

## Approval Procedures for Unexpected Program Opportunities

JRC lay leaders and staff continue to work on streamlining the processes and procedures for programming to ensure efficiency, transparency and collaboration. As in any engaged, active and creative community, requests for programming continue throughout any given year long after the annual calendaring meeting has occurred. These requests are received from members, interfaith neighbors and others. These requests are sometimes inspired by current events, the unexpected availability of a speaker, author, performer(s) or a program organized as a response to an event.

The JRC Programming Leadership Team (Leadership Team) is cognizant and respectful of the diversity of our membership and their range of views and desires related to programming. The leadership team will not accept requests for political campaign events related solely to electoral politics rather than issue advocacy.

To standardize and streamline consideration of such requests, and in the interest of agility and transparency, the lay and professional leadership of JRC adopts a three-tiered approach:

**Tier 1 Decision:** In simple or clear-cut cases with no financial impact beyond what is budgeted for by the committee(s), task force(s) or identified discretionary fund(s), decisions may be made by the JRC Programming Leadership Team.

- The JRC Programming Leadership Team is defined as the Board President, the Immediate Past President or President-Elect, the Clergy (Rabbi or Cantor), the Executive Director and the VP connected to the committee requesting the program.
- If all of the members of the Leadership Team feel the request is indisputably within the values and mission of JRC, will add value to our programming calendar, has potential for success in relation to the currently scheduled programs, has appropriate staff available to support the program and well identified resources for any financial implications, then the Leadership Team can approve the action on behalf of the organization.
- If all of the members of the Leadership Team feel the program is indisputably outside the values and mission of JRC, will overtax JRC resources, overloads the calendar in such a way as to impact its success or the success of other programs and should be skipped, then the Leadership Team can propose an alternate date or decline to schedule the program for the current calendar year.
- In the case of absence or illness of one member of the Leadership Team, at least three available members can make a decision on behalf of the organization, if all are in agreement.

**Tier 2 Decision:** In less-clear instances, the President will present the scheduling request to the full Board or, at the sole discretion of the President, to its Executive Committee, for consideration via email.

- The full Board (or Executive Committee) will be presented with the scheduling request as an email with the following options: vote to approve, vote to decline, vote to postpone a decision until the next scheduled board meeting for an in-person discussion, if time allows, or indicate abstention from casting a vote. A decisive vote requires that a quorum of Board members (or a majority of the Executive Committee) vote. A decision to approve, decline, or postpone a scheduling decision requires a majority of votes cast. In the absence of a majority vote for a single option, the request should be passed to the full Board for consideration at the next regular or specifically scheduled meeting.
- As already stated in the current JRC Board Communications Policy, actions requiring lengthy discussions in preparation for a vote or synchronous discussions should not be conducted via email.
- The full Board, or if presented to it, the Executive Committee may deny or seek further information about any request sent to it by the Leadership Team.
- All requests considered, approved declined, or deferred via email will be reported to the full Board at the next scheduled Board meeting and recorded in the minutes from that meeting.

**Tier 3 Decision:** The Leadership Team, the Executive Committee, or the Board may decide that a program scheduling request requires full Board discussion

- The Leadership Team will pass any request to the full Board for consideration, when un-budgeted expenditures may be required and there is no clear funding reallocation available that is agreeable to the affected budget program areas.
- The Leadership Team will pass any request to the full Board for consideration, when the JRC membership is likely to be divided by the decision to move forward with a program.
- JRC Board meetings are open to JRC members in good standing. Members may observe during any general discussions (not executive sessions). Members may be asked to leave the room during the Board vote. Members wanting to speak directly to the Board in favor of or in opposition to a motion must contact the President seven days prior to the next scheduled board meeting, or within two days of publication of the meeting notice or agenda, to be included on the agenda.
- The Leadership Team or Board may decide to defer voting on a request until additional information is gathered.

- All requests considered, approved or denied will be recorded in the minutes from that meeting.
- The full JRC membership will have access to the summary of any endorsements or actions approved by the board or the leadership committee through regular and usual communication means.

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