

Community Education Council District 32 Meeting

BYLAWS COMMITTEE MEETING MINUTES

March 5, 2020

9:00 AM

CEC D32 Office
797 Bushwick Ave
Brooklyn, NY 11221

Type of Meeting	Calendar and Business Meetings		
Note Taker	Stacie Johnson, Recording Secretary		
Attendees		Calendar Meeting	Business Meeting
	Martha Bayona	Absent (excused)	Absent (excused)
	Stacie Johnson	Present	Present
	Desines Rodriguez	Present	Present
	Renisha Westbrooks	Present	Present
Quorum	Met		

Bylaws Committee Meeting: 9:00 AM

1. Call to order and roll call: Stacie Johnson, Desines Rodriguez, Renisha Westbrooks. Absent: Martha Bayona (excused). Present as well were, Jazzy Rivera, President of the Presidents' Council; Doris Rivera, 32K274 Parent Coordinator; Henry Baez, 32K347 Parent Coordinator; and Steven Wieser, District-Based Parent Leader Liaison, FACE.
2. Review of the CEC32 Bylaws: Members agreed to read the Bylaws aloud and talk about the items as they are read, while keeping track of time. Ms. Jazzy Rivera was permitted to read aloud starting on Article III, Section 2 (item g. below). Comments were made under the following sections:
 - a. Article II, Section 1: Question addressed: *If we wanted to go into a model of co-presidents, for example, is that something we would change?* The members discussed that this is a suggestion that can be added to others made by the committee and which will be taken together to the entire Council for a vote, as the council can add the change and specify the positions. A co-president position may alleviate pressures and spreads out responsibilities.
 - b. Article II, Section 3, 3.1 (President): The members addressed adding or removing duties of the President as a Council. The current description does not specify whether the president is entitled to automatically attend events or execute documents on behalf of the council. The members concluded that they want to add events and letters to the President's description of duties.
 - c. Article II, Section 3, 3.3 (Recording Secretary): The members addressed changing the word "supervise" to "collaborate with" the Council's President in overseeing the work of the administrative assistant. The President is the administrative assistant's direct supervisor. The only member of the Council that is required is the chairperson and that is why there is only one direct supervisor.
 - d. Article II, Section 3, 3.4 (Treasurer): The members addressed changing the word "supervise" to "collaborate with" the Council's President in overseeing the work of the administrative assistant.
 - e. Article II, Section 5 (Removal of Officers): The members addressed this particular section as written on the CEC Bylaws template (this is not in the CEC32 Bylaws): "Notice of the vote to remove such officer shall be included in the notice of meeting and agenda". The members discussed that Article II, Section 5 of the CEC32 Bylaws, as written, allows the Council to decide to remove an officer and to in fact do so within one meeting. The template, on the other hand, assumes that the Council would need at least two meetings to remove the officer. The members concluded that this does not need to be changed, however, as the Council does not need a reason to remove an officer if quorum is met.
 - f. Article III, Section 1: The members addressed changing "disabled" to "ADA compliant".
 - g. Article III, Section 2: The members addressed establishing a clear procedure for examining whether to excuse a member absence. The members also discussed whether to maintain the 72-hour member absence notice currently required in the CE32 Bylaws and whether it should be changed to 48 hours instead. Ms. Jazzy Rivera suggested enumerating the following steps in addressing a member absence:
 - i. Step one: The excuse for an absence is provided to the administrative assistant
 - ii. Step two: The administrative assistant provides the excused absence to the Council with a letter attached.
 - iii. Step three: Add a discussion of the member absence into the agenda of the next monthly meeting. At the meeting, the Council would decide whether the person is excused or not.
 The draft of the minutes to be approved at the meeting should state the member absence as "to be determined" instead of "excused" or "unexcused". The members of the committee agreed to keep a 72-hour advance notice for a member absence and to recommend adding the steps above into the CEC32 Bylaws.
 - h. Article III, Section 4: Member Desines Rodriguez proposed changing the start time of the monthly calendar meeting to 5:30 PM or 5:00 PM. Another member proposed 4:00 PM. The members addressed concerns with parents who work and cannot arrive at the meeting earlier at 4:00 PM or 5:00 PM. Ms. Jazzy Rivera highlighted that part of the problem is time management and suggested

that the Council realistically follow the times allocated to each item on the agenda, first addressing time management. She suggested creating a chart to write the names of all attendees who sign-up for public speaking in order to track who is speaking and who will have to wait for answer.

