

## **Bylaws Working Group Meeting Notes – December 5, 2018**

Attendance: Steve Lotspeich, Julie Potter, Bonnie Waninger, Nancy Chartrand

Meeting was called to order at 3:07 by Julie Potter.

**Agenda Changes:** None

**Public Comment:** None

**Selection of Workgroup Chair:** It was noted that Julie Potter will chair the group.

**Discussion of CVRPC and other RPC Bylaws:** discussion ensued regarding the draft that was completed by Julie.

Draft Table of Contents: It was noted that the title has been condensed. It should be confirmed that the Secretary of State doesn't require "Articles of Constitution" in addition to Bylaws. Nancy will follow up to confirm.

Article 1: Lines 10 and 11 – use CVRPC solely rather than CVRPC and/or Commission. This will be addressed throughout the document.

Section 203 – will be left open at this time for any future needs.

Article 3: Section 302: Discussion ensued regarding pros and cons of having public interest members participate (voting or non-voting) on the Board in addition to Commissioners and Alternates.

It was suggested that we create a separate document to list items that need to be discussed and resolved by a larger group.

Line 12 – replace Commission with Board of Commissioners.

Line 14 – remove to the Commission.

Line 26 – 3.2.A should be 302A

Section 303: Line 30 - Commission replaced with Board of Commissioners.

Line 32 - before the Commission changed to before the Board of Commissioners.

Section 304: There was discussion over inclusion of attendance protocol in the bylaws.

Article 4: There was discussion of what was important as policy vs. bylaw. It was noted we should address gender neutrality throughout the document as well.

Section 402: Line 8: change his/her – to "the Commissioners"

Line 25: her or she should be he or she or gender neutral.

A significant amount of discussion ensued regarding duties and numbers of officers and appointments.

Section 403: Executive Committee

Line 21 – there needs to be confirmation of whether #4 and D are redundant and revised language to address.

Section 404 & 405: Standing Committees and Special Committees

Discussion ensued as to which should be standing vs. special, and the need for mandatory rules of procedures (ROP). It was concluded that TAC will be standing vs. special.

Line 35 – move workgroups within this section to define their being created by the committee, and subject to the ROP of the originating committee. ROP should define who committee members may be.

At Steve's request, Julie advised she will draft more language for additional articles outlined in the Table of Contents.

**Next Steps | Next Meeting:** Nancy will provide Julie with dates for meeting in January (preferably Wednesday).

Meeting adjourned at 4:30 pm.

Respectfully submitted,

Nancy Chartrand  
Office Manager