



Old Colony Planning Council Bylaws Committee Meeting
January 15, 2025 at 3:30 PM
Via ZOOM Webinar or In Person

Video: <https://zoom.us/join>
Meeting ID: 815 0919 7351
Passcode: 218857

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MINUTES

1. Meeting was called to order at 3:30pm by chair, Lee Hartmann

2. Roll Call: Lee Hartmann, Steven Santeusanio, Frank Staffier, Becky Coletta

OCPC Staff: Mary Waldron, Charles Kilmer, Megan Fournier

3. Review of May 2024 Meeting minutes: *Unanimous Approval*

4. Review of Bylaws for any potential amendments: *Unanimous Approval with consent for staff to determine proper language for section that need to be added to the document.*

- Page 5: Purpose – a few lines were reviewed with minor amendments to wording to better clarify the purpose.
 - A line item addressing the Diversity, Equity and Inclusion will be added
- Page 6: Representation – wording was reviewed with minor amendments to better clarify the purpose of OCPC.
 - The second paragraph was removed which states how often members of the Council are appointed by their community.
- Page 7: Primary Policy Body – a few line items were reviewed with minor amendments to working to better clarify the purpose of OCPC.
 - A line item will be added regarding the annual audit and the responsibility of the Council
- Page 8: Powers and Responsibilities – section will be removed as it is stated in a section before
 - Vacancies – wording was added to clarify the Council could part ways with a Delegate or Alternate if they fail to communicate for a period of 90 days.
- Page 10: Powers and Responsibilities – a few line items were removed or updated based on actual responsibilities the Council has towards staff and consultant hires, etc.
- Page 11 & 12: A few items were reviewed with minor amendments to wording to better clarify the purpose.
 - Wording added to address who performs leadership duties if President and Vice President are absent
- Page 13: Standing Committees – The committees were clarified to meet as needed
 - Wording for Diversity, Equity and Inclusion Committee was added
- Page 19 – Article IX – location of access to agenda and minutes was clarified
 - Robert's Rules was removed for meeting protocol and replaced with basic parliamentary procedures.
- A few other minor grammatical edits were made throughout the document – review all edits and comments here

5. Meeting adjourned