

Minutes of the By-Laws Committee Meeting

October 19, 2010

Attendance: Edgar Rawlings, Jordan Sack

Absent: Lisa Sack, Tina Thompson

The meeting began at 4:30pm at the RI CDHH Office

The minutes of the October 6, 2010 meeting were read and were not approved. An amendment was proposed and tabled for the next meeting when the rest of the committee is present.

The meeting covered the following:

1. The Procedures on the Election of Officers V5.0 was re-read carefully and scrutinized for errors and areas of confusion. Minor changes were made for typos and areas of confusion. No new ideas or concepts were added or removed. The changes were the following:
 - a. Section 2 : Adding the word “a” to the sentence
 - b. Section 5 : Removing the word July from 2 sentences
 - c. Section 6 – 4 : Clarified it by including policies from the Open Meeting Act. No new concepts were added or removed.
 - d. Section 6 – 14 : Accidental repeat of 6 – 13. 6 – 14 should be for the Secretary as the Treasurer was already covered in 6 – 13.
2. The By-Laws were reviewed to ensure its compatibility with the proposed Procedures on the Election of Officers. A few required modifications were noted.
 - a. At the Oct. 6 meeting we approved adding the word "voting" to the quorum requirement, as follows: "...except that the Commission proper must have a minimum of five (5) voting members to continue the quorum." At our Oct. 19 meeting we decided to include this wording change to the Bylaws.
3. The topic of ensuring accessibility when motions are made was discussed. One suggestion was to create a new article in the By-Laws that would outline the existing order of the motion but also provide an opportunity for repetitions. It was agreed that accessibility is crucial and that some confusion may take place considering that several modes of communication are utilized.
 - a. It was proposed to establish Article XIII – Order of a Motion
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SECTION 1: Robert’s Rules of Order shall be followed for making a motion along with the following addition: After a Commissioner seconds a motion, the Chairperson shall ask if all Commissioners heard the motion, upon which a unanimous vote is required for the motion to enter debate.
4. The topic of the Board Manual was briefly discussed. It was agreed that it will likely be the next task of the Committee.

5. A PowerPoint Presentation was completed and rehearsed. It will cover the topics of Subcommittees, Officer Duties, Procedures on the Election of Officers, By-Laws, and the Board Manual – in that order.

No new meeting was scheduled as the presentation was scheduled to be heard before the RICDHH at its monthly meeting on 10/20.

The meeting was adjourned at 6:40pm.

Respectfully submitted by Jordan Sack