

## Bylaws and Procedures Committee

Minutes from the meeting held on 21<sup>st</sup> September 2015, 3:00-4:00 pm in 156 CL

**Present (voting members):** Alice Blazek (Nursing), James Cassaro (ULS), Małgorzata Fort (HSLs), Michael Neft (Nursing), Scott Nelson, Chair (Chemistry), Lenore Thomas (Arts & Sciences), Peg Verrico (Pharmacy), Jessica Thomas (CGS), Paula Carpinelli (Purchasing); **non-voting members:** Kurt Summersgill (Dental Medicine), Cynthia Moore (General Counsel), Frank Wilson (Senate President), Lori Molinaro (Senate Office)

Meeting was called to order at 3:04 pm and the quorum ascertained.

There were no minutes from the last meeting to approve, since the committee had no quorum at the May 29<sup>th</sup> meeting.

Then, the meeting ran its course according to the agenda:

1. The Chair welcomed new members, introduced himself, and then each member introduced himself/herself.
2. The Chair presented the revised version of *Guidelines for Executive Session Meetings of the Standing Committees* to be included in the Senate Administrative Handbook, summarized the history of the document, and reminded the members of the justification for the executive sessions. The short discussion followed focusing on the nuances of *closing the meeting* phrase. It was agreed that *closing the meeting to the public* phrase will be used instead to prevent further confusion and that consistent punctuation will be used.

Motion from Blazek to vote to approve *Guidelines*, seconded by Cassaro.

Votes were counted: 7 in favor, 1 abstained

The document *Guidelines for Executive Session Meetings of the Standing Committees* was approved.

3. The Chair introduced a new document for inclusion in the Senate Administrative Handbook, *General Consideration for Conducting Standing Committee Business*. This document was prepared to guide new committee chairs in running the committee business. It provided information on Chair responsibilities from Bylaws, suggestions for organizational meeting, information on executive session, voting practices based on Robert's Rules of Order, guidelines for recording and posting minutes. The discussion which followed generated the following ideas:
  - \* do not include specific number of required meetings, instead use a vague statement "as often as needed to conduct business"
  - \* include time requirement for approval of the meeting minutes, for example minutes should be approved not longer than 1 month after the meeting, and no longer than a month later they should be posted to the Senate website

\* though unanimous approval is a frequent practice approving minutes should be like any other voting with adequate time to review the minutes before taking the vote

\* include the deadline whenever you ask for an electronic vote and always allow a reasonable amount of time for all members to have the chance to vote

\* combine section on posting the minutes (VII) with section II. Minutes

Action: Nelson will incorporate the above suggestions into the revised version of *General Considerations* before the next meeting. It will be done preferably before October 19<sup>th</sup> (per President Wilson's request, who would like to share this document in progress with other committee chairs at the upcoming meeting.)

4. Nelson reminded everyone to pass on to him any suggestions for future topics to be included in the next agenda.

Meeting was adjourned at 3:50 pm.

Minutes submitted by Małgorzata Fort