- i. Article III, Section 6: The members addressed the first paragraph in this section and concluded that all will research an answer to the following question: Can the Council President call a meeting without an additional three members ratifying his/her decision?
- j. Article III, Section 7: The members addressed the meaning of quorum. As confirmed by Mr. Steven Wieser, this definition is provided in the General Construction Law and cannot be changed.
- k. Article IV, Section 1, 1.1: Members suggested establishing a system to add something into a meeting’s agenda.
- l. Article IV Section 1, 1.2: The members discussed the procedure of adding an item or member suggestion on a meeting’s agenda.
- m. Article IV, Section 2: The members addressed the order of public comment during meetings. Mr. Steven Wieser provided guidance from the DOE legal department about outside solicitation of non-public school entities. Commenting on things that are not about public education are considered unrelated. He added that this might not need to be added in the Council’s bylaws, but rather stated prior to the meeting and enforced across the board. There is no time limit for public comment on the agenda. The section just needs to be added. If there is no time left on the agenda, however, not all who sign the public-speaker form would be allowed to speak. The Council chair must ensure that the public is following this and that there is no confusion. In relation to resolutions, Mr. Wieser read Article IV, Section 3, 3.2 of the draft CEC bylaws template that states that “The Council shall solicit public comment on resolutions whenever *feasible*”. Ms. Jazzy Rivera suggested adding rules for conducting the public comment session of a meeting to make sure that everyone has a turn and gets to speak. She added that the time must be enforced and that the Council should keep track of the time that allowing extra comments to be made would take away from other items on the agenda. In order to clarify how public speaking works after a resolution, the Committee recommended adding a public comment session after the presentation of a resolution, the Superintendent’s report, and towards the end of the meeting. In the current CEC32 Bylaws, the changes (highlighted) would look as follows (Article IV, Section 2):

“6. Resolution
 a. *Public speaker section related to resolution*
 7. *Vote on Resolutions*
 8. *Public speaker session*”

- n. Article IV, Section 3, 3.1: Members considered adding into the CEC32 Bylaws the following portion of Article IV, Section 3, 3.1 as written in the CEC Bylaws template: “If there is no quorum present at the time set for a meeting, the members present shall wait for [15 minutes] for additional members to arrive, after which time a roll call may be held and a vote taken, by simple majority of members present, to adjourn the meeting to another date. Notice of the adjourned meeting shall be given forthwith to all Council members, and to the public as provided for in Article III, Section 1. In the case of a calendar meeting without quorum, any program presentation and the report of the superintendent shall be allowed to go forward before the meeting is adjourned.” Since the CEC32 Bylaws do not state how long the members should wait for other members to arrive in order to meet quorum before starting a meeting, the Committee suggested adding 15 minutes.
- 3. Review of laws and regulations that pertain to the CEC Bylaws (Steven Wieser, Division of Family and Community Empowerment): Mr. Wieser addressed this item, in addition to member questions, throughout the discussion above.
- 4. The Bylaws Committee will address items in the current CEC32 Bylaws that need revision, including:
 - a. Member communications procedures and code of discipline – left to be addressed
 - b. Rules for committee membership (as regards membership of the public) – left to be addressed
 - c. Change of the monthly Calendar Meeting start time to 5:30 PM (in consideration of young families attending the meetings in the evenings) – the Committee discussed proposing a start time of 4:00 PM, 5:00 PM, or 5:30 PM.
 - d. Communications procedures, including the use of social media – left to be addressed. Mr. Steven Wieser will provide guidance that he has provided to other councils that are also working on this, and the legal ruling on what solicitors are allowed to do at meetings.
 - e. Other topics that the committee would like to address – ongoing in between the conversation.
- 5. Public Comment: No public comments were made.
- 6. Building the agenda: Members addressed item c. in section 4 above. The members will continue to discuss items a., b., d., and e. at the next Bylaws Committee meeting. During the current meeting, the members provided their availability and agreed to hold the next meeting on Monday, March 16, 2020 at 7 PM.
- 7. Adjournment: 10:52 AM

APPROVAL OF CALENDAR, AND BUSINESS MEETING MINUTES	December 19, 2020 - Approved [Met Quorum]
NOTE: A draft of all meeting minutes are available within two weeks after the meeting and posted on the Council’s website at CEC32.org.	
ADJOURNMENT	Meeting adjourned at 10:52 AM
SUBMITTED BY:	Silvia Belmonte, Administrative Assistant

Approved on: Thursday, May 28, 2020
 _____ Recording Secretary