



## UUA GENERAL ASSEMBLY 2023

### IN-PERSON AND VIRTUAL GENERAL INFORMATION

#### About the Annual UUA General Assembly

The Unitarian Universalist Association's General Assembly [GA] is the annual gathering of Unitarian Universalists from across North America. These guidelines have been created by the Denominational Affairs Committee [DAC] and approved by the Board of Trustees. The 2023 General Assembly will take place in **Pittsburgh, PA** from Wednesday, June 21 through Sunday, June 25, 2023. UUCSR members have the opportunity to participate either in person or virtually at home on their computer or other device connected to the internet. UUCSR members can participate as delegates to GA, or as non-delegates. Funding for expenses may be available. There are workshops, lectures and discussions where attendees learn and explore the issues that interest and motivate UUs. Worship services provide opportunities to experience worship in many different forms. GA also provides the special opportunity to meet with other Unitarian Universalists from across the country and discover how they view the religious concepts of our denomination and the challenges and successes they encounter with their congregations. Friendships are formed, and one is rewarded with a greater vision of who and what we are as a religious group. GA inspires and motivates us to be more active in our own congregation and on the district and denominational level.

At the GA, delegates from UU congregations meet in General Sessions and smaller "mini assemblies," to conduct the business of the UUA and decide the course of action the denomination will follow during the next year and into the future. Delegates participate in discussions and vote.

All members wishing to participate in GA, in-person or virtual, delegate or non-delegate, must fill out the attached application form by the February 1, 2023 deadline. All members are then expected to attend at least one of the orientation sessions to be held prior to June 21.

#### Registration with the UUA

All delegates will be registered for GA 2023 via the Shelter Rock Finance Office. **Delegates will not need to register themselves for GA.** All members wishing to participate as **non-delegates** must register themselves on the UUA website beginning March 1, 2023.

#### The Delegate Experience

The UUCSR GA Delegation includes the Chair of DAC, who serves as coordinator of the delegation, a member of the Board of Trustees – usually the President or President-elect of the Congregation -- and other delegates from the Congregation drawing from wide areas of Congregational life. The total number of UUCSR delegates is based upon the total membership number reported to the UUA as of December 31, 2022. Shelter Rock members who are willing to serve as delegates will submit their application to DAC, which will process applications and create a list of potential delegates and alternate delegates (see below). The Board of Trustees will then review this list for approval.

The youth of the Congregation will be represented by one Youth Delegate and up to two non-voting Youth Observers. They may apply on their own or be recommended to DAC by the RE Committee.

### Young Adults

In recent years our congregation has encouraged our Young Adult members to attend GA. A *young adult*, defined for UUCSR GA purposes, is an 18-year-old (a) not in, or no longer in, the UUCSR RE Program, (b) no longer in high school, and (c) has been a member of UUCSR for a minimum of **two years**; she/he shall be eligible for delegate status consideration. For delegate status, young adults are considered in the same category as adult members.

### Alternate Delegates

Alternates are available to take over a delegate's role if the need arises **prior** to the beginning of GA. Up to five names, in rank order, are submitted to the Board of Trustees for approval as *possible* delegate(s). Persons approved for the Delegate-Alternate list will become funded to attend the GA if called upon to fill a delegate vacancy. Alternates will only be called upon **before** the start of GA.

### Criteria for Delegate Selection

All members of UUCSR interested in being considered for delegate status are required to complete the attached Application for General Assembly 2023 by the February 1, 2023 deadline. Delegates must have been a member of UUCSR for two years. The membership requirement commences June 1, two years prior to the submission of application. Two members of the same household attending GA may not be delegates.

Other criteria for selection as a UUCSR Delegate include:

- Evidence of participation in Congregational life by attending Sunday worship services, serving on committees or boards, and participating in Congregational meetings, and other events.
- Evidence of interest in the denomination by attending denominational related activities at UUCSR, the Long Island Area Council (LIAC), and/or Regional and other UU related organizations.

Every effort will be made to recommend candidates who have never, or seldom, been funded to attend GA with the exception of the Chair of the Denominational Affairs Committee and the delegate representing the Board of Trustees. It is the policy of the Denominational Affairs Committee not to recommend a member to delegate status who has been a delegate in the past three years.

