



**Bylaws, Policy & Procedures Committee Meeting**  
**Meeting Report - Thursday, April 12, 2018, 10 AM**

1. Roll Call - Committee Members
  - X John Dax (C) Chair
  - X Debra Klein (G)
  - X Michele Ment (P)
  - X Mark Wilson (C) (Ex-officio)
  - X Tom Sloan, Linda Vittone (Staff Liaisons)
2. Mr. Dax called the meeting to order.
3. The Committee reviewed the Committee's charge.
4. Annual Review of MHLS Bylaws
  - A. Mr. Dax asked the Committee for any recommendations for changes to the MHLS Bylaws.
  - B. Mr. Dax reported his review of prior MHLS Board minutes didn't find any recommendations to the Committee for changes to the Board Bylaws.
  - C. Committee agreed not to recommend any changes to the MHLS Bylaws.
5. Determining MHLS Board Procedures for Use of Videoconferencing for Board Meetings
  - A. Mr. Dax requested Mr. Sloan provide background regarding the draft policy on MHLS Trustees participation via videoconference in MHLS Board meetings.
  - B. Mr. Sloan reported on language in the Open Meetings Law regarding remote participation by Board members in Board meetings. He also noted that the new MHLS Auditorium equipment provided the technology that adequately supported remote participation.
  - C. The Committee reviewed the draft MHLS Trustees Participation via Videoconference in MHLS Board Meetings Policy. The Committee agreed the draft should be amended to clarify MHLS Board members not available to be present in-person must comply with the ten (10) day notification requirement.

**ACTION ITEM: The Committee recommends to the MHLS Board of Trustees the approval of the MHLS Trustees Participation via Videoconference in MHLS Board Meetings Policy**
  - D. The Committee recommended MHLS Board members be provided information regarding the best practices for remote participation in videoconference meetings.
  - E. The Committee recommended MHLS Board members be provided orientations to the use of equipment (e.g., cameras) and applications (e.g., GoToMeeting) MHLS uses to support participation in videoconference meetings.
6. Policy and Procedures for Publicly Streaming & Archiving MHLS Board Meetings
  - A. The Committee discussed the following language from the Open Meetings Law: *Open meetings of an agency or authority shall be, to the extent practicable and within available funds, broadcast to the public and maintained as records of the agency or authority. If the agency or authority maintains a website and utilizes a high speed internet connection, such open meeting shall be, to the extent practicable and within available funds, streamed on*



*such website in real-time, and posted on such website within and for a reasonable time after the meeting.*

- B. The Committee requested MHLS staff report back to the Committee on recommended policy and procedures regarding broadcasting MHLS Board meetings to the public and maintaining broadcasts as a public record.

7. No other Committee business was reported.

8. Mr. Dax adjourned the meeting.

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