

# University Area Commission – Governance Committee

## Annual Report – 2017 Commission Year

Members (Attendance: P=Present, E= Excused, A= Absent): Doreen Uhas-Sauer (P=8, E = 2), Steve Volkmann (P=9, A=1), Lauren Squires (P=7,E=3), Alex Wesaw (P = 2, E=1 Resigned in Aug-17), Omar Elhagmusa (P= 4, A=6), Andrew Frankhouser (P=4 Joined in Oct-17) and David Hegley, Chairperson (P=9, E=1) There were 10 Meetings this Commission year, The February meeting was replaced by a Commission strategy meeting and the July meeting was canceled.

The Governance Committee had a moderately successful year and I would like to extend my gratitude yet again for everyone's hard work and dedication to the responsibilities of this committee. Below is a summary of the key activities for this year and list of items we didn't complete.

There were two bylaw changes passed by the Commission in July and December of 2017. The Committee spent all or part of 4 meetings discussing and debating the changes passed in July which impacted bylaws, Election rules and created a standing rule to reduce the number of voting days for the Commission from 2 days to just one day. The Committee spent 3 meetings discussing the bylaw change passed in December dealt with the historical problem of the Commission not having a quorum at the annual meeting.

The Committee also spent time this year supporting the Election Committee preparing for the Commission elections and making sure we had multiple plans in place in the event the bylaw language changes were not passed in time.

Over two meetings there was discussion on how letters written by the Commission should be handled. This topic is important to the Commission since all members names are on a letter sent on behalf of the Commission. It is important to ensure the details and contents of the letter are accurate and appropriate for whom the letter is sent to. Many ideas were put forward on requirements to review and approve the contents of the letter. This included suggestions to have a review period prior to the Commission voting on it to providing template letters for Committees, Community members and organizations to use when bringing proposals to the Commission for passage. There was also discussion on what if any bylaw additions could be made to enforce the letter approval process.

The annual review of the attendance policy produced good discussion. The focus this year was on what constitutes an excused absence. As with past years no bylaw changes were proposed as it becomes very difficult to codify all the possible reasons and there is already several rules in place to deal with Commissioners who have attendance issues. However, it was recommended to post attendance on the front of Commission web page so community members can see their representative's attendance. In conjunction with attendance is the issue of committees having a quorum to conduct business. For example 2 meetings this year Governance did not reach a quorum effectively reducing us to 8 meetings where business could be conducted. This maybe something that needs to be addressed in the future by Governance.

Agenda items proposed for 2017 that were not completed:

- Ways to better structure meetings to make sure schedule is met
- Consideration of seating multiple members in a single elected seat to split the responsibilities over the term
- Look at ways to further improve the efficiency of zoning presentations
- Fix the bylaws to correct the name of Code Enforcement and Environment Committee
- Consider bylaw change to assign specific requirements to look for code violations in the University Area
- Work with the Election Committee to help simplify the election packet and process to complete the documents for community members running for election
- Consider bylaw change to require all Commissioners take annual training

Respectfully Submitted,

David Hegley, Chairperson  
Governance Committee