

## Minutes of the By-Laws Committee Meeting – October 6, 2010

Attendance: Ed Rawlings, Jordan Sack, Lisa Sack and Tina Thompson

The meeting began at 3:00 PM at CDHH's office

The minutes of 7/12/ 2010 were read and approved

Much of the discussion focused on the following:

1. Definition of the quorum-specifically what constitutes "quorum-Motion –"Quorum of any commission body shall be the majority of the current membership except that the Commission proper must have a minimum of five (5) **voting** members to continue quorum.  
Motion made by Lisa and seconded by Jordan  
Yes-Lisa, Jordan and Ed. No-Tina
2. Discussion of whether a commissioner can apply for an officer position after 1 year or 1 ( 2 years) term. Decision is for one ( 2 years) term.
3. Discussion of the "Chair's ability: "Vote in case of a tie" which is in section III, page 9 of Version 6 draft of officers' election's procedures. No clear answer as to what this means. Tina suggested getting clarification. Suggestion was rejected as the majority feels that Chair can only vote in a tie in all cases including ballots.
4. Discussion about the Board Policy Manual as there are documents "copied" from other state commissions. Recommendation is to revise policy manual to reflect original work to be made by the RICDHH.
5. Discussion on the orientation and mentoring programs. No consensus was made as to how to do this except for the agreement it is necessary to have this designed and implemented.
6. Discussion of the importance " to check with commissioners for communication access regularly" as it has been observed that commissioners may have difficulty in following the discussions and may be misunderstanding what is going on and not voting properly.

Jordan agreed to incorporate the changes to a powerpoint and for us to review in next meeting on October 19, 2010: 4:30 to 6:30 PM at the CDHH's office.

Next meeting is 10/19/2010-4:30-6:30 PM

The meeting was adjourned at 5:00

Respectfully submitted

Tina Thompson

