

## UUSS Endorsement Procedures

(adopted at the December 20, 2001 meeting of the Board of Trustees)

### Use and Display of UUSS Name

1. Board approval must be obtained whenever the UUSS name or name of any UUSS group is to be displayed in public, publicly announced, or otherwise used in such a way as to give the appearance of UUSS support or endorsement of causes, campaigns, positions or actions external to UUSS.

2. All requests to use the UUSS name as described above shall be submitted in writing to the Board.

3. The requests shall include all of the following, as applicable:

¥ The specific nature of the request, any time sensitivity, and whether any monetary contribution is being sought.

¥ A primary contact person representing the external cause, campaign, etc.

¥ Relevant background information.

¥ A rationale or list of points supporting the recommended action, incorporating reference to the UUSS covenant and/or the UUA principles of the Living Tradition and indicating whether or not a formal vote by the committee or group was taken.

¥ Any possible inconsistency between the recommended action and existing UUSS policies and procedures.

¥ The recommended response and/or action on the part of the Board .

¥ Recommendations for Board approval shall be in the form of a proposed motion. If a monetary contribution is recommended, the potential source of funding shall be identified.

4. Requests for the use of the UUSS name for sponsorship or endorsement that come directly to the Board from an outside group or that originate with the Board or staff may be referred to the most appropriate UUSS group, or if no relevant group exists, to several designated persons, for their review and written recommendation. Their recommendation must cover the same items as in #3.

5. The Board may condense or waive the above procedures whenever, by majority vote, it declares that there is an immediate, compelling need to lend the UUSS name for an external purpose, such as an "action of immediate witness."

6. None of the above policies should be interpreted as applying to the dissemination or display of information or literature at UUSS, or sponsoring speakers or events on UUSS premises. These subjects may be addressed elsewhere in this Manual."

7. Recommendations against Board approval shall include comment as to whether any further action, such as a written response declining the endorsement, should be taken.

Board of Trustees, November 15, 2001