

## Bylaws Subcommittee Meeting Minutes

11/29/18 – 3:00 pm

**Attendees: Reinaldo Rodriguez, Frances Colón, Amy Clement, Dan Goldberg & Mariana Boldu**

- I. Subcommittee's to meet at least once every two months (six times a year)
- II. Add a yearly report and publish in Resiliency Newsletter/SLRC website
- III. Annual review of each subcommittee
- IV. What should be the scope of SLRC?
  - i. Discussions about the scope of the committee were considered. Jane Gilbert mentioned in prior meetings that Climate Resiliency could be a route to redefine the scope so there is more in line with the Resiliency department. The Bylaws committee though Amy Clements and Jane will work on this and incorporate in the draft for the next December 17<sup>th</sup> subcommittee for internal evaluation.
- V. What is the purpose of each subcommittee?
  - i. To work in smaller groups to be able to report back to full committee and provide updates
  - ii. Idea of having partners (Subject Matter Experts) attend each subcommittee meeting
  - iii. Having an agenda for each subcommittee meeting
  - iv. Add location of subcommittee meetings to SLRC website
  - v. The subcommittee will act as a liaison with various city departments to support them identifying and moving related to SLR items forward and to strengthen the connection of that decision making on the city commission.
  - vi. Each subcommittee should work on identifying items to include on the annual budget
- VI. Propose electing a new chair and vice chair
  - i. Process of self-nomination where members interested in being chair will send notice to Ray and then committee would vote based on those interested in being chair
  - ii. Most votes would be Chair and second most votes would be Vice Chair
  - iii. Also look at term lengths for chair and vice-chair
- VII. For Committee meetings, we should project agenda on screen for all to see and state purpose of the committee before each meeting so audience is aware
- VIII. Dan will look into whether or not a non-member of the committee can be a voting member of the sub-committee
- IX. The Bylaws subcommittee members will draft different aspects of the bylaws and send to Ray to compile them to for review and comment on the December 17<sup>th</sup> subcommittee meeting. Amy will work on redefining new scope for the committee in coordination with Jane; Mariana will work on the Subcommittees and Frances on the rules for rotation of Chair and Vice Chairs.
- X. Bylaws draft/comments due December 10<sup>th</sup>
- XI. Next Bylaws subcommittee meeting scheduled for Monday December 17<sup>th</sup> at 4:00 pm at MRC building (Ray will send calendar invite)