

## **Advisory Board Minutes - November 2003**

Approved 20 December 2003

### **Call to Order**

November Session (11/1/03) The November Meeting of the Advisory Board of The USGenWeb Project was called to order by National Coordinator Isaiah Harrison.

### **Approval of Minutes**

11/03 (11/19/03) By general consent, the minutes of the October 2003 meeting of the Advisory Board were approved as written.

### **Motion**

EC Procedures (11/7/2003) SW/SC CC Representative Phyllis Rippee presented the following motion:

"I move that the current procedures for conducting the yearly election for NC and AB Representatives be changed so that voting will begin on July 1 and end at midnight July 10. Any race where a person does not receive a true majority (50% plus 1 vote) of the votes cast for that office, will necessitate a run-off election between the two candidates receiving the most votes. The run-off will begin July 22 end at midnight July 31."

The motion was numbered 03-23. Discussion ensued.

The motion failed with 3 "yes" votes, 9 "no" votes, no abstentions, and 3 members not voting.  
(11/12/2003)

Those voting YES: Teri Brown, Jan Cortez, Phyllis Rippee

Those voting NO: Pam Reid, Shari Handley, Richard Howland, Don Kelly, Darilee Bednar, Gail Meyer Kilgore, Linda Blum-Barton, Larry Flesher, Bettie Wood

Those abstaining:

Those not voting: Cyndie Enfinger, Christine Goff, Denise Woodside

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Additional Comments:

None.

### **Motion**

EC Procedures (11/14/2003) Representative-At-Large Shari Handley presented the following motion:

"I move that the following addition to the EC Procedures be adopted:

G. Election Schedule

The voting period for elections shall be July 1 through July 31, with any necessary run-off elections scheduled to begin as soon as possible after July 31."

The motion was numbered 03-24. There was no discussion.

On the initial vote, the motion failed with 8 "yes" votes, 4 "no" votes, 1 abstentions, and 2 members not voting. (11/17/2003)

Those voting YES: Cyndie Enfinger, Shari Handley, Richard Howland, Darilee Bednar, Christine Goff, Linda Blum-Barton, Larry Flesher, Bettie Wood

Those voting NO: Teri Brown, Jan Cortez, Don Kelly, Phyllis Rippee

Those abstaining: Pam Reid

Those not voting: Gail Meyer Kilgore, Denise Woodside

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Additional Comments:

Christine Goff's vote was cast/received late, after the motion had failed.

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When the vote was reconsidered (see below), it passed with 10 "yes" votes, 2 "no" votes, no abstentions, and 3 members not voting. (11/25/2003)

Those voting YES: Cyndie Enfinger, Pam Reid, Shari Handley, Richard Howland, Teri Brown, Jan Cortez, Darilee Bednar, Linda Blum-Barton, Larry Flesher, Bettie Wood

Those voting NO: Don Kelly, Phyllis Rippee

Those abstaining: none

Those not voting: Gail Meyer Kilgore, Christine Goff, Denise Woodside

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Additional Comments:

None.

### **Motion**

Reconsider Motion 03-24 (11/20/2003) Representative-At-Large Shari Handley presented the following motion:

"I move to reconsider the vote on Motion 03-24."

Discussion ensued.

The motion passed with 10 "yes" votes, no "no" votes, no abstentions, and 5 members not voting. (11/23/2003)

Those voting YES: Pam Reid, Shari Handley, Teri Brown, Darilee Bednar, Gail Meyer Kilgore, Christine Goff, Linda Blum-Barton, Larry Flesher, Phyllis Rippee, Bettie Wood

Those voting NO:

Those abstaining:

Those not voting: Cyndie Enfinger, Richard Howland, Jan Cortez, Don Kelly, Denise Woodside

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Additional Comments:

Debate was limited to whether the motion should be reconsidered.

### **Motion**

No Adjournment (11/23/2003) NE/NC CC Representative Jan Cortez presented the following motion:

"I move there be no adjournment until the issue involving (census project) links has been resolved."

The motion was numbered Motion 03-25. Discussion ensued.

(11/27/2003) Tombstone Project Representative Pam Reid made a motion to close debate and call the question. The motion to call the question passed with 8 "yes" votes, no "no" votes, 1 abstention, and 6 members not voting. (11/29/2003)

Those voting YES: Cyndie Enfinger, Pam Reid, Teri Brown, Jan Cortez, Don Kelly, Darilee Bednar, Larry Flesher, Phyllis Rippee

Those voting NO: none

Those abstaining: Shari Handley

Those not voting: Linda Blum-Barton, Richard Howland, Gail Meyer Kilgore, Christine Goff, Denise Woodside, Bettie Wood

Voting then commenced on the main motion. The motion passed with 11 "yes" votes, no "no" votes, no abstentions, and 4 members not voting. (12/2/2003)

Those voting YES: Cyndie Enfinger, Pam Reid, Shari Handley, Teri Brown, Jan Cortez, Don Kelly, Darilee Bednar, Linda Blum-Barton, Larry Flesher, Phyllis Rippee, Bettie Wood

Those voting NO: none

Those abstaining: none

Those not voting: Richard Howland, Gail Meyer Kilgore, Christine Goff, Denise Woodside

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Additional Comments:

None.

### **Other Business**

Mediation Committee Report (11/19/2003) National Coordinator Isaiah Harrison posted the following correspondence:

With two members of the Mediation Process committee in agreement and pursuant to our charge of revamping the Mediation Process in way that would make it mandatory, the committee submits the following for consideration:

When a grievance is filed with the Advisory Board, it will automatically become subject to this mandatory mediation process. Persons wishing to file complaints/grievances should read this document in its entirety, in order to fully understand the process and the responsibilities of everyone involved.

