

Lessard-Sams Outdoor Heritage Council

MEMO: **Agenda Item #5**
DATE: January 29, 2020
SUBJECT: Discussion/Action: LSOHC Operating Procedures – potential updates
PRESENTER: Mark Johnson, Executive Director, LSOHC

Background:

LSOHC's Operating Procedures were originally adopted in December 2008 and have been revised on eight (8) occasions, the latest revision being June 28, 2018. Each year LSOHC staff reviews the operating procedures for areas that may need updating.

Other than minor grammatical or format corrections, items of significance are indicated by a vertical line on the left margin and adjacent to the respective change (s) on each page.

Of particular note are the following three change:

1. Near the bottom of page #2, within Election of Officers, item "X" depicts a suggested change meant to provide greater guidance should the Council be faced with having to fill the vacancy of an Executive Officer due to "resignation, removal, or death."
2. Near the top of page #6, Section III, subsection A(4), depicts a suggested change to remove the provision to appoint a council member to serve as liaison to CPL.
3. At the top of page #9, "Section V" is a suggested addition. This new section introduces and includes hyperlinks to the newly adopted LCC Policy Against Discrimination and Harassment under which LSOHC nonlegislative members and staff are covered.

Suggested Motion:

Motion by Member XX to approve changes to the LSOHC Operating Procedures as determined. Staff to make additional grammatical and format changes as necessary.

Attachments:

2020 Update Draft of LSOHC Operating Procedures – Unapproved Draft