

**Board of Library Trustees Bylaws Subcommittee
Meeting Agenda - Friday, June 8, 2018 10:15 AM**

Central Library – 2090 Kittredge Street, 3rd Floor Community Meeting Room

Bylaws Subcommittee:

Sophie Hahn
Judy Hunt

I. Preliminary Matters

1. Roll Call
2. Public Comment
3. Comments from Subcommittee members

II. New Business

1. Approval of Minutes: 5/3/2018 BOLT Bylaws Subcommittee Meeting
 - a. Attachment 1a: 5/3/2018 Action Minutes
2. Discussion of Content – Draft Preamble for Bylaws
3. Discussion of Content – Review of Draft Bylaws Document
 - a. Attachment 3a: Draft of BOLT Bylaws, from Trustee Hahn
4. Review of Bylaws Subcommittee Timeline
 - a. Attachment 4a: Ad Hoc Subcommittee on Bylaws Working Timeline - Dec 12, 2017
5. Set next meeting date

III. Adjournment

Communication Access Information



This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 510-981-6418 (V) or 510-981-6347 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.

I hereby certify that this amended agenda for the special meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street as well as on the Berkeley Public Library’s website on June 5, 2018.

//s//

Elliot Warren, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustees

For further information, please call (510) 981-6195.

COMMUNICATIONS

Communications to Berkeley boards, commissions or committees are public record and will become part of the City’s records. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information.

Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at Berkeley Public Library Administration Office located at 2090 Kittredge Street, 3rd Floor Admin Wing, Berkeley, CA 94704.

Agendas and agenda reports may be accessed via the Internet at www.berkeleypubliclibrary.org/about/board-library-trustees and may be read at reference desks at the following locations:

- Central Library - 2090 Kittredge Street
- Claremont Branch – 2940 Benvenue
- West Branch – 1125 University
- North Branch – 1170 The Alameda
- South Branch – 1901 Russell

Board of Library Trustees Bylaws Subcommittee Meeting
Minutes
Thursday, May 3, 2018 10:00am

Central Library - 2090 Kittredge Street
3rd Floor Community Meeting Room

Bylaws Subcommittee

Sophie Hahn

Judy Hunt

In attendance: Judy Hunt, Sophie Hahn, Elliot Warren

Others: Bradan Litzinger, Eve Franklin (Notetakers)

Members of the Public: 2

I. **Preliminary Matters**

1. Call to Order: 10:08 a.m.

Present: Hahn, Hunt

Absent: None

2. Public Comment - 1

3. Comments from Subcommittee members

Trustee Hunt – Thank you to staff for efforts to pull draft bylaws together.

Trustee Hahn – Bradan has put the vast amount of time into assembling the draft bylaws. Why are we doing this? Because no well-run board should function without bylaws. The draft bylaws are based on existing Berkeley Public Library policies, City of Berkeley Policies, California Library Association Trustee Toolkit, local library bylaws, Library Trustee Handbooks. They serve the same purpose as any boards bylaws, they provide clear operating rules.

II. **New Business**

1. Approval of Minutes: 03/01/2018 BOLT Bylaws Subcommittee

M/S/C (Hunt/Hahn) to accept the 03/01/2018 Subcommittee minutes and accept the agenda as presented

2. Discussion of Content – Review Draft Bylaws

Discussion of topic. No action Taken,

4. Review of Bylaws Subcommittee Timeline

No changes to the timeline. No action taken

5. Set Next Meeting Date

Friday, June 8, 10:15 AM – 12:15 AM

Action Items:

- a. Elliot Warren to draft a preamble statement based on discussion.
- b. Elliot Warren to send Suspension Policy (BOLT serves as appeals officer) and Gift Policy.

III. **Adjournment**

Action: M/S/C (Hunt/Hahn) to adjourn the meeting

Vote: All Ayes

Adjourned 12:00pm

Attachments:

- 1) BOLT Bylaws - DRAFT 05.03.2018.docx

Bylaws of the City of Berkeley Board of Library Trustees (BOLT)

Berkeley Public Library strives to build community through its services, programs, and collections. The Library brings people together to share access to books, information, ideas, and culture. We are dedicated to building a community of readers who share an interest in personal and community development through literacies of all types. We serve a diverse community and our services celebrate that diversity through a wide array of programs and collections that reflect and mirror the diversity of Berkeley: cultural, ethnic, religious, political, gender identity, and economic.

