**Legal & Bylaws Committee: September 13, 2018 Minutes**

Attendees: Rob Torcivia, Stu Joseph, Kristen Neu, Barry Mendelsohn, Michael Freedman, Joy Weinreich & Suzie Palazzo

This meeting was called to order on Thursday, September 13, 2018 at 8:00 p.m.

**Old Business**

**Absentee Ballot Procedure**

-Special guest Suzie attended to advise committee on absentee ballot motion

-Committee discussed and refined the text to be added to the absentee ballot request form

-Committee voted unanimously on text to add to the absentee ballot request form

-Committee discussed and refined the text to be motioned to the board for a change to the administrative guidelines (Section S. absentee ballot procedure); voted unanimously on guideline text; will present motion at September board meeting

**Guest Policy**

-On hold, working on new language for committee to review and discuss

The meeting was officially adjourned at 10:28 pm.

Minutes written by Robert Torcivia (Chair) & Kristen Neu (OIC)

Minutes approved by OIC-Kristen Neu

The next meetings are:

October 11, 2018 at 8pm

November 8, 2018 at 8pm