

Kalapana Seaview Estates Community Association
R.R. 2, Box 4537, Pahoa, HI 96778

**KSECA Bylaw Review Committee Meeting
Monday, July 6th, 2017, 5:00 P.M. at the Pavilion**

DRAFT MINUTES

1. Call to Order: At 5:01 PM by Jean Howell

Members present: John DuBois, Jacklyn Symonds, Kelly Finn, Mark Hinshaw, Uschi Snover, Jean Howell, Kevin Kalley, and David Currier

2. Jean went over Board Best Practices and read the opening statement.

3. Agenda

4. The 1st meeting's (June 26, 2017) minutes were read and a few corrections made. Mark made a motion to accept the minutes, as amended, seconded by Kevin. Unanimous; motion passed.

5. Components of Bylaws

David asked about the task of the group which was clarified. John made a motion that any proposed change be on the agenda and voted on at any future meeting, seconded by Kelly. Unanimous; motion passed.

Kevin read from Robert's Rules of Order whereby bylaws may only be amended by 65% of all members. Discussion centered on whether this meant 65% of members or of those in attendance at the meeting (i.e. AGM).

John made a motion that one person be in charge of the file, seconded by Mark. Unanimous; motion passed.

6. Jean provided a document on structuring bylaws.

7. Discussion on grammatical corrections. Kevin is going to go through the entire bylaws editing for technical/grammatical errors. John reminded us that for any proposed change we need to include the rationale for the proposed bylaw change, per 421(J).

Mark made a motion that all committee members review Article I and II before the next meeting, seconded by John. Unanimous; motion passed.

Jean asked if we wanted to set a timeline for our task. We discussed the November Board meeting as being the due date for our report in order to meet the AGM newsletter dates; and the December Board meeting for the Board's vote on what to include in the 2018 AGM and newsletter.

We discussed the history of the ballot voting issue.

The Board will finalize the BRC membership at their August Board meeting.

8. Next Meeting

Monday, July 24, 2017 at 4PM in Jackie Symond's carport.

9. Mark made a motion to adjourn at 7:20PM, seconded by Kevin. Unanimous; motion passed.

Minutes submitted by Kelly Finn