

Rules Committee



Keith Thompson, Chair

4041 North Central Avenue
Suite 1537 • Phoenix, AZ 85012-3329
(602) 506-6321 phone
(602) 506-6896 fax
PlanningCouncil@mail.maricopa.gov

Wednesday, January 23, 2008
4:00 pm to 6:00 pm
Public Health
4041 North Central Avenue
Phoenix, AZ 85012-3329
15th Floor, Joshua Room

Meeting Minutes

Committee Members *AT: Attended AB: Absent EX: Excused ALT: Alternate Present*

AT	Bradley Allen	EX	Keith Thompson <i>alt: Randy Gearhart</i>	AT	Kelly Houston	AT	Michelle Barker
	Larry Stähli	AT	Randall Furrow				

Guests
None

Support Staff: John Sapero

Welcome, introductions and declarations of any conflicts-of-interest

Keith Thompson called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Determination of quorum

Keith Thompson determined that quorum was established, with three of four members present at 4:16 pm.

Review of the minutes and action items from previous meetings

The committee silently read a summary of the recorded minutes from the October 24, 2007 meeting. No corrections were voiced.

Committee Chair update

Keith Thompson discussed that an emerging item was that the Executive Committee would like the Rules committee to review the Executive Committee Policies and Procedures. The committee would also continue reviewing the Council Bylaws.

Members and guests of the Planning Council may attend either in person or via telephone conference call.

All of the documents discussed are available from Planning Council Support.

Funding is provided by the United States Department of Health and Human Services, the Ryan White HIV/AIDS Treatment Modernization Act of 2006 and the Maricopa County Department of Public Health.

Planning Council Bylaws review

Keith Thompson related that an emerging issue was the Executive Committee's role in determining committee membership assignments of Council members. The committee reviewed this section, debating the merits of having mandatory primary committee assignments and committee size limitations. A consensus was reached to eliminate the Executive Committee role of assigning members to committees based on committee needs rather than member desire to serve on that committee.

The committee continued the review and revision of the Bylaws. Keith Thompson discussed that Planning Council Support had requested that the committee reconsider a decision made at the last meeting regarding the BOS designee's attendance at sub-committees counting toward establishing quorum. John Saperro related that the BOS Designee/alternate is a member of the Allocations and the Executive Committees, and if this individual does not attend these meetings, it creates quorum issues and can delay timely decisions. Larry related that it was challenging for the Designee to attend meetings, and her alternate usually attended in her place.

Keith Thompson related that the BOS Designee was a unique member of the Council. Some Council members were concerned that this member (not the individual currently holding the position) had the real or perceived ability to sway votes by attending at opportune times. There was discussion related to the need to have the Designee meet the same attendance requirements as regular members. In addition, it was expressed that changing the attendance requirements may mean that the roles and responsibilities of the Designee may need to be revised.

Issues discussed included:

- If the Designee votes, will they be counted separately from the other members?
- Should their attendance be used to establish quorum when there are not enough regular members present?
- Will the ability of the Designee to vote "at will" truly affect the outcome of a vote?
- Should the Designee be considered a member of all committees?

After consideration of the issues presented, the following section was added to Article VII: Responsibilities of the BOS Designee:

Section 3. Voting Privileges

The BOS Designee is considered a member of the full Planning Council and all sub-committees, and will have full voting privileges at any meeting they may attend. However, the Designee will not be counted toward establishing quorum.

Randall Furrow asked that the revised section be forwarded to the BOS Designee for input. Planning Council Support emailed the text of the section to Terri Leija, the Designee's Executive Assistant during the meeting.

MOTION: Larry Stähli moved to forward the revised Section 3 to the Executive Committee for review. Kelli Houston seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

The next topic of discussion was related to how long a work group can hold meetings for. After review, it was determined to not set any limits to the amount of times a work group could meet.

MEETING MINUTES *continued*

Discussion turned to how many times per year a committee should be required to meet, if at all. There were varying views on the issue; the committee reached a consensus to keep the current requirements in place.

Keith Thompson related that another issue that has surfaced is whether the requirements to hold an Executive Office position are too stringent. The committee reviewed the section of the Bylaws related to this issue and compared it to the Executive Committee Policies & Procedures. There was discussion that the requirements were too restrictive and severely limited who could fill these positions. After consideration, the following changes were made:

Chair and Vice Chair of the Planning Council

- Been a member of the Planning Council for at least one (1) year immediately prior to election; and
- Been a previous member of the Executive Committee.

Finance and Information Officer

- Been a member of the Planning Council for at least six (6) months immediately prior to election.

Executive Committee Policies & Procedures review

A recommendation was made to align the requirements to hold an Executive Office position with the proposed Bylaws changes.

MOTION: Larry moved to forward the suggested revisions to the Executive Committee Policies & Procedures back to the Committee for final review. Randall Furrow seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Discussion of agenda items for the next meeting

In addition to the recurring agenda items, the committee determined the following:

Agenda Items

Rules Committee Policies and Procedures Review

Other Committee Policies and Procedure Review

Continued Bylaws Review

Action Items to be completed by the next meeting:

Task	Assigned To
No tasks were assigned	

MEETING MINUTES *continued*

|

Current events summaries

Kelli Houston declared that she would like to join the committee.

Bradley Allen declared that he would like to join the committee.

Call to the public

No calls were voiced.

Adjourn

The meeting adjourned at approximately 5:30 pm.