

## Meeting of Friends in Wales Website Policy

1. Material on both websites should be authorised directly by the clerk(s) of Meeting of Friends in Wales [MFW], except for *Calon* [see 8 below] which will be uploaded to the website when ready, and any BYM linkages [see 4 below].
2. Specific items may be delegated for approval to an individual or MFW sub-group provided the content is in accord with the guidance issued by MFW .
3. All Welsh Language material should have been authorised by the Welsh Language Consultative Group in addition, before it is submitted to the Clerk[s].
4. The administrator may link to existing Quaker material on the BYM website without explicit authorization, e.g. leaflets, posters, parts of Quaker Faith and Practice, links to videos or *YouTube* clips.
5. Material which appears on the noticeboard for area meetings or local meetings should be authorised by the clerk of the meeting concerned, or conform to any other arrangement which the area meeting has set up - authorised by minute of the area meeting.
6. When in doubt, the clerk[s] should consult as appropriate with whomsoever it is felt might assist clarity of intention. In case of dispute the clerk of Trustees should be authorised to make a decision.
7. Any forum on either MFW site should have a moderator, and a deputy, appointed by the Meeting with clear guidelines for operations set out. Those adopted for the BYM forum would provide a useful model
8. *Calon* retains editorial freedom on the understanding that its contents will not reflect the official position of the Meeting or of BYM.
9. General Guidelines to determine inclusion
  - The content must be consistent with the minutes, policies and public utterances of the Meeting and of BYM.
  - The language/tone used should reflect Quaker values and must not be inflammatory and agitational.
  - Consequences of issuing any material should be well understood and explored prior to inclusion.
  - If the intention is to support statements, campaigns and publications issued by other Welsh bodies then the guidelines used by QPSW and BYM trustees will be followed [2007 version] substituting personnel to conform with the position of MFW. [document below]

## **BYM's Checklist for QPSW signing up to joint statements, campaigns or coalitions**

We all know the predicament, the request to put our names to a piece of paper, usually printed, with an almost impossible deadline in terms of our consultation procedures.

### General Guidelines: A check list of questions we should ask ourselves

We want to cooperate with other sympathetic organisations, but should consider the following points carefully:

1. Is this subject one which will prejudice or jeopardise other work which is going on quietly? Criticism of governments, for example, could be damaging to our relations with their representatives and undo promising progress.
2. Is this a priority issue for BYM? (Has it appeared on any committee agenda, and how important was it considered to be for QPSW/Quakers in Britain?).
3. Have we already expressed our views on this or a comparable issue in our own language? (If yes, why do so again? Is the audience so very different?)
4. Is the language/tone sufficiently "Quakerly" or just "not unQuakerly"? Or is it really unQuakerly?
5. Which other organisations have signed/joined? (Do we know them all)
6. Have we been able to participate in the drafting or did we decline the invitation or fail to turn up to meetings?
7. Do we have any reservations about substantial issues, conclusions or content?
8. What are the consequences of signing or not signing?
9. Was the deadline unavoidable and reasonable in the circumstances, or is there an element of poor planning and organisation?

*In order for us to sign, we should look for favourable answers from the above aspects to encourage us to do so. We have to take considerable care of our name and reputation for being principled but not too "precious". An unfavourable answer, or ignorance of any of the one areas of enquiry could constitute a sufficient reason for declining to sign.*

*In the light of the new governance arrangements for BYM the text of any proposed statement which is to be considered by Central Committee should be sent, along with any supporting papers, to the Clerk of BYM Trustees at an early stage. If for reasons of timing the statement is to be submitted to the Clerk of Central Committee for approval under between meetings procedure the text and any supporting information should similarly be sent at an early stage to the Clerk of BYM Trustees.*

*It is the responsibility of the General Secretary and the Assistant General Secretaries to ensure that there is effective and timely communication between the Clerk of the Trustees and the department in this regard.*

Andrew C Clark, 1988, updated by Linda Craig, 2003, amended 2007.