[Preamble Draft Language provided by Elliot Warren]

The Board of Library Trustees (“BOLT”) is appointed by the Berkeley City Council to manage the Berkeley Public Library and all branch libraries (the “Library”) on behalf of the City and citizens of Berkeley, and to provide leadership, governance and oversight.

BOLT shall endeavour to ensure that the Mission of the Library is upheld, as well as the American Library Association Bill of Rights and the Urban Libraries Council Statement on Race and Social Equity.

Article I - Organization

Pursuant to Section 30 of the Charter of the City of Berkeley (the “Charter”) and Berkeley Municipal Code (“BMC”) Chapter 3.04, BOLT is the governing body of the Berkeley Public Library. BOLT’s duties include:

1. All Duties prescribed in Section 30 of the Charter and BMC Chapter 3.04 including (excerpts):
 - a. To manage and control the Library (Charter of the City of Berkeley, Section 30, Article VII and BMC § 3.04.050)
 - b. To make and enforce rules, regulations and bylaws necessary for the administration, governance and protection of the Library and Library property (BMC § 3.04.050(A));
 - c. To appoint officers and employees of the library as may be necessary to adequately conduct the business of the library, and to prescribe their duties and powers (BMC § 3.04.050(D));
 - d. To recommend to the City Council the purchase or lease of real property (BMC § 3.04.050(E))
 - e. Any and all other duties necessary to manage and oversee the Library [BMC Citation needed]
2. Employing a Library Director who will be administratively responsible for the day-to-day operation of the Berkeley Public Library

3. Annually evaluating the job performance of the Library Director
4. Participating in the formation and adoption of a strategic plan for the Library, and supporting achievement of such plan through the Library's programs and budget
5. [Securing funding for the Library]
6. [Receiving,] [investing], appropriating, and approving the expenditures of all monies the Library shall be legally entitled to receive and spend.
7. Adopting an annual budget for the operation and maintenance of the Library
8. Approving Library purchases of materials, supplies or equipment of \$50,000 or more, and contracts for services of \$25,000 or more (LP)
9. [Authorizing and accepting an annual audit conducted by a CPA]
10. Purchasing, leasing and/or erecting buildings, quarters and sites for the Library and its administration and controlling all Library property [there is language about this in the BMC]
11. Communicating the mission, goals, needs and other important information about the Library to the City of Berkeley and to the public.
12. Making an annual report to the City Council describing the condition of the Library and a summary of BOLT's work over the course of the past year, as well as any other reports or information that may be requested by the City Council. (BMC § 3.04.100)

Article II - Membership

1. **Membership** - The Board of Library Trustees shall consist of five (5) members ("Trustee" or "Trustees"), to be appointed by the City Council (Charter Section 30). All Trustees shall be residents of the City of Berkeley (BMC 2.04.140).
2. **Appointment** - Four of the five Trustees shall be appointed by the City Council. The fifth Trustee shall be a Councilmember, also appointed by the City Council. (Section 30 of the City of Berkeley Charter)
3. **Removal** - Trustees shall be subject to removal from BOLT at the pleasure of the City Council, prior to the expiration of their appointed term. (BMC)
4. **Majority Vote Required** - A majority vote of all the members of the City Council shall be required to appoint a Trustee, fill any vacancy, or to remove any member from the board prior to the expiration of their term of office (BMC § 3.04.010)

5. **Terms** - The term of office of non-Councilmember Trustees shall be four (4) years. The term of the Councilmember Trustee shall expire on December 1 of the year their Council term expires. (BMC)
 - a. Each Trustee shall serve until a successor is appointed [and qualified]
 - b. Vacancies from whatever cause, [except temporary vacancies], shall be filled by the City Council for the unexpired term.
5. **Compensation** - Trustees shall serve without compensation. (BMC)
6. **Oath of Office** - Before a Trustee participates as a voting member of BOLT, they must take the Oath of Office as required by law at the City of Berkeley Clerk's Department or through BOLT Secretary at a regular BOLT meeting. Failure to take the Oath of office within 30 days of appointment is cause for automatic termination. [Commissioner's Manual]
7. **Attendance Requirements** - BOLT members shall attend all regular and special BOLT meetings. [exception?]
8. **Leaves of Absence ~~Temporary Vacancies~~** - In the event that a Trustee is unable to attend a meeting, that member shall notify the BOLT President and Secretary of the need for a Leave of Absence. A Leave of Absence of a period not to exceed three months may be granted by the Council; the Library Director shall submit a consent item to the agenda process for the Council to approve the absence prior to the actual absence. (CM)
9. **Resignation Procedure** - A Trustee wishing to resign shall submit a written resignation directly to the to the ~~BOLT President and Secretary~~ Library Director. Once submitted, a letter of resignation cannot be withdrawn. The effective date of the resignation is the date it is received by the ~~President and Secretary~~ Library Director unless a future date is indicated. The ~~Secretary~~ Library Director shall then notify BOLT, the City Clerk and City Council that a vacancy exists.

