

The Principle Foundation

\_\_\_\_\_ Local Committee

Standing Rules

Created/Revised and Approved \_\_\_\_\_

### Coverage area

The XXX Local Committee covers all of XXX state. We serve individuals practicing Christian Science in our state.

We represent the churches and societies in YYY listed in the Journal. Our committee is available to consider any request for assistance within our designated area. The person calling must be working with the thought of healing through Christian Science.

### Meetings

The Committee meets a minimum of twice per year (as per the Policies of TPF) and more commonly for our Committee once per quarter by conference call/online video conferencing due to the great distances within our coverage area. At the conclusion of every meeting, the date, time for the next meeting is determined and who will provide the readings. All members are invited. Officers are expected to participate at least once per quarter. One week prior to the meeting, the Chair notifies the Committee via email of date, time and phone-in conference call instructions. When possible, the email also includes a preliminary agenda, minutes of the previous meeting and a financial report from The Principle Foundation that may be shared by the Chair or Secretary.

### Adding Members

Any member may nominate an individual at any time to become a member of this Committee. Nominations should be emailed to the entire Committee at least one week prior to a meeting to give the members time to voice any concerns prior to inviting a nominee into the conference call. If no concerns are voiced then the nominee is given a copy of the standing rules; referred to the TPF website: [www.principlefoundation.org](http://www.principlefoundation.org); and any other resources useful for understanding the work of a Local Committee of TPF and invited to the conference call. The nominee has time on the agenda to ask any questions of the members regarding procedures, commitment, etc. After the nominee is excused from the conference call, the entire Committee votes on whether to approve the candidate. If approved, the Chair extends an invitation to the nominee to join the Committee. If the nominee accepts, the Secretary adds the new member to the LC roster and notifies the National Office.

### Participation Requirements

We require members of the Committee to participate in the work of the Committee. This means responding to emails and phone calls and attending conference call meetings. Should a member not respond to the Committee for a period of six months without explanation, the Committee will assume that person is no longer a member of the Committee.

### Voting for Officers

We elect officers at the first meeting of the year. Votes are taken in order: Chair, Administrator, Secretary, and Assistant Administrator.

1. For each officer, members discuss who may be interested in the position. A verbal vote is taken by the chair over the conference call. A majority of the votes cast will elect the officer.
2. If no majority, the names are read again by the chair, and a second vote is taken. Majority of the votes will elect the officer.
3. If no majority, the name with the fewest votes is dropped, and a new list of nominees is read in alphabetical.
4. Continue until an election is achieved.

### Officer/Member Availability for Making Decisions on grant requests

If an officer or decision-making member will be unavailable to take cases, he must notify the Administrator via email and copy the remaining committee members. If the Administrator will be unavailable to take cases, he must notify the Chair or Secretary via email and copy the remaining officers and the National Office.

### Selection of Voting Members for Benevolence Cases

The Principle Foundation Local Committee Policy Statements say:

*Benevolence cases shall be handled by a team of no fewer than three and no more than six active members of the Committee, inclusive of the Administrator.*

- *Journal-listed Christian Science practitioners may serve as Officers and may serve on the Grant Team provided the case does not include payment of practitioner bills.*

To provide an opportunity for all members of the Local Committee to be involved in prayerful support and decision-making of the cases, the Administrator will email to all members of the Local Committee that he/she has a current case with a brief synopsis of location, purpose of request, etc., and ask members to respond within 8-12 hours as to whether they are available to be on the decision-making team. The Administrator will then select 3 to 6 people who are available to be voting members on the case and notify the selected members by email to the entire committee. (Those unable to participate in decision making on that case vote will continue to be involved in prayerful support.)

### Awarding Grants

The first role of the Administrator is to serve as a facilitator, ensuring that all members are on call, prayerfully supporting the case. The voting members are informed and remain informed of all relevant details, questions, and/or concerns regarding the case.

1. The administrator calls or emails each voting officer/member and either relates the details of the case verbally or directs them to an email.
2. The administrator holds a conference or online/Zoom meeting to discuss the request and come to an agreed upon decision.

Alternatively, if it is not possible for all members of this grant-making group to come together, the following steps may be taken:

- a. The officers/members review the case and reply as soon as possible. Use “reply all” to communicate support, concerns or questions to the officers/members.
- b. If the replies appear to be consistent, the Administrator requests final confirmation that a decision has been made and calls for a vote.
- c. If the replies are varied, discussion continues under the facilitation of the Administrator until a clear direction emerges. At any time in the process, a phone conference may be requested by any voting officer/member of the Grant Team for that case.
- d. All officers/members of the Grant Team should participate in making the final decision/vote

The Administrator then takes the steps required to work with TPF to finish the steps needed to bring the grant request to a close.