

Approved February 16, 2016

Policy for Board Business Conducted Outside of Regularly Scheduled Board Meetings

Understanding that the Board from time to time may need to conduct business outside of regularly scheduled meetings, such as during board retreats, via email or through conference calls, this policy outlines the mechanisms by which such business can be conducted as well as ensures that such business is duly recorded.

Timely Approval and Posting of Board Meeting Minutes

1. Understanding the duty of the Board of Trustees to communicate in a timely manner to the Congregation, the Board has adopted this policy to enable the timely approval and posting of Board Meeting Minutes.
2. Given the ability of the Board to communicate effectively through email for administrative and non-contentious matters, such as reviewing the monthly minutes, the Board shall have the ability to collectively review and approve by email vote the minutes for its monthly meetings.
3. Approval of minutes via email shall be affirmed by the Board during the next face-to-face Board meeting.

Meetings and Business Conducted Outside of Regularly Scheduled Board Meetings

1. The Board regularly holds retreats and may from time to time need to call emergency meetings, hold conference calls, or reach decisions via e-mail communication when the Board Secretary is not present.
2. Any formal motions adopted by the Board at such meetings shall be recorded by a designated participant and reaffirmed at the next face-to-face Board meeting.