Commented [1]: Not subcommittee meetings

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Commented [2]: This might be excessive, but it is the standard procedure for Council-appointed commissions. There does not appear to be an exception for BOLT at this time

In addition, if we do adopt a policy of requesting/granting a leave of absence, it is likely we will need a Temporary Appointment policy (as for other commissions). I did NOT include such a policy in this draft yet

Article III - General Responsibilities

Each Trustee shall:

1. Abide by these Bylaws and all Library policy including, but not limited to, the Library's conflict of interest statement, code of ethics, and confidentiality requirements
2. Abide by the requirements of the Brown Act, and be familiar with Robert's Rules of Order
3. Strive to build strong working relationships with other Trustees; during meetings, practice civility and decorum in discussions and debate, value each other's time, and

preserve order and decorum.

4. Understand and periodically review existing Berkeley Public Library Policies, including, but not limited to, the Board of Library Trustees Meeting Policy, Ethical Conduct Policy, and Privacy Policy.
5. Understand and support basic library tenets including, but not limited to, the Library Bill of Rights, the Urban Libraries Council Statement on Race and Social Equity, [Freedom to Read/View, Intellectual Freedom, and customer privacy rights] [OTHERS?]
6. Stay informed about BOLT and Library matters by reviewing all distributed minutes, reports, and documentation.
7. Assist the Board in carrying out its fiduciary responsibilities including, but not limited to, reviewing and approving financial reports, the annual budget, and the annual audit report.
8. Stay current on developments and trends related to public libraries and, when possible, participate in library conferences, workshops, and educational undertakings.
9. Periodically visit Berkeley's Main and Branch Libraries
10. Serve as an advocate for the Library through formal and informal communication opportunities with the public, businesses, civic groups, and other organizations.
11. Strive to establish relationships with the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library and other community organizations affiliated with the Library.
12. Serve on ad hoc committees when possible, and maintain a willingness to undertake special assignments when requested
13. Abide by uphold BOLT's decisions

Commented [3]: Do we have an annual audit?

Article IV - Officers

BOLT Officers shall be the President, Vice President, and Secretary. BOLT shall elect one of its members President, and one of its members Vice-President (BMC). The President and Vice-President have full rights to make or second motions. (CM). The Director of Library Services shall be ex officio Secretary of the board. (BMC)

1. **Terms of Office -**
 - a. The President and Vice President shall be elected at the first BOLT meeting in October of each year. (BMC)
 - b. The President and Vice President shall hold office for one (1) year terms, and until their successors are elected, unless their terms as member of BOLT expire sooner. (BMC)

- c. No board member shall serve as President for more than two (2) consecutive terms if so elected; The Vice President may serve an unlimited number of consecutive one (1) year terms, if so elected.
- d. The Vice President does not assume the position of President if the President resigns from the Office of President or from BOLT, or is removed, but remains as the Vice President.
- e. In the event the Office of President or Vice President is vacated for any reason, a Special Election shall be completed within four months of such vacancy.
- f. There is no automatic or presumptive succession from the office of Vice President to President, but the Vice President may be nominated and elected to the position of President in the same manner as any other Trustee.
- g. If the offices of both the President and Vice President are vacated, the Trustee with greatest seniority on BOLT shall serve in the same manner as a Vice President, until such time as a President or Vice President is duly elected.

