

Bylaws and Procedures Committee

Minutes: 11/19/13

Members Attending: Alice Blazeck (Nursing), Nick Bircher (Co-Chair, Medicine), James Cassaro (ULS), Marilyn Davies (Nursing), Scott Nelson, (Chair, Chemistry), Kurt Summersgill (Dental), Mitali Pati (Student representative)

Staff and Guests: Lori Molinaro (Senate Office), Michael Spring (Senate President), Thomas Smitherman (Senate Liaison). Cynthia Moore (Chancellor's primary liaison, General Counsel), Carey Balaban (Faculty Affairs)

1. The meeting was called to order at 1:05 pm. A quorum was established.
2. Approval of minutes: September 25, 2013. Approved.
3. Election of New Chair. Scott Nelson was nominated for the position of Chair. All voted yes, with one abstention.
4. Old Business
 - A. Search Committee Guidelines follow-up: These have been posted: [http://www.pitt.edu/univsenate/sc%20documents/Search%20Guidelines%20for%20Sr%20Administ%20\(final\).pdf](http://www.pitt.edu/univsenate/sc%20documents/Search%20Guidelines%20for%20Sr%20Administ%20(final).pdf), but not yet on the University Policies section. This is not yet in the Guidelines section. Lori will contact Dr. Ramicone's office, cc'ing Dr. Bircher.
 - B. Further Review of Mission Statement. No changes were proposed.
 - C. Review of update to University Senate Administrative Handbook. No changes were proposed.
 - D. Clarification of procedure for Standing Committee name change: editorial change to the Bylaws versus substantive amendment. President Spring has requested a brief comment on the historical evolution of our current committee structure. Dr Spring would like the Committee to take a look at the Standing Committees. He has some question about the scope of the Research Council and the Conflict of Interest Committee. He would like proposals, or at least reflections presented to the Executive Committee. **Response:** Dr. Bircher has been looking into the origins of new committees (Minutes, mergers of committees, discontinuation of committees) for precedents. No action was taken. Dr. Bircher will report back to the Committee.
 - E. Request from President Spring to clarify the historical origin of the liaison appointment of Senate officers to the Standing Committees: **Request:** Consideration of an amendment to greater reflect the current practice. **Response:** Do the Bylaws address how members of the faculty are appointed to University Committees? The consideration of an amendment was tabled as it was considered premature at this time.
5. New Business
 - A. Consideration of Committee Agenda for AY13-14
 - B. Professor Frieze's Proposal for a Research Policies Committee
 - C. The Smitherman Amendments (sent separately). These were tabled.
 - D. Consideration of Restructuring Standing Committees. See above.

6. Next meeting: 1-27-2014

7. Adjournment at 2:10 pm.

Kurt Summersgill, Secretary
Drafted: 1-27-2014
Approved: