, since the Camp de Benneville Pines Bylaws are silent on this.
 - G. This Delegate process must be done for each Meeting of Camp de Benneville Pines.

III. Voting Rights of Delegates

- A. Only Delegates have the right to vote in a Meeting of Camp de Benneville Pines.
- B. In the event of any challenge as to the accreditation (proof of authorization or otherwise) of any Delegate, a Credentials Committee, consisting of the Camp de Benneville Pines' President and Secretary of its Board of Directors, and a third person chosen by them, shall rule on the accreditation of such challenged Delegate. The Camp de Benneville Pines' President and Secretary of its Board of Directors may designate another Camp de Benneville Pines Director to fulfill their obligation on this Credentials Committee.
- C. To transact business at a Meeting of Camp de Benneville Pines, a quorum shall be declared when there are 50 Delegates present representing fifteen (15) Member Churches.
- D. Each Delegate shall be entitled to one vote on each matter submitted to a vote. Designated alternates must be a Member who is not already a Delegate.
- E. If the Delegate is attending in-person, pick up a voting card at the check-in. A nametag shall also be picked up during check-in.
- F. If the Delegate is attending remotely by electronic medium, that Delegate's email will be used to identify them.