2. Procedures for Regular and Special Elections of the President and Vice President -

- a. Regular Elections:
 - i. In August of each year, an information report shall be included on the Regular BOLT Meeting Agenda explaining the rules for elections to the Offices of President and Vice President and the duties of such Officers, and calling for nominations to be made at the September BOLT meeting.
 - ii. At the September BOLT meeting, nominations shall be agendaized as an Action item. Trustees may nominate themselves or other Trustees for consideration for either or both Offices. Nominations require a motion, but no second, and may be declined by the nominee.
 - iii. At the October BOLT meeting, the Election of a President and Vice President shall be agendaized as two separate Action Items, with the office of President to be voted upon first. All Trustees accepting nomination for each office at the September meeting shall be listed. A duly nominated Trustee may be listed for either or both offices, but may only be elected to one. The presiding officer shall call for any additional nominations (which may be declined) or declinations as the election for each office is taken up and, after closing nominations, shall allow each nominee an equal opportunity to speak on behalf of their own candidacy. Nominees may then be discussed by the full BOLT membership, after which the presiding officer shall call for a public roll-call vote for that office. Should a Trustee nominated to both the offices of President and Vice President be elected as President, their nomination for the office of Vice President shall be nullified. The results of each vote shall be publicly announced and recorded in the minutes.
 - iv. In the event no President or Vice President is elected on the first round at the October meeting, the presiding officer may call for additional rounds of nominations, speaking, discussion and voting at the same meeting until the office is filled, or may postpone the election for that office to the next regular meeting, at which time the same procedures for nominations, speaking, discussion and voting shall be followed.

- b. Special Elections:
 - i. Special Elections for the office of President or Vice President, necessitated by the resignation or removal of a President or Vice President prior to the expiration of their term as an officer or as a Trustee, shall follow the same three-meeting process as required for Regular Elections, unless the resignation or removal takes place in the three months preceding the date for a Regular October election, in which case no Special Election shall be required.

3. Duties of the President

- a. Serve as the Presiding Officer at all meetings, and ensure BOLT's work is accomplished.
- b. Ensure that all viewpoints are heard and are considered in a fair and impartial manner, while exerting sufficient control to eliminate irrelevant, repetitious or otherwise unproductive discussion. (CM)
- c. Ensure that the Charter, Berkeley Municipal Code, BOLT Bylaws and other BOLT policies are followed. The President cannot make rules related to the conduct of meetings; only the full BOLT may do so (CM)
- d. Approve the agenda prior to distribution. This is limited to the structure and order of the agenda and does not grant the President the authority to remove items submitted by other Trustees or staff (CM)
- e. Appoint Trustees to ad hoc subcommittees, subject to the approval of BOLT. (CM)
- f. Sign correspondence on behalf of BOLT (CM)
- g. Represent BOLT before the City Council. Other Trustees may represent BOLT before the City Council, but only with formal approval by motion and majority vote of BOLT. (CM)
- h. Approve final BOLT reports to Council, without modifying content that was approved by the full BOLT. (CM)

4. Duties of The Vice President

- a. Serve as the Presiding Officer in the absence of the President, and perform all the functions of the President in their absence or disability (CM)
- b. Perform such functions as may be assigned by the President or BOLT

5. Duties of The Secretary

- a. Keep a full account of all receipts and expenditures (BMC)
- b. Keep a record and full minutes of all proceedings (BMC)
- c. Fulfill all applicable duties of the Secretary, as defined in the City of Berkeley Commissioner's Manual [or same as City Clerk?]

Article V - BOLT Meetings

- 1. **Brown Act:** All meetings must be conducted in compliance with the Brown Act (CM).

