

The ad-hoc, BDL Bylaws Review Committee met on May 10, 2019, and discussed the BDL board recruitment and nomination process along with board development/training and board committee roles and responsibilities.

### Board

Recruitment - Committee members reached out to the Branch County administrator and the county clerk, and the City of Coldwater manager all of whom encouraged the BDL board to recruit individuals when board seats become open; either when sitting board member terms are up or when board seats become open mid-term. While board members are ultimately appointed by either the Branch County Commissioners or the City of Coldwater, the BDL board can and should make recommendations in writing to the county or the city. Additionally, the recommended candidate should attend the commissioners' or city council meeting at which the appointment is to be made.

The committee discussed the need to recruit a variety of individuals. It was recommended that those who can offer professional expertise be targeted. A brief discussion also took place regarding possible term limits to maintain a fresh perspective on the board. If any further action takes place on term limits, it was committee consensus that the limit is no fewer than two terms.

Trustee Education - It was agreed by all that on-going board education and development is extremely important. Several options were discussed regarding webinars available at little or no cost as well as seminars that board members may wish to attend. It was the recommendation of the committee that the beginning of each board meeting be given over to training and development.

New Trustee Orientation - BDL staff developed an orientation manual and presentation for new board members. It was the committee recommendation that a board member, preferably the board president or other officer, participate in the orientation process.

### Committees

There was much discussion regarding the board committees, the original intended committee roles/purposes and how each committee currently operates. It was recommended that each committee develop a draft "operating procedure" description for board review and discussion. The end result should be clearly defined roles for each committee.

It was also recommended that each committee have a regular meeting schedule. In that way committee members can block a day/time and if there are no agenda items requiring committee action a meeting may be cancelled.

Additionally, it was recommended that the Finance Committee have an expanded role in fiscal oversight. Other discussion followed regarding possible restructuring of committees. The ad-hoc committee recommended that the full board accept a staff recommendation to merge the Public Service and Technology committees into one body.

Finally, there was a recommendation that written reports from each and every committee meeting be included in board packets.