

A GUIDE TO ATTAINING REPRESENTATION AT THE BOARD OF DEPUTIES

Step 1 Ascertain the number of Deputies that your organisation / synagogue is entitled to.

For Synagogues		For Organisations	
Up to 400 members	1 Deputy	Below 500 voting members	Check with the BoD Office
401 to 800 members	2 Deputies	500 – 1500 voting members	1 Deputy
801 to 1200 members	3 Deputies	1501 – 3000 voting members	2 Deputies
1201 to 1600 members	4 Deputies	3001 – 5000 voting members	3 Deputies
Over 1600 members	5 Deputies	Over 5000 voting members	4 Deputies

Step 2 Decide when to hold your AGM or General Meeting so your Deputy(ies) can be elected.

Step 3 Inform your members of the date of the meeting and put out a call for nominations. **Keep a copy of this documentation – you will need to provide it.**

Step 4 Check your candidates are eligible to stand. They must be:

- Jewish
- Aged 18 plus (unless representing a youth or student synagogue / organisation)
- EITHER a member of your synagogue or organisation for at least one year prior to election (or since its inception is shorter) OR a paid official of your synagogue or organisation
- Not in the paid service of the BoD
- Not an undischarged bankrupt or convicted of a serious criminal offence
- His or her membership of the Board has not been terminated during the previous or present Session under the terms of Rule 14 of Appendix A

Step 5 Hold your election.

Step 6 Notify your members of the election results.

Step 7 The Chair can appoint one Under 35 Observer to also represent the synagogue/organisation. The Under 35 Observer can participate in meetings but will not have voting rights. There is no additional fee for this.

Step 8 Complete an election return form and submit it along with a copy of the call to nominations and the minuted election results / notification to members of the election results.

Step 9 Undertake to pay the annual representation fee (per Deputy), which is currently:

For synagogues		For organisations
100+ paying members	£495 per annum	£595 per annum
Up to 100 paying members	£245 per annum	

Step 10 All elected Deputies will be required to sign the Deputy Agreement and Code of Conduct. They will then receive their Deputy induction pack and can then attend their first Board meeting!