2. **Regular Meetings:** A regular meeting of BOLT shall be held at least once a month, at a time and place as determined by resolution (BMC § 3.04.050).
3. **Agenda and Notice Requirements (CM):** Agendas for regular meetings of BOLT should follow the same content and notice requirements for agendas as enumerated in the Commissioners Manual, including:
 - a. At least 72 hours before a regular meeting, the Secretary shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session, if any.
 - b. Agenda titles should fully describe the issue or action to be discussed and/or taken.
 - c. The agenda shall specify the time and location of the regular meeting.
 - d. The agenda shall include, but is not limited to, the following:
 - i. Call to Order
 - ii. Public Comment on Non-Agended Items
 - iii. Public Comment on Consent and Information Items
 - iv. Approval of Minutes
 - v. Consent Items
 - vi. Action Items (With public comment for each item)
 - vii. Information Reports
 - viii. Communications
 - ix. Adjournment
 - e. The agenda must be posted in the following locations:
 - i. [On the bulletin board at Old City Hall at 2134 Martin Luther King Jr. Way]
 - ii. At the Main Library and all Branch Library locations
 - iii. The location where the meeting will be held if not held in one of the Library branches
 - iv. On the [City of Berkeley and] Berkeley Public Library website[s]
 - f. The agenda and accompanying information for a meeting shall be approved by the President, pursuant to Section 3(d) of these Bylaws.
 - i. An item may be placed on the meeting agenda for BOLT consideration by any Board member by submitting it in person at a Regular BOLT Meeting or electronically to the BOLT President and Secretary, for consideration at the next Regular BOLT meeting.
 - ii. If an item is received after a BOLT meeting agenda has already been published, it will be considered at the next Regular BOLT Meeting for which appropriate notice can be given.
 - iii. Emergency items may only be added to an agenda at a BOLT meeting in accordance with the Brown Act, Gov. Code Section 54954.2(b).
4. **Special meetings**
 - a. Special meetings of BOLT may be called at any time by the President or by any three (3) Trustees, by written notice at least twenty-four (24) hours before the time of the proposed meeting, or at any time by the President with the written consent of all BOLT members. (BMC)

- b. Notice and agenda requirements for Special Meetings shall conform to the Commissioner's Manual.
- c. Subcommittee meetings are considered Special Meetings for the purposes of noticing and agenda requirements.

5. Meeting Conduct: All BOLT Meetings shall be conducted according to BOLT Resolution R16-016 (excerpted here), including:

- a. **Public Comment:** Any member of the public or Library staff may address BOLT during the period set aside on the meeting agenda for "Public Comment". At a regular BOLT meeting, any topic pertaining to Library business may be addressed; however at a Special Meeting of BOLT, public comment is limited to items listed on the agenda.

BOLT may not discuss or take action on an issue raised during public comment. However any BOLT member may ask a brief clarifying question or may refer a matter raised in public comment to the BOLT Secretary for follow-up or reporting back at a future date (BOLT Meeting policy).

- b. **Comments from Unions:** For regular meetings of the BOLT, representatives from the three unions representing Library employees may address BOLT. The order in which representatives of the three unions will speak will be listed on the agenda and rotated at consecutive meetings.
 - i. [Other rule about this . . . new policy]

- c. **Comments from Trustees:** Time will be set aside on the agenda for brief comments and announcements from BOLT Trustees. BOLT Trustees may not engage in discussion of items raised during the Trustee Comment period but may make a referral to the BOLT Secretary of an item for follow up or for reporting back at a future date.

- d. **Order and Decorum:**
 - i. **Presiding Officer:** The Presiding Officer has the affirmative duty to maintain order. BOLT will honor the role of the Presiding Officer in maintaining order.
 - ii. **Trustee Conduct:** While the BOLT is in session, the Trustees will practice civility and decorum in their discussions and debate. BOLT trustees will value each other's time and will preserve order and decorum. A trustee shall not delay or interrupt the proceedings of the BOLT, use personal, impertinent or slanderous remarks, or disturb any other members while that member is speaking, or refuse to obey the orders of the Presiding Officer of the BOLT

All Trustees have the opportunity to speak and agree to disagree but no Trustee shall speak twice on any given subject unless all other Trustees have been given the opportunity to speak. All Trustee remarks shall be

address to the BOLT as a body and not to any member thereof. No question shall be asked of or by a BOLT Trustee except through the Presiding Officer.

- iii. **Conduct of Public in Attendance:** Persons attending the meeting shall observe the rules and procedures of the BOLT and shall not disrupt Trustee business, for example: by shouting, making disruptive noises, such as boos or hisses; creating or participating in a physical disturbance; speaking out of turn or in violation of the BOLT’s procedures or rules; preventing or attempting to prevent others who have the floor from speaking; preventing others from observing the meeting; entering into or remaining in an area of the meeting room that is not open to the public; or approaching the BOLT table without consent. Any message to or contact with any member of the BOLT while it is in session shall be through the Board Secretary

Members of the public who do not follow the rules for decorum may be asked to leave the meeting. If a member of the public creates a significant physical disruption to the conduct of the meeting or acts in a threatening manner toward another member of the public, staff, or BOLT Trustee, law enforcement personnel may be called to remove the individual from the premises. [BOLT Meeting Policy]

Commented [4]: Suggest shortening this, or just referring to the policy?