### Youth Delegates and Observers

UUCSR's youth delegate and observer(s) must be members of UUCSR, but the two-year requirement is waived. A Youth Delegate/Observer is defined as a member of the congregation (a) registered in the UUCSR Religious Education [R.E.] program, and (b) recommended by the Minister of Lifespan Religious Education and/or the R.E. Committee to serve as a youth delegate/observer. A youth not in the R.E. program shall have the opportunity to be considered to be a youth delegate/observer upon application to the R.E. Committee or the Denominational Affairs Committee.

### Expectations of Delegates

Delegates will supply the DAC Chair with necessary information regarding their GA Registration (name, address, phone, cell phone, name for GA badge, etc.). Prior to the beginning of GA, all delegates are expected to be knowledgeable of all issues that she/he will be expected to deal with at GA including CSAs [Congregational Study Action Issues], AIWs [Actions of Immediate Witness] and agenda items that will need to be acted on at GA. Information on these items can be found on the UUA website [www.UUA.org/GA](http://www.UUA.org/GA) and in the printed materials sent to the delegates or distributed at UUCSR's GA Orientation meetings. Additional opportunities to gain information will be scheduled. In preparation for GA, all attendees (including non-delegates) are expected to attend at least one pre-GA orientation meeting in order to receive said information regarding the issues to be presented at GA, the process of the General

Sessions and receive information as to how to “navigate” the morning-to-night events and programs scheduled. Delegates will be informed of how UUCSR members feel about issues before the GA. Delegates are strongly urged to keep a daily log of all events attended. After GA, all delegates are expected to help plan and participate in a worship service or program in which we celebrate our participation at GA. All delegates are also expected to write a report through which their GA experiences and reactions are shared with our congregation. Reports must be submitted by September 1, 2023.

**Delegates are expected to attend all five days of GA** - beginning with the Opening Ceremony, all general sessions, mini-assemblies (as necessary) and other related sessions *including the final general session and the closing ceremony*. Once the GA has begun, a delegate who learns that she/he is not able to attend the entire GA must notify the DAC Chair (head of our GA Delegation) as soon as possible. Funding is based upon full-time attendance. In certain situations, if a delegate is not able to attend the full five days of GA, her/his expense reimbursement may be prorated.

### **UUCSR GA 2023 Funding Policy**

1. Every effort is being made by DAC, our Finance Office and our COA to make our GA experience a smooth and enjoyable event. Great care has been invested in keeping the process as simple as possible for our GA attendees.
2. Non-delegates who are attending GA for the first time, as well as delegates, will be reimbursed 100% for their registration fee.
3. Delegates will receive funding for transportation, housing and food expenses as determined by a schedule developed by DAC and our UUCSR Congregation Operations Administrator and affirmed by our Board of Trustees. This funding policy covers the GA Delegate's 2023 dates (for a hotel stay of five nights) Wednesday, June 21 thru Sunday, June 25, 2023, with a hotel check-out on Monday morning 6/25/23.
4. Each delegate will be issued **credit card** valued at \$350. The credit card will be used for the following: (a) \$50.00 for transportation from the GA airport to the GA hotel and \$50.00 from the GA hotel back to the airport at the end of GA (b) \$40.00 p/day meal allowance [total \$200]; (c) \$25.00 x2 the cost for one additional piece of checked luggage per delegate. Any valid GA expense paid without using the credit card can be reimbursed by the Finance Office with proper documentation of the expense. Delegates must use their own resources for non-authorized expenses such as room service, bar, mini-bar, etc. After GA, they must turn over these cards to the Finance Office along with a record of their expenses.
5. Two members of the same household may not receive funding; however, one member may be funded as a Delegate and another funded as a Youth Delegate or Youth Observer. No more than one youth delegate/observer may be funded from the same household.
6. UUCSR is currently arranging for a block of rooms for our delegates, Veatch BOG attendees, Ministers and UUCSR Staff. Specific details are yet to be finalized. Delegates will be kept informed as to what they need to do to secure their hotel space. At this time, there is no information as to whether non-delegates (other than spouses/significant others planning to share one room) will have access to these hotel rooms.

