

## Program Review Committee Procedures (Proposed)

1. The Program Review Committee (“Committee”) shall be composed of seven partners appointed by the Board, whose terms shall be set by the Board. Consideration should be given to appointing as diverse a Committee as is reasonably possible.
2. At least one member of the Committee shall be a member of the Board of Directors, and shall serve as liaison to the Board.
3. Except as provided in item nos. 4 and 5 below, approval of the Committee is required for any “program,” defined as any scheduled event, which would be:
  - (a) open to all Congregation Bet Haverim (“CBH”) partners and held at CBH,
  - (b) advertised or promoted as being affiliated with or sponsored by CBH, or
  - (c) publicized to all CBH partners via CBH media.
4. Rabbi-initiated programs, programs independently approved by the Board of Directors, and programs presented or sponsored by the Religious School do not require approval from the Committee.
5. All persons or entities seeking Committee approval of a program must complete and submit a currently approved Program Proposal form to the Executive Director.
6. Program Proposal forms should be submitted as far in advance of the proposed program date as possible, to facilitate these procedures.
7. Programs that for good cause require a decision from the Committee in less than 30 days should so indicate on the submitted Program Proposal form. The Committee shall do its best in such cases to provide an expedited decision.
8. Any security desired for any approved program to be held at CBH must be cleared with the Executive Director, in advance of the program.
9. Upon receiving a properly completed Program Proposal form, the Executive Director shall immediately:
  - (a) forward the form to the Chair of the Committee, and
  - (b) post the form on the CBH website in an area dedicated to program proposals, accompanied by an advisement that any CBH partner wishing to offer information believed to be relevant to the proposed program may do so by submitting that information in writing or via email to the Chair of the Committee, by a specified date that is 10 days from the date the form was posted on the website.

10. The Executive Director shall post a regularly recurring advisement in the e-tone reminding partners about posted program proposals.
11. The Committee shall not make a decision on a submitted program proposal until the comment deadline posted on the CBH website for that program proposal has passed.
12. If the Committee believes that additional information submitted by a partner relating to a program proposal would cause the Committee to make a less favorable decision about the proposed program than it otherwise would have, the Chair of the Committee shall contact the person or entity that proposed the program and offer an opportunity to provide a timely response to the submitted information.
13. The Committee shall do one of the following after reviewing a Proposed Program form, and considering any additional information relating to the proposed program timely submitted by any partner or by the person or entity proposing the program:
- Approve the program as proposed
  - Approve the program as proposed, but with a requirement that any advertising of the program contain the following disclaimer: *“The views expressed in this program, as well as the views of the speaker and the sponsoring organization generally, do not necessarily represent the views of Congregation Bet Haverim or its membership.”*
  - Request additional information from the person or entity proposing the program
  - Suggest modifications or alternatives to the proposed program to the person or entity proposing the program
  - Decide that the proposed program should not be approved
14. The Committee may do its work via email if desired, or may meet in person.
15. Absent extenuating circumstances, the Committee shall make a final decision on a proposed program within 30 days of receiving the Program Proposal form.
16. In deciding whether or not to approve a proposed program, the Committee shall consider whether the content of the program, previously expressed views of the proposed speaker, and previously expressed views of the sponsoring organization are consistent with (a) the Congregation’s support for Israel as a sovereign, independent, and democratic Jewish state, (b) the current CBH Program Policy, and (c) CBH’s “core values,” as set forth on the CBH website.

17. A decision of the Committee to approve a program requires an affirmative vote from a majority of voting committee members, and in any event no less than three affirmative votes. However, the Committee shall strive to make consensus rather than majority decisions.

18. Once the Committee has reached a decision relating to a proposed program, the Chair of the Committee shall immediately:

- (a) report the decision to the Executive Director, and
- (b) report any decision that the Chair deems to be controversial to the President or a co-President of the Board.

19. Immediately upon receipt of a decision from the Committee on a proposed program, the Executive Director shall post the decision on the CBH website in a section dedicated to accepted program proposals, and in the next published e-tone.

20. Any CBH partner in good standing may request a review of a decision of the Committee, by submitting a petition to the President or any co-President of the Board that bears the signatures of at least ten CBH partners. The petition shall identify the program that is the subject of the requested review, and if known, the date the program is proposed to be presented.

21. The President or co-President receiving the petition shall add the requested review of the Committee's decision to the agenda of the next Board meeting that is at least ten days from the date the petition is received. An e-blast shall be distributed to CBH partners at least five days before that meeting, advising that the Board will review the proposed program at that meeting.

22. At that Board meeting, the Board shall conduct a de novo review of the program proposal at issue. The partner who submitted the petition requesting the review shall have five minutes to address the Board. If the requested review was of a decision of the Committee to approve a program, the person or representative of the entity who proposed the program shall then also have five minutes to address the Board. All other partners present at the meeting who wish to address the Board regarding the program shall have a total of five minutes to do so, with that time divided equally among all such partners. All times above may be extended at the discretion of the Board Chair.

23. The Board may deem its decision on the program to be a final decision on the program, or it make any other order it deems appropriate, including but not limited to returning the program to the Committee for reconsideration.