

Bylaws Subcommittee Meeting Minutes

12/19/18 – 4:00 pm

Attendees: Reinaldo Rodriguez, Frances Colón (via phone), Amy Clement, Dan Richard Appleton & Mariana Boldu

- I. Frances has questions about the title and naming of the committee
- II. All members present agree on renaming to Climate Resilience Committee
- III. Review paragraph on “Powers of the Committee” (paragraph D)
 - i. Mariana – Add parks and open spaces
 - ii. Amy to review with Jane to see if anything is missing or needs to be removed
 - iii. Mariana – Add City Owned Properties to paragraph D
- IV. In bylaws, state general rules/makeup of each subcommittee
- V. In appendix, list all current subcommittees that are active
- VI. Add an agenda item for each committee meeting where members of the subcommittee can report back on any findings or updates
- VII. Amy – Figure out how to incorporate reports to committee agenda
- VIII. Wayne – Had to cut some reporting back due to the amount of presentations we were having during each committee meeting
 - i. Send out a notice to committee members to see what they would like to have on the agenda
 - ii. Bylaws need to be in line with the mandate of the committee
 - iii. Once a draft has been voted on by subcommittee, send out a draft to all members and receive confirmation from each member stating they have received and reviewed bylaws, then take to the committee meeting for a vote
- IX. Mariana – Once bylaws are drafted, ask Jane to review and then take to entire committee for a vote
 - i. Aiming for meeting in February to have a final draft ready for the committee’s vote
 - ii. By January 7th, all comments need to be in for Jane’s review
- X. Frances to look at waterfront advisory board template for review of agenda process and report back by January 7th
- XI. Mariana – Suggests requesting from committee any agenda items they would like to see on the next committee meeting by mid-month
- XII. Amy – Focus on time limits section
 - i. Concerned that people could not speak at last committee meeting during public comment because there was no time
 - ii. Suggesting maybe tabling any items that committee did not have time to address and make it a point to have enough time for public comment
- XIII. Mariana – Suggests adding a comment box to SLRC website for those that could not provide public comment during the meeting
 - i. Need to also address the conduct of committee members
 - ii. Will use waterfront advisory board language to draft a template

- XIV. Frances – Include respectfulness, openness, inclusiveness and professionalism
- XV. Ray to follow up with Dan on alliance/other members outside the committee joining a subcommittee
- XVI. Upcoming deadlines
 - i. January 7th – All drafts are due and will be reviewed by subcommittee and then followed by Jane
 - ii. Aiming to have a final draft ready for committee review for the February SLRC meeting
 - iii. Next committee meeting - TBD