

# OPERATING POLICY Number 11

## Decision Making Between Board Meetings

### Part I – Purpose

The purpose of this Operating Policy is to establish a process for considering matters which require a Board decision between Board meetings.

### Part II – Application

1. Subject to Section 2 of this Part, this policy applies only to those decisions,
  - a. which are normally made by the Board, and
  - b. where it is impossible or impractical to call a Board meeting to consider the matter, and
  - c. where a decision is needed on an urgent basis, and
  - d. where delaying a decision to the next Board meeting would:
    - i. be injurious to the health or safety of individuals while using the premises, and
    - ii. result in significant loss of or damage to shul property, and
    - iii. be injurious to the structural integrity of the building.
2. For greater certainty, this policy does not apply to decisions that are within the purview of the Executive Director.

### Part III – Application

1. The President, the Senior Rabbi, the Executive Director and either the Vice President or the Treasurer acting jointly may make a decision contemplated in Part II above.
2. The President shall report any decision(s) taken as soon as possible to the Board of Directors.
3. At the immediately succeeding Board meeting, the President shall report on the matter that required a decision, how and why the matter met the criteria in Section 1 of Part II, the options that were considered, and the justification for the decision made.

4. At the Board meeting, there shall be an Agenda item with sufficient time allotment for a discussion of the decision.
5. Any Director may make a motion to amend the decision made to the extent amending the decision is possible and practical at the time of the meeting.
6. The decision shall be recorded in the Minutes of the Board meeting as a decision of the President, the Executive Director and either the Vice President or the Treasurer acting jointly.
7. After the discussion of the matter and the joint decision, the President shall call a vote to ratify the decision.

This Operating Policy shall take effect when enacted by Resolution of the Board. This Operating Policy may be amended by Resolution of the Board and shall remain in effect until repealed by Resolution of the Board.

CERTIFIED to be a true copy of Operating Policy Number 11 passed by Resolution of the Board of Directors of Kehillat Beth Israel Congregation at a meeting of the Board held on the 7<sup>th</sup> day of October 2021.

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Jodi Gitter – Secretary