MEMBERS PRESENT: N. Hilmanowski, J. Rebholz, L. Meinholz, B. Goldade

MEMBERS ABSENT: D. Popp (Excused)

OTHERS PRESENT: None

At 10:30AM, Chair Goldade called the meeting to order and requested the Secretary to record all those members present.

Chair Goldade directed the attention of the committee to the draft Minutes of the previous meeting. Ms. Hilmanowski moved, seconded by Mr. Rebholz, to approve the Minutes of the previous meeting. All in favor with the exception of Ms. Meinholz, who abstained.

Chair Goldade paused for public comments. None sought recognition.

Chair Goldade opened discussion on the bylaws draft. Comparison was made between the draft notes of the two previous meetings and it was agreed that track changes from the meetings of 20 November and 4 December could be combined into one document to be under review. The language regarding the IHPC committee was also added as a letter ‘I’ under the section on standing committees.

Vacancies and recall of Executive Committee members was reviewed.

Discussion heard that a reference to Robert’s Rules was in section 11 was unnecessary. Mr. Rebholz moved, seconded by Ms. Meinholz, to cut the reference. All in favor with the exception of Ms. Hilmanowski who voted in opposition. MOTION CARRIED.

In 1.04, in reference to the usage of Robert’s Rules, Mr. Rebholz moved, seconded by Ms. Meinholz, to include the language, “and its committees”. All in Favor. MOTION CARRIED.

Ms. Meinholz moved, seconded by Ms. Hilmanowski, to approve the Congressional Bylaws draft document. All in Favor. MOTION CARRIED.

Discussion heard regarding outreach strategy to Congress. Discussion heard that the Chair will use the Executive Summary to guide his presentation to Congress. The Study Guide and the Executive Summary will be provided to members of Congress as supplementary material.

General agreement was heard that the Executive Summary is accurate and appropriate for release to the Congress. General agreement was heard that the Study Guide document was accurate and appropriate for release to the Congress.
General agreement was heard that the adopted draft document would be provided to the Parliamentarian and the Office of Legal Affairs for review and that a committee meeting would be scheduled for 14 December. The 14 December meeting will act on any necessary edits for clarity as recommended by OLA or the Parliamentarian.

At 11:40AM, Ms. Hilmanowski moved, seconded by Mr. Rebholz, to adjourn the meeting.

Minutes prepared and submitted by: J. Lease / Secretary