

**Procedure Committee**  
**Minutes of the March 26, 2018 Organization Meeting**

The Organization Meeting of the Scarsdale Procedure Committee (PC) was called to order at approximately 8:00 pm. Present were: Citizens Nominating Committee (CNC) 2018 graduating class members Eric Cheng, Vice Chair; David Dembitzer; Madelaine Eppenstein, Chair; Jeff Goodwin; David Peck; and Nancy Steinberg; and Appointed members: Tim Foley; Eli Mattioli; Mayra Kirkendall-Rodríguez; Richard Pinto; Pam Rubin; Greg Soldatenko; Jill Spielberg; and Bruce Wells, Webmaster. SNAP appointments (2) had not been made; one member of the CNC class had resigned; and 3 members were absent (1 excused).

**Introductory-Organizational:** The chair distributed an information packet to each attendee containing copies of the following documents pertaining to the non-partisan election system in Scarsdale: Organization Meeting Outline; Draft Calendar of the 2018-2019 PC, CNC and election schedules; the Non-Partisan Resolution (NPR); 2017 PC Report to the League of Women Voters Scarsdale; January 2018 Consensus Report of the LWVS on the 2017-18 activities of the PC, the CNC and the non-partisan election system, and related recommendations of the LWVS; and the January 2018 CNC Fulfillment of Responsibilities Report. The respective roles and responsibilities of the PC and the CNC were discussed at length throughout the meeting.

**CNC Recruitment-Primary Task:** The members were encouraged to reach out to their friends and neighbors as part of an early CNC recruitment effort to find voters interested in running for the next CNC class. It was emphasized that personal outreach had been determined historically to be the most effective method.

**PC Organizational, Working Group Platform:** The group discussed broadly the contents of the materials distributed in the packet, including recommendations previously made by the LWVS, PC and CNC. The group agreed to a proposal to set up immediately a restricted access Google Group to facilitate for members the accessibility of relevant materials by the PC, the sharing of information by the PC, action necessary to fulfill PC responsibilities, and to preserve confidentiality of PC work product.

**Proposed Amendment to the Non-Partisan Resolution and CNC Rules:** The group agreed to review the framework documents of the PC and CNC for the purpose of improving the system and recommending proposed amendments: (1) the NPR, for 2018 public review and vote on any PC-proposed amendments, and (2) the CNC Rules of Procedure for CNC consideration. The PC agreed that that the source of all public comments sent to the chair as media contact would be kept anonymous.

**PC Website Ongoing Review and Update:** The group discussed the need to improve its web presence in order to adequately fulfill its primary functions to recruit CNC members, educate the public about the Village non-partisan election system, and administer the system's elections.

**Schedule:** The group reviewed the draft calendar, mandatory hard deadlines and time sensitive procedures. In the context of proposed amendments to the NPR, the webmaster initiated a discussion to establish a timeline for the 90-day public review of PC-proposed amendments. The group unanimously approved a schedule in which the PC would: issue a press release to the public immediately to invite suggestions for amending the NPR during April 1-April 30; draft a set of proposed amendments of the NPR during May 1- May 31, and submit the PC- proposed amendments for public review by June 1, 2018. Other deadlines relative to fundraising, subcommittee appointments, amending the NPR, and the CNC election were reviewed.

**Education and Publicity:** The group discussed the multiple opportunities in the schedule for outreach to the public. It was suggested that the members of the PC should review the LWVS PowerPoint program on the non-partisan election system (on SPTV) for appropriate talking points.

The meeting was adjourned at approximately 10:00 pm.  
Respectfully submitted by Madelaine Eppenstein, Chair