



**Meeting Notes**

**By-Laws Team: Meeting #1**

**September 5, 2019, 10:00 a.m. Conference Call**

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**By-laws Team**

<b>Leslie Beauregard</b> <b>Assistant City Manager</b> <b>(Effective 10/1/2019)</b>	Staunton		
<b>Kelly Belanger Harris</b> <b>Assistant County Manager</b>	Fluvanna		<a href="mailto:kharris@fluvannacounty.org">kharris@fluvannacounty.org</a>
Mary Brunner	Culpeper		<a href="mailto:Mbrunner@culpeperva.gov">Mbrunner@culpeperva.gov</a>
<b>Sara Carter</b> <b>Town Manager</b>	Amherst		<a href="mailto:sara.carter@amherstva.gov">sara.carter@amherstva.gov</a>
Oneiceia Howard Division Head, Neighborhood Engagement	Norfolk		<a href="mailto:Oneiceia.Howard@norfolk.gov">Oneiceia.Howard@norfolk.gov</a>
<b>Michelle Justiniano</b> <b>Management Analyst</b>	York County		<a href="mailto:justiniano@yorkcounty.gov">justiniano@yorkcounty.gov</a>
<b>Janet Lawson</b> <b>Director of Human Resources</b>	Hanover County		<a href="mailto:jllawson@hanovercounty.gov">jllawson@hanovercounty.gov</a>
Hooper McCann	Purcellville		<a href="mailto:hmccann@purcellvilleva.gov">hmccann@purcellvilleva.gov</a>
Rosylen Oglesby Assistant to the City Manager	Portsmouth		<a href="mailto:OglesbyR@portsmouthva.gov">OglesbyR@portsmouthva.gov</a>
<b>Madeline Sefcik</b> <b>Clerk to the Board and Public</b> <b>Information Office</b>	Franklin County		<a href="mailto:Madeline.Sefcik@franklincountyva.gov">Madeline.Sefcik@franklincountyva.gov</a>
<b>Bonnie Svrcek (Team Leader)</b> <b>City Manager</b>	Lynchburg		<a href="mailto:bonnie.svrcek@lynchburgva.gov">bonnie.svrcek@lynchburgva.gov</a>
<b>Laura Triggs</b> <b>Deputy City Manager</b>	Alexandria		<a href="mailto:Laura.Triggs@alexandriava.gov">Laura.Triggs@alexandriava.gov</a>
<b>Jerri Wilson</b> <b>Legislative Liaison and Federal</b> <b>Facilities Manager</b>	Newport News		<a href="mailto:wilsonjg@nnva.gov">wilsonjg@nnva.gov</a>
Vic Wilson	Chesapeake		<a href="mailto:vwilson@cityofchesapeake.net">vwilson@cityofchesapeake.net</a>

**Note: Names in bold were present on the Conference Call.**

Bonnie began the meeting with a brief overview of the agenda with a goal of creating By-laws to guide/govern VWLG.. She then asked Jerri to provide some background regarding the creation of the Virginia Women Leading Government (VWLG) Chapter. Jerri noted that formalizing a local government women’s group in Virginia has been discussed over the past several years. She also stated that she believed we needed to focus on advancing women in local government. The Team was consistent in its

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desire to focus on inclusivity and collaboration. Bonnie applauded Jerri for her leadership role in creating the Chapter.

The Team discussed the proposed approach to our work as outlined in the Agenda. This approach was to work in pairs on articles using the Delaware Chapter By-laws <https://icma.org/sites/default/files/DEWLG%20Bylaws.pdf> as a guide but with intent to make the By-laws practical for Virginia. The attached link provides information on other WLG chapters around the country: <https://icma.org/wlg/state-chapters-directory>

Following are the volunteers for each Article:

#### **Pair 1.**

Article I: Mission Statement (Volunteer 1: Kelly Volunteer 2: Leslie)

#### **Pair 2.**

Article II: Membership (Volunteer 1: Jerri Volunteer 2: Madeline)

#### **Pair 3.**

Article III: Membership Rights (Volunteer 1: Laura Volunteer 2: Jerri)

#### **Pair 4.**

Article IV: Membership Meetings (Volunteer 1: Laura Volunteer 2: Jerri)

#### **Pair 5.**

Article V: Officers (Volunteer 1: Janet Volunteer 2: Michelle)

#### **Pair 6.**

Article VI: Committees (Volunteer 1: Bonnie Volunteer 2: \_\_\_\_\_)

#### **Pair 7.**

Miscellaneous (Volunteer 1: Sara Volunteer 2: \_\_\_\_\_)

Following is a timeline for a first draft of each of the above Articles:

September 30: Drafts of all Articles to Bonnie (earlier submissions encouraged)

October 3: Complete draft of By-laws to By-laws Team

October 10, 10:00 a.m. : Conference call to discuss Draft By-laws

For discussion purposes, Bonnie raised the issue regarding membership of elected officials in VWLG. There was clear consensus that elected officials not be considered as members.

The conference call ended at approximately 10:40 a.m.