

Program Review Committee Procedures

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 must be a member of the Board of Directors, who shall serve as liaison to the Board.
3. Except as provided in item nos. 4 and 5 below, any program that would be either (a) presented on the Congregation Bet Haverim (“CBH”) campus, (b) advertised or promoted as being affiliated with or sponsored by CBH, or (c) publicized to CBH partners by CBH, must first be approved by the Committee.
4. Rabbi-initiated programs, programs approved by the Board of Directors, and programs presented or sponsored by the Religious School do not require recommended approval from the Committee.
5. Programs required to be convened suddenly and for which a timely decision is of extreme importance do not require approval from the Committee, but require approval of the Executive Committee.
6. All persons seeking approval of a program from the Committee must complete and submit a current Program Proposal form to the Executive Director.
7. Program Proposal forms should be submitted as far in advance as possible to facilitate the Committee’s work and the possibility of additional review.
8. Partners should be afforded a reasonable opportunity to review pending program proposals in the main office, in a manner that imposes minimal administrative burden on Congregation Bet Haverim employees.
9. A partner wishing to offer the Committee information believed to be relevant to a pending program proposal may do so *only* by submitting a single writing to the chair of the Committee.
10. A copy of any information offered by a partner pursuant to item no. 9 shall be immediately forwarded to the applicant who submitted the Program Proposal form, and that applicant, if desired, may then submit responsive information to the Committee.

11. Absent extenuating circumstances, the Committee should respond to a submitted Program Proposal form within 30 days of receipt of the form.

12. The Committee shall make one of the following recommendations after reviewing a proposed program:

- Approve the proposed program as presented
- Request additional information from the applicant
- Suggest modifications or alternatives to the presented program
- Deny the proposed program

13. The Committee may do its work via an exchange of email, or may meet in person as desired.

14. A recommendation to approve a program shall be based on the Committee's consideration of the extent to which the program reflects respect for (a) the existence of Israel as a sovereign, independent, and democratic Jewish state, and (b) the core values of Congregation Bet Haverim, as described on its website.

15. A recommendation to approve a program requires support from a majority of voting committee members, and in any event no less than three affirmative votes. However, the Committee should strive to make the approval of any program by consensus, rather than by majority recommendation.

16. Unless the Program Review Committee believes that the views expressed in a proposed program, the views of the program speaker, and the views of the speaker's sponsoring organization reflect the views of a consensus of CBH partners, the Committee shall require as a condition of an approval of the program that a disclaimer accompany any advertising or publication of the program, which shall read as follows:

The views expressed by this program, the speaker, or the speaker's sponsoring organization are not necessarily the views of Congregation Bet Haverim. Our congregation is committed to honoring the diversity of thoughts and opinions within our community.

17. The Committee shall promptly report all recommendations made on proposed programs to the Executive Director and the office coordinator. The Chair of the Committee shall promptly and directly report any recommendation the Chair deems controversial to the President or a co-President.

18. Unless the Board directs otherwise, an accepted program proposal shall be immediately added to the Bet Haverim website and posted in the next e-tone. Accepted Program Proposal forms shall be made available for review by partners in a manner that imposes minimal administrative burden on Congregation Bet Haverim employees.

19. Any security desired for any approved program to be held on the Congregation Bet Haverim campus must be cleared in advance with the Executive Director.

20. The Committee is a committee of the Board of Directors. As such, the Board has the right to review and modify or reverse any recommendation of the Committee, at the Board's discretion. In the absence of any intervention by the Board, the decisions of the Committee are final.

Approved by Board on April 14, 2020.