6. Cancellation of Meetings

Upon notification that a quorum of Board members will not be present at a meeting, the President may elect to cancel or reschedule the meeting. Public notice of cancelled or rescheduled meetings shall conform to the Commissioner’s Manual.

Commented [5]: Need to check Manual

Article VI - Quorum and Resolution Adoption of the Berkeley BOLT

- 1. A quorum of BOLT shall consist of a majority of Actually Appointed members of the Board. No action shall be taken by BOLT without a quorum present.
- 2. The number of affirmative votes needed to pass a motion is the same number that constitutes a quorum. (CM)

Article VII - Ad Hoc Subcommittees (all following from CM)

- 1. From time to time BOLT or the President, with confirmation from BOLT, may appoint two BOLT Trustees to serve as a temporary subcommittee with a finite, single-purpose purview and a tenure of up to one year, as established by BOLT.
- 2. Ad hoc Subcommittee meetings are Special Meetings and must comply with the Brown Act and the Commissioner’s Manual. Trustees who are not members of the Ad Hoc Subcommittee may not attend Subcommittee meetings, even as observers.
- 3. Subcommittees are tasked with the study of a specific issue and with making a recommendation to BOLT. BOLT has the opportunity for input when the subcommittee reports its findings and makes recommendations. BOLT has final decision-making authority on the disposition of the subcommittee’s work.

4. Only Trustees may serve on Ad hoc Subcommittees; however, Subcommittees should seek input and advice from the public.

Article VIII - The Director

1. Duties of the Director
 - a. Duties of the Director shall be to oversee the day-to-day operation of the Library.
 - i. In the Director's discretion, specific tasks may be delegated to a member of the Library Staff. The Director shall have the authority to appoint employees of the Library and to negotiate with the various collective bargaining units on ongoing workplace issues (BOLT Resolution No. R07-10).
 - b. The Director's authority includes the approval of purchases of materials, supplies or equipment up to the amount of \$50,000 and contracts for services up to the amount of \$25,000.
 - i. The Director shall report to the Board contracts above \$25,000 on a quarterly basis.
 - c. The Director shall also have the authority to appoint employees of the Berkeley Public Library and to negotiate with the various collective bargaining units on ongoing issues.
 - d. The Library Director shall act as secretary as defined in Article ## of these Bylaws. The Library Director shall also serve as a resource person to BOLT Committees (second sentence from Kent)

Article IX - Amendments of the Bylaws of the Berkeley BOLT

1. Amendments to these Bylaws may be adopted by a [majority vote] at any regular meeting of BOLT. Proposed amendments must appear as Action Items on a Regular BOLT Meeting Agenda.

Berkeley Public Library
Board of Library Trustees/BOLT
Ad Hoc Subcommittee on Bylaws - Trustees Hahn & Hunt

WORKING TIMELINE

This chart presents an estimate of the minimum steps required to create Bylaws for the Board of Library Trustees, and an aspirational timeline.

It is expected that the timeline and tasks may change as the project progresses.

12/12/2017

1.	December 12, 2017	Meet: First BOLT Bylaws Subcommittee Meeting Task: Review of Materials
2.	Mid-February, 2018	Meet: Discussion of Content – Framing, Aspirational Elements; Take Public Comments Task: Continued Review of Materials & Preliminary Drafting
3.	Mid-March, 2018	Meet: Discussion of Content – Nuts & Bolts – Technical Elements; Take Public Comments Task: Continued Drafting
4.	April, 2018	Meet: Review of Drafts; Public Comment Task: Finalize and Send First Draft to Legal Department and City Clerk for review
5.	May & June 2018	Meet: No Meeting Task: Legal and Clerk review of First Draft
6.	July 2018	Meet: Review comments from Legal and Clerk and Finalize Drafts to Submit to full BOLT; Public Comment
7.	August ?, 2018	Meet: Full BOLT Meeting to Review Draft and take Public Comment
8.	September, 2018	Meet: Integrate BOLT & Public Comments, Take additional public comment Task: Finalize Second Draft
9.	November, 2018	[After Elections] Final Check with Legal Department & Clerk's Office
10.	December, 2018/January 2019	Place on BOLT Agenda to Finalize