

## University Area Commission | Governance Committee Report

Meeting Details: Wednesday December 6, 2017, Northwood and High Building, Started 6:05 PM and Ended 7:00 PM

Attendance: (P: Present, A: Absent, E: Excused, G: Guest, R: Resigned) Doreen Uhas-Sauer(P), Lauren Squires (P), Steve Volkmann (P), Omar Elhagmusa (A), Andrew Frankhouser (P) and David Hegley (P)

- Provided an opportunity to discuss proposed language to address the issue of having trouble meeting quorum every 2 years when all the appointed and nominated seats come up for seating. **Second reading is scheduled for December UAC meeting.**
  - There was no additional comments on this amendment. The second reading will go forward at the December meeting.
- Discussed the process to write letters and share them with the Commission which we broke down to 4 areas
  - Where copies of the final letter should be kept
    - All letters should be published to the UAC website at the time they are sent
  - Process to write a letter on behalf of the Commission
    - The Commission should consider drafting different types of letters which follow a prescribed format
    - These letter formats will help Committees which draft letters to be sent from the Full Commission.
    - Concern was raised, many times when a letter is drafted from a motion from the floor, the Commissioners never see the final language they are asked to vote on, yet the letter has all the Commissioner's names on it. This practice needs to have better controls on it to make sure everyone understands what they voted on.
    - The Commission also needs to get support from the City of Columbus to provide all Area Commissions contact names for various issues.
      - This way it would be clear who to address the letter to depending on the concern and the letter can be directly sent to them so the Commission does not have to ask for someone to come before the Commission to discuss an issue.
  - Process to approve a letter from the Commission
    - One idea discussed was if a Committee wants to write a letter, introduce the letter at the Commission, if voted for the letter goes for 30 day comment period, the Committee reviews the proposed changes, then the final draft of the letter comes back for final vote on the letter
  - By Law changes to enforce rules
    - Consider adding the letter templates to the by laws to ensure they are followed
    - Create a by law that states all letters must be posted on the UAC website
    - Create by law that states any letters that come before the Commission must be published with the Meeting agenda or the letter cannot be voted on.
- 3. Revisit concerns with attendance policy as outlined in the UAC by laws
  - The Committee discussed creating a survey for the full Commission to understand what everyone considers an excused absence as well as what is an acceptable percent of excused absences within a year.
    - Once the percent is exceeded the full Commission would review the situation and make a final ruling
  - It was also discussed that a page will should be created on the UAC web page to post everyone's attendance for their Committees and the full Commission
  - Another situation discussed was for Commissioners who need an extended leave to bring their request in front of the full Commission to get approval.
    - Anytime there is a streak of consecutive absences, the full Commission would also be asked to review this situation.
  - Attendance will be covered during Commissioner training
- 4. New Items:
  - Orientation for new Commissioners in January or February should include a bus tour of the area.
  - It was also discussed that even though training is general viewed for new Commissioners, the Committee needs further discussion on having annual training a requirement for all Commissioners.

Next meeting is January 3, 2018 @ 6:00 PM in Room 100 of the Northwood and High Building