

**BOARD OF ESTIMATE AND TAXATION**  
**Policy and Procedures Committee Minutes**  
**Thursday, November 7, 2019**  
**1:00 P.M.**  
**Gisborne Conference Room**

Present

Committee: Michael Mason, Jeff Ramer

The meeting was called to order at 1:00 P.M.

**2. For consideration and vote to amend the BET Policy and Procedures regarding addition of “germaneness” to the ability to add items to BET and committee agendas of regular and special meetings.**

The Committee discussed the four proposed edits to the “BET Reference Book 2018-2020” in the following sections:

- “Relevant State Statutes and Charter Provisions”, “I. Powers & Duties, “Meetings & Records”, Page 2
- “Organization and Meetings”, “Special Meetings”, and “Rules of Procedure at Meetings”, both on Page 18
- “Meeting Process for BET Committees”, # 2., Page 25

Mr. Ramer expressed the need for the minority members of the BET to have the ability to place items on agendas. He stated that “Nothing sees the light of day unless the majority party agrees.” is not a good policy. Currently a two-thirds vote is needed for an item to be placed on the agenda for discussion. Mr. Mason stated that he is not in agreement with the four-member rule, noting that it allows possible abuse. Mr. Ramer added that his suggested amendments were not perfect, but that germaneness needs to be included.

As an example situation, the Committee discussed a current issue and its possible placement on either the November or December 2019 BET meeting agendas. Mr. Mason supported the current ten-day notice for item discussion prior to placement on an agenda. Both agreed that members should not tolerate misuse of the current process and to leave as is for now.

Mr. Ramer moved to approve the four submitted amendments to the BET Reference Book 2018-2020 and did not receive second.

**1. Acceptance of the BET Policy and Procedures Committee Minutes of September 27, 2019**

Upon a motion by Mr. Ramer, seconded by Mr. Mason, the Committee voted 2-0 to approve the September 27, 2019 Meeting Minutes.

**3. Adjournment**

Mr. Ramer made a motion, seconded by Mr. Mason, to adjourn at 1:38 P.M.

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Elaine JV Brown, Recording Secretary

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Jeffrey Ramer, BET Vice Committee Chair

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Michael Mason, BET Vice Committee Chair

SUBJECT TO APPROVAL