7. The congregation will pay for each delegate's hotel stay at 50% of the double-occupancy rate. Under this arrangement a delegate sharing a room with **another delegate** will have their entire hotel room cost covered. Delegates shall furnish the name of any non-delegate guest staying in a delegate's hotel room to the Chair of DAC. If the delegate is sharing the room with a non-delegate, the delegate or roommate is responsible for that person's half of the room charges.
8. Travel arrangements to GA for delegates will be made via ALTOUR only. **NO** travel reimbursements will be made to non-delegates. A delegate who is traveling with a non-delegate guest may book the non-delegate's transportation with ALTOUR, but the Congregation will not cover the guest's cost. The delegate and/or guest must provide a separate credit card number to ALTOUR to cover the cost of the guest's ticket. Delegates will be provided with instructions as to how to take advantage of this service at orientation.
9. UUCSR will cover the cost for one piece of checked luggage per delegate. This luggage fee is included in the delegate's plane ticket package as arranged by ALTOUR. No additional fees [i.e., overweight, etc.] for luggage shall be reimbursed.
10. Any delegate wishing to combine her/his GA Delegate responsibilities with additional vacation travel before or after GA will be required to purchase her/his own airline ticket to GA. The airfare to be reimbursed to the delegate shall be the ALTOUR rate typically paid for delegates using this service.
11. UUCSR has arranged transportation to and from the airport with DELUX Taxi; delegates will not be required to submit vouchers for reimbursement. A gratuity has been included – the delegate will not need to tip the driver. Delegates will be provided with instructions as to how to take advantage of this service at orientation. Delegates cannot request reimbursement for local New York airport transportation.
12. Delegate registration forms and pre-paid credit cards will be issued to delegates at a (required) GA Orientation session. All unspent monies remaining on the UUCSR credit card become the property of the Congregation. Cards must be returned to the Finance Office at the end of GA, or they may be returned to the DAC Chair at the end of GA for submission to the Finance Office. Receipts for all pre-paid card transactions must be returned to the Finance Office.
13. In the event that the UUCSR pre-paid credit card is lost, it is the responsibility of the delegate to notify the UUCSR finance office and the DAC chair immediately.
14. Delegates who wish to drive to GA will be reimbursed for travel at an amount to be determined per/mile but no more than the total calculated to be the **reasonable** airfare to the GA that year as approved by DAC.
15. Delegates who wish to travel via Amtrak can book their trip using ALTOUR. Non-delegates will need to use their own resources.
16. If enough delegates show an interest, we will charter a bus. Delegates' round-trip bus fare will be paid for by DAC. Non-delegates can also use the bus and will be charged the round-trip cost. Members will be provided with instructions on how to take advantage of this service at orientation. Members traveling to Pittsburgh by bus may leave their cars parked at Shelter Rock; details will be provided at orientation.

**Accessibility at General Assembly:** The Denominational Affairs Committee recognizes that there is a need to provide for delegates who require *accessibility* equipment. As per our UUCSR Board of Trustees' policy, DAC has budgeted for our delegates' accessibility equipment rental at GA in its 2022-2023 GA budget and the process for securing such equipment at GA in Pittsburgh, PA will be discussed with our delegate(s) at our 2023 GA orientation sessions.

**All members of UUCSR who wish to attend GA either virtually or in person are requested to complete the GA application form (attached). Please place completed applications in the DAC GA Applications Collection Box on the Welcome Desk in the main lobby, snail mail it to UUCSR, attention Elaine Corrao, or scan and email it to [ecorrao@uucsr.org](mailto:ecorrao@uucsr.org).**

Members are advised that financial assistance is available; please contact any of our ministers for more information.

**All Delegates will be notified that they are registered for the 2023 GA.**

More information can be obtained on the UUA GA website:

[www.uua.org/ga](http://www.uua.org/ga)

Approved by the UUCSR Board of Trustees – December 15, 2022

Members of the UU Congregation at Shelter Rock may apply to attend GA as a delegate or as a non-delegate attendee online [HERE \(uucsr.org/2023GA\)](http://uucsr.org/2023GA) or using the printable application available [HERE](#) and on the following page.