

PORTLAND DOWNTOWN  
Legal Affairs Committee Meeting  
Minutes

April 17, 2017  
10:00 AM

PD Office  
Portland, Maine

Directors Present: Josh Benthien, Penny St. Louis (Co-Chair), Trish McLellan (Co-Chair)

Co-Chair Trish Weimer called the Legal Affairs Committee (LAC) meeting to order at 10:05AM.

**Minute 1. Process for updating By-Laws**

- Reviewed Redline draft of proposed changes and recommend to Board:
  - Section 5.2(f) Change tax roll for voting from “prior fiscal” to “election” year. Because nomination forms have been mailed from the Fiscal 2016 tax roll database, LAC will recommend the change is effective July 1, 2017
  - Section 5.2(i) establishes timeline for notifying Candidates of election results
  - Section 6.2 new Chair will take office April 1<sup>st</sup>
  - Section 7.3 Vice Chair will succeed if Chair cannot complete their duties

**Minute 2. Nomination Form**

- 2017 nomination forms mailed 4/14/17
- A post office box has been secured to receive nominations
- Josh and Trish will pick up nominations from the post office box on Monday May 1<sup>st</sup>
- Current Board members who are running for re-election need to complete a nomination form
- Trish will send a reminder to those board members

**Minute 3. Nomination Qualification Process**

- The process for verifying candidates will occur when nomination forms are picked up
- A list of standard questions will be drafted

**Minute 4. Ballots:**

- A ballot will be created based on qualified nominations received
- The Board needs to approve ballot; scheduled for May 18<sup>th</sup> Board meeting
- Ballots must be mailed to property owners by May 31<sup>st</sup>
- Trish will contact Albin, Randall, & Bennett (ARB) to confirm the scope of their involvement for the 2017 election
- Upon Board approval, Trish will ask Taffy to send Josh the Fiscal 2016 tax roll database. Josh will create a spreadsheet for ARB’s use during ballot verification and counting

**Minute 5**, Meeting was adjourned at 10:30AM

Respectfully Submitted,  
Trish McLellan  
Co-Chair