#### About the Mediation Process

The purpose of the Mediation Process is to assist USGenWeb members, and some affiliates, in reaching fair and amicable settlement of issues on which disagreement exists, in concurrence with Article VI, Section 3, of the USGenWeb By-Laws.

The goal of Mediation is that final resolution of conflict in a fashion that best addresses the interests and concerns of all parties, the USGenWeb Project and researchers.

#### Advisory Board Mediators--Selection, Procedure and Duties

##### Selection of Mediators

The National Coordinator shall ask which members of the Advisory Board are willing to serve as mediators. The entire Advisory Board shall then vote to select five (5) of these volunteers.

The names of the mediators shall be posted in alphabetical order on the National Website.

Immediately after the selection process is completed, the Advisory Board Secretary, or Recording Secretary, shall randomly draw these five (5) names to determine the order in which conflicts will be assigned. This order will remain confidential to the NC, Secretary and Mediators.

No conflict shall be assigned to a Mediator if he/she is named in the complaint.

##### Duties and Responsibilities of the Mediators

Upon reviewing an assigned grievance, the Mediator may and should, pass the request to the next Mediator on the list if

He feels his association with either party would give the feel of impropriety.

He knows he will not be available for the time needed.

He feels he could not remain unbiased in a particular conflict.

He feels an inherent conflict of interest.

The Mediator will contact the parties to notify each that the grievance has been received.

The Mediator will subscribe all parties to a private list. The Mediator shall serve as neutral Chair, and will insure that all parties have a full, fair and equal opportunity to be heard and to present relevant material.

The role of the Mediator shall not be to pass judgment, or determine outcome, but to serve as a facilitator in bringing the conflicting parties together so that they may reach a point of agreement

between themselves, and thus resolve the conflict.

The Mediator may utilize all forms of communication to enhance and expedite discussions.

At the conclusion of mediation, the Mediator will unsubscribe all parties from the private list and report the outcome to the Advisory Board, in Executive session.

In the event a Mediator is unable to complete his assignment, due to illness, emergency, etc., the next-in-line Mediator will be asked to step in so that discussions may continue.

Agreements found to be not in concurrence with UsGenWeb By-Laws will be re-negotiated.

#### Mediation Eligibility

The Mediation Process is applicable when a complaint, or grievance, is filed by the following:

Any member of the USGenWeb Project, filing on his/her own behalf, within 45 days of incident, or discovery of incident.

Former USGenWeb members within 14 days of termination of membership either with the Project, or within a specific State or Special Project.

Transcribers and accepted contributing researchers, within 45 days of incident, or discovery of incident.

Copyright disagreement may be assigned for mediation only by the Advisory Board.

In the case of two or more individuals forming one party, the group will select one spokesperson to enter into Mediation, on behalf of the others, in addition to an advisor/counselor. The chosen advisor/counselor may be a member of the group.

#### Filing Procedure

A filer should compile a note using the subject line "Complaint", or "Grievance", give a brief description of the conflict and the name(s) of the opposing party/parties. The note shall be sent to the filer's Regional Representatives on the Advisory Board.

Filer understands that his Regional Representatives may request clarification, make helpful suggestions, or offer to personally assist in reconciling the differences, prior to forwarding the request to the appropriate USGenWeb Advisory Board Mediator, to insure that all other avenues of settlement have been exhausted.

#### Mediation Procedure

Upon receipt of the complaint/grievance, the Mediator shall offer each party an opportunity to choose a current member of The USGenWeb Project to serve as advisor/counselor. Each member has the right to waive the selection of an advisor/counselor. A waiver may not be withdrawn once mediation begins.

Recognizing the importance of confidentiality during mediation, all communication, dialogue, documents, logs, etc. presented is to be considered privileged information and will remain confidential during and after negotiation.

Mediation may continue for an indefinite period, as long as the mediator feels that progress is being made and an amicable and just conclusion may be reached.

All agreements are considered binding and parties are expected to honor and abide by agreements reached during mediation.

The results (only) of the Mediation Process may be made public to the membership, by the involved parties, if all parties are in agreement.

At the close of Mediation, the Mediator shall report a summary of the grievance and outcome of mediation to the Advisory Board in Executive Session. In the event that a resolution has not been reached, the Advisory Board will then review the issue with the Mediator, call on the parties involved to submit further statements only if deemed necessary, and issue a ruling.

Respectfully submitted,  
Phyllis Rippee, Chair  
Mediation Re-Write Committee

### **Other Business**

Use of Board-Exec list (12/01/2003) Recording Secretary Angie Rayfield made the following announcement:

The following topics were discussed on the BOARD-EXEC list during the November 2003 meeting:

Complaint received regarding linking practices.

Investigation showed that the links in question were from one of the census projects, rather than a USGenWeb Project page. Complaint was referred to the appropriate project; situation had already been corrected.

Continuation of discussion of complaint by member regarding state election practices

Mediation was proposed but declined by one party involved. Complainant reconsidered and withdrew complaint with no further action.

Discussion of links to census projects.

The full text of all BOARD-L messages can be viewed in the threaded list archives for this list, located at <http://archiver.rootsweb.ancestry.com/th/index/BOARD/>

Angie Rayfield  
Recording Secretary

Please remember that minutes are a record of what was done at the meeting, NOT what was said by members or guests. If you have any questions or comments about the minutes, please feel free to write to [carolinaroots@inmyattic.com](mailto:carolinaroots@inmyattic.com).