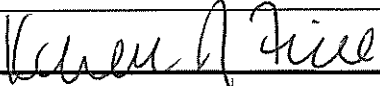
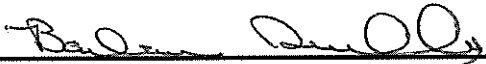


<b>OHEF SHOLOM TEMPLE</b>		<b>Policy and Procedure</b>
<b>Name of Policy:</b>	Meeting Rules of Order	
<b>Policy Number:</b>	BOARD – 109	
<b>Department:</b>	Board of Directors	
<b>Purpose:</b>	The purpose of the Meeting Rules of Order policy shall be to ensure that the conduct of meetings will be consistent and efficient in processing reports and action items. The Rules of Order need to assist in ensuring that discussions are held in a respectful and cordial manner so that the decisions and recommendations made are of the highest quality and are in the best interests of the mission of the Temple.	
<b>Effective Date:</b>	September 14, 2017	
<b>Last Rev. Date:</b>		

<b>Required Signatures:</b>	 _____
	Board President
	 _____
	Board Secretary

<b>Definitions:</b>	<p><b>Executive sessions:</b> Robert’s Rules of Order define an executive session as a meeting or portion of a meeting whose proceedings are secret. Only members of the Board of Directors are entitled to attend, but the Chair may invite others to stay at the pleasure of the Board. A motion is required to go into executive session; agree to others attending; and, a majority must approve it. Those present must maintain the confidentiality of the discussion, and anyone who violates that confidentiality is subject to disciplinary action.</p> <p><b>Chair:</b> The person running a meeting of the Board, Standing Committee, Ad Hoc committee of work group.</p>
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<b>Policy and Procedure:</b>	<p><b>Policy</b> The proceedings at all meetings of the Congregation, the Board, and its committees shall be governed by Robert's Rules of Order, unless the Board of Directors adopts another method by which to conduct meetings. In addition, any proposed Consent Agenda must be adopted by the Board of Directors.</p> <p><b>Procedure</b></p> <ol style="list-style-type: none"> <li>1. In the event that the Board entertains an alternative method of conducting meetings other than by Robert’s Rules of Order, a written proposal shall be submitted to the Executive Committee defining the specific steps by which the conduct of the meeting shall be performed.</li> <li>2. The Executive Committee shall review the proposed alternative method of conducting meetings and forward the draft document to the full Board and Committee Chairs for review, comment, suggestions and questions.</li> </ol>
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3. The author of the proposed changes shall review all feedback and incorporate material where possible.
4. When the revised version is complete, the author shall send to the Board of Directors and Committee Chairs the revised second draft proposed alternative method of conducting meetings.
5. The President shall place the proposal on the action agenda for the next Board meeting.
6. The Board shall take action on the proposed alternative method of conducting meetings.

**Executive Session**

1. An executive session of the board may be called by the chair under the following circumstances: (a) on the advice of counsel, (b) to discuss current pending legal matters, (c) to consult with the auditors and compensation consultants, (d) to acquire or dispose of property, (e) to discuss or act on personnel issues, or (f) to address such other matters as the Board deems appropriate. At the option of the chair, or upon majority vote of the directors, an executive session of the Board may be called.
2. While in executive session, only Board members and individuals invited by the chair may be present. At the option of the chair, Clergy and staff may be excused.
3. Board members may discuss the business conducted in an executive session only with other Board members including or not including the Clergy and staff, persons present in the executive session by invitation of the chair, and others upon advice of counsel. Those present will be reminded that the executive session deliberations are confidential.
4. The chair shall facilitate the conversation so that the issue at hand gets addressed during the executive session. When the purpose of the executive session has been accomplished, the regular Board meeting resumes.
5. Should the Board wish to take action, it can be done when the Board meeting resumes.
6. If the session is an informal discussion, detailed minutes may not be necessary. Any confidential documents distributed for an executive session should be clearly marked as confidential and maintained by the Secretary, Executive Director and/or the Board chair. The regular Board meeting minutes should indicate when the Board went into an executive session, what the primary reason was, when the Board came out of executive session; and, action/motion recommended during the Executive Session.
7. Board members absent from a Board meeting where an executive session has occurred are entitled to request confidential information discussed in the session.

<b>Related Policies:</b>	Ohef Sholom Bylaws Consent Agenda Overview Robert's Rules of Order
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