

Bylaws and Procedures Committee

Minutes from the meeting held on 18th of November 2016, 1:00-2:00 pm in 156 CL

Present: James Cassaro (ULS), Małgorzata Fort (HSLs), Stephen Hirtle (Information Sciences), Thottala Jayaraman (Dental Medicine), Scott Nelson, Chair (Chemistry), Lenore Thomas (Arts & Sciences), Peg Verrico (Pharmacy), Aliyah Weinstein (GPSG), Michael Spring (Senate Liaison), Lori Molinaro (Senate Office)

Meeting was called to order at 1:02 pm and the quorum ascertained.

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. Since the minutes from the last meeting were not distributed ahead of the meeting, Nelson suggested to send them out to everyone via email instead of passing one printed copy at the meeting. He will ask for approval via email.
3. Before proceeding to the main point of the meeting, *i.e.* election of officers, Nelson reminded everyone that the committee does not need to have a vice chair and asked for a vote whether we want to continue to have a vice chair for the next year.

The committee voted unanimously to maintain the vice chair position.

4. Election of officers:
Motion from Cassaro to nominate Nick Bircher as vice chair, motion seconded by Hirtle.
Votes were counted: Nick Bircher was elected unanimously as vice chair.

Next, motion from Jayaraman to nominate Gosia Fort as secretary was seconded by Cassaro.
Votes were counted: Gosia Fort was elected unanimously as secretary.

Finally, after Nelson confirmed Jim's willingness to stand for election, motion from Jayaraman to nominate James Cassaro as the chair. Motion was seconded by Nelson and called to vote.

Votes recorded as follows: James Cassaro was elected unanimously as the chair.

5. Question from Weinstein prompted Cassaro, followed by Nelson and Spring to talk about the Bylaws and Procedures Committee's charge, scope of work and importance.
Next, Spring gave his suggestion for future topics. According to Bylaws "the University administrative officers shall consult the Senate, its officers, or its committees on any matter of University-wide concern." However, this is not always the case. He suggested, pointing to the most recent example of policy which did not gain Faculty Assembly's acceptance, to the need of formal review of motions presented to FA or Senate Council for voting. Bylaws and Procedures Committee is a perfect body to offer the "procedural hearing" or review of motions. This offer, however, should be presented in a way that is not considered as a "power grab" but as help to

polish the language and format of the motion/policy before they are presented for FA/Senate Council vote.

Spring brought also to Committee's attention the policies on hiring senior academic administrators. Molinaro offered to send link to the bylaws for the new members and also to the link to the above mentioned policy.

Meeting was adjourned at 2:00 pm.

Minutes submitted by Malgorzata Fort