

# SAINT MARK'S EPISCOPAL CATHEDRAL

## Council Policy #2

### Decision Process

Approved 10/16/2014

1. Proposal is brought to appropriate Committee/Commission, in a regularly scheduled meeting, or is presented by a member of the Committee/Commission. The Chair determines if a proposal should be considered.
2. Chair of a Committee/Commission may appoint a subcommittee to work on the proposal and get back to the Committee/Commission.
3. Subcommittee researches issues and prepares a recommendation to the Committee/Commission
4. Committee/Commission decisions should be made either with all meeting participants, including presenters and other interested non-members present **OR** among voting members only, at the Chair's discretion.
5. Committee/Commission hears the report, discusses issues, decides if proposal is ready for consideration by the Council. If so, Chair notifies the Senior, Junior Warden and Treasurer.
6. Wardens and Treasurer decide whether another Committee/Commission should review the proposal before it comes to the Council.
7. For items that require funding, the Committee/Commission Chair shall forward the recommended proposal to the Finance Committee. The Finance Committee will conduct a fiscal review. The Finance Chair shall forward a summary of the fiscal review to the Council through the Wardens. The Committee/Commission Chair would provide technical/background support to the Council to assist with Council deliberations.

8. If the Wardens want another Committee or Commission to review the proposal, the Wardens and Chair of Committee/Commission notify the Chair of the Committee/Commission assigned to review the proposal. That Chair places the proposal on the agenda for the next meeting and shares the proposal with members in advance.
9. Following their review, the reviewing Committee/Chair sends the conclusion to the Senior Warden and Chair of the originating Committee/Commission.
10. Depending on the review, the proposal and recommendation either go back to the originating Committee/Commission for further work or it is placed on the agenda of the next Council Meeting for presentation and consideration.
11. The Council meets and votes to approve, disapprove the proposal or send it back to the originating Committee or Commission for further work.