

Administrative Procedure -001 KHN Policy Establishment Procedure

Date: 23 October 2014

Revision: 0

Purpose:

To define the procedure to establish KHN policies that include input from leadership, staff, rabbi, and membership that are consistent with KHN values and goals

Preamble:

(Consistent with guidance from the Jewish Reconstructionist Federation)

Growing out of the mission and bylaws come the articulated policies and guidelines of the board, in concert with the rabbi and the membership in general. Issues may generate up from the membership to the leadership, or they may be identified by the leadership and the staff. Guidelines and policies of any community, adopted by the board and then by the congregation as a whole, should be the product of a process that includes communal study of traditional sources and subsequent in-depth special study by topical subgroups and committees.

Subgroups are empowered to formulate draft statements of principles and more detailed guidelines. Members are then invited before and after this process to provide input into these guidelines throughout the process. Committees are encouraged to include interested members in the policy development process.

KHN By-laws on Policy: ARTICLE 6.05 RESPONSIBILITIES AND OBLIGATIONS.

The Board of Directors shall be responsible for formulating policies that provide the guidelines for the operation of KHN, as well as being responsible for the administration of the day-to-day Congregational operations.

Kehilat HaNahar Policy Development Procedure

-All KHN policies approved by the Board shall be posted on the KHN website and a copy maintained in a policy binder in the KHN Office.

-The President of the Board shall appoint a liaison to the Board who can provide counsel and oversight to synagogue policies under consideration, as needed.

-Standing committees of KHN or ad hoc committees designated by the Board, as needed, are responsible for developing policies within the purview of their respective committees and shepherding policies through this process.

-The draft policy is brought to the full Board and policy liaison for review, discussion, comment and a draft is prepared for review by the congregation.

-Notice of the draft policy is made to the entire congregation for a minimum 2 week comment review period; its availability is announced through the KHN E-bulletin and on the KHN website. Comments shall be submitted to the chairs of the committee initiating the policy draft.

-Except in an emergency, the draft policy cannot be voted on earlier than the next regularly scheduled board meeting.

-Committee chairs prepare a comment summary document which includes an appendix of all comments received from the congregation. A FINAL Draft Policy is brought to the full board for review and comment along with the comment summary document. Notice is provided to the entire congregation again that this draft policy is being considered.

-The draft policy remains on the agenda for future meetings until approved, tabled or an action taken to resolve its status.

-All policies must be voted on by the Full Board for final adoption.

-The Secretary shall see that any policy adopted by the Board is posted on the KHN website and a written version placed in the policy binder in the KHN office.