

**ASLP-IC Rules Committee
Meeting Minutes
June 9, 2022**



Delegates Present

Interim Chair: Claire Covert-ByBee (NE)
Nate Brown (CO)
Gregg Thornton (OH)
Sherri Smith (NC)
Michael Zagarella (WV)

Delegates Absent

None

Legal Counsel Present

Nahale Kalfas, Council of State Governments (CSG)

Others Present

Isabel Eliassen, CSG

Welcome/Call to Order

- C. Covert-ByBee called the meeting to order at 1:30 PM (Central Time)

Roll Call

- I. Eliassen called the roll. All Delegates were present via teleconference.

Review and Adoption of Agenda

- C. Covert-ByBee asked if there were any questions about the agenda. Hearing none, she asked for a motion to adopt the agenda.
- **Motion:** M. Zagarella moved that the ASLP-CC Rules Committee adopt the agenda. S. Smith seconded the motion. All Delegates voted in favor and the motion carried.

Review and Adopt Minutes

- C. Covert-ByBee asked if there were any questions about the April minutes. Hearing none, she asked for a motion to adopt the agenda.
- **Motion:** M. Zagarella moved that the ASLP-CC Rules Committee adopt the April minutes. N. Brown seconded the motion. All Delegates voted in favor and the motion carried.

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Discussion and Recommendation for Committee Chair

- S. Smith brought up the discussion for a permanent chair of the Rules Committee.
- N. Kalfas indicated the Committee could recommend converting the interim Chair to the permanent Chair or recommend another to become the Chair.
- S. Smith indicated that G. Thornton has expressed interest in being the Chair of the Rules Committee.
- C. Covert-ByBee indicated that she would be happy to continue but would like to focus on her role as Vice-Chair of the Executive Committee and remain a regular member of the Rules Committee.
- G. Thornton shared his thoughts on being the Rules Committee as he is an attorney and the Executive Director of the Ohio licensing board and has experience in rulemaking and the rulemaking process, as well as serving as part of the work group and drafting team for the ASLP-IC.
- S. Smith entertained a motion to recommend G. Thornton as the Chair of the Rules Committee.
- **Motion:** C. Covert-ByBee made the motion to recommend making G. Thornton the new Chair of the Rules Committee and N. Brown seconded the motion. All Delegates votes in favor and the motion passed.

Discussion of Future Bylaw Amendments

- N. Kalfas discussed bylaw amendments suggestions that was shared with the Rules Committee.

Article VI: Committees

4. Nominations/Elections Committee: An Election Committee shall be established as a standing committee to:

- Inform the Commissioners on the responsibilities of the office;
 - Encourage participation by the Commissioners in the elections process;
 - Announce nominations deadline and anticipated vacancies of the Executive Committee of the Commission;
 - Communicate with incumbents to determine if they wish to run for re-election.
 - Accept qualified nominees and prepare a slate of candidates for the election of the officers or members at large of the Executive Committee;
 - Present a list of candidates to the Commission including the terms of office expiration dates; and
 - Tally/verify the election results and report to the Commission.
- C. Covert-ByBee asked if this was for all the offices. N. Kalfas indicated it was.
 - N. Brown asked if we should include the duty of running the actual election. N. Kalfas indicated that would be in the scope of work of the Executive Director.
 - C. Covert-ByBee asked if the Committee would determine if the nominees were qualified. N. Kalfas indicated yes, but it would be in consultation with the governing documents and a joint

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- effort with the Executive Committee and Legal Counsel.
- G. Thornton asked if we could clarify in 4.a. The Committee decided to change “the office” to “each position, whether elected or appointed” to make it clearer.
 - S. Smith asked if we could clarify 4.f. The Committee decided to include “their statements of interests and qualifications”
 - S. Smith asked if there were term limits to certain positions. N. Kalfas indicated there are none except for Executive Committee for 2 terms.
 - C. Covert-ByBee suggested clarifying 4.d. to add “if eligible”
 - M. Zagarella suggested we clarify that the Executive Committee is listed as 2 terms, not 2 successive terms. N. Kalfas indicated that will be addressed at the next meeting.
5. Training/ Public Relations and Communications Committee shall be a standing committee to:
- a. Onboard new member state delegates and administrative staff;
 - b. Create press releases;
 - c. Communicate with media;
 - d. Suggest updates to the website and media sources.
- S. Smith asked if we could change the name of the committee.
 - C. Covert-ByBee wonders if part of the Committees charge would be to work with the Executive Director. N. Kalfas suggested adding “which works with the Executive Director”

Other standing and ad hoc committees may be created by the Commission as they are determined to be necessary by the Commission by 2/3 vote. The composition, procedures, duties, budget and tenure of all committees shall be determined through policies approved by the Commission. The composition, procedures, duties, budget and tenure of all committees (if not outlined in bylaws) shall be determined through policies approved by the Commission. The Commission may dissolve any committee it determines is no longer needed.

- C. Covert-ByBee asked if the new 3rd sentence was in addition to or instead of sentence 2. N. Kalfas indicated, we are just adding the parenthetical phrase.
 - C. Covert-ByBee asked to entertain a motion to accept as bylaws as revised to recommend to the Executive Committee to take to the Commission.
 - **Motion:** S. Smith moved to accept the bylaws as revised. G. Thornton seconded the motion.
 - M. Zagarella asked to make a change to Section 2, paragraph 1 to clarify that the term limits for the Executive Board. The Committee decided to include “consecutive or successive” terms in the same office.
 - M. Zagarella also brought up a grammatical change in Section 1. 13.
 - **Motion:** S. Smith moved to accept the bylaws as revised. G. Thornton seconded the motion.
 - All Delegates voted in favor and the motion passed. M. Zagarella left the meeting prior to the vote.
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- N. Kalfas has asked the Committee for an ex-post approval of the form of which all Delegates have signed. This committee should ask the Executive Committee to remind the full Commission of this policy and form.

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- C. Covert-ByBee asks for a motion to make a recommendation to the Executive Committee to seek ratification at the full Commission of the conflict of interest policy form already executed by Delegates.
- **Motion:** S. Smith made the motion. N. Brown seconded the motion. All Delegates voted in favor and the motion passed.

Discussion of Future Rulemakings

- C. Covert-ByBee entertains a motion to table the discussion of future rulemakings.
- **Motion:** S. Smith moves to table the remainder of the agenda until the next meeting. G. Thornton seconded the motion. All Delegates voted in favor and the motion passes.

Adjourn

- C. Covert-ByBee asked for a motion to adjourn the Rules Committee meeting.
- **Motion:** N. Brown moved to adjourn the meeting. S. Smith seconded the motion. All Delegates voted in favor and the motion passes.
- C. Covert-ByBee adjourned the meeting at 2:29 PM (Central time)