

Bylaws and Procedures Committee
Minutes: October 1, 2014

Members Attending: Alice Blazeck (Nursing), Malgorzata Fort (HSLs), Thottala (Jay) Jayaraman (Dental Medicine) Scott Nelson, (Chemistry, Chair), Ketki Raina (Occupational Therapy), Kurt Summersgill (Dental Medicine), Mitali Pati (Student representative)

Staff and Guests: Lori Molinaro (Senate Office), Thomas Smitherman (Senate Liaison), Debbie Rougeux (Commonwealth Relations Committee)

1. The meeting was called to order at 2:00 pm. A quorum (5 voting members) was established.
2. Approval of minutes: April 4, 2014 minutes are not available. Summersgill will try to reconstruct them.
3. Committee name change. Debbie Rougeux, from the Commonwealth Relations Committee presented a proposal for a change in the name of that standing committee to “Governmental Relations Committee”, and submitted a mission statement. The request reflects a change in activity, and the reality of the situation, as they often invite government officials of the community and area to University of Pittsburgh functions, rather than just state-wide (commonwealth) officials. There appears to be no duplication with other committees. Action: On a motion to recommend the name change, the committee voted unanimously in favor.
4. Elections of officers: Nick Bircher was nominated as co-chair, Kurt Summersgill was nominated as Secretary, Scott Nelson was nominated as Chair. Action: All were elected unanimously.
5. Review of Bylaws and Procedures Committee Mission Statement. Members reviewed the statement. No suggested changes were offered. The mission statement should be reviewed at least annually and propose changes if indicated. Informational.
6. Creation of subcommittee for review of Senate officer liaisons to the University Standing Committees. We have been asked to review the policy of Senate officer liaisons. Nelson will chair the *ad hoc* subcommittee, with Jayaraman and Raina volunteering as members.
7. New Business. Dr. Smitherman spoke on concerns about how committees function, and about whether they are following bylaws and procedural guidelines. One example is making decisions without a quorum (5 members) and notifying all members of meetings. This kind of guidance is in the Handbook. Action: We should check to see that the Handbook is available on the website.
8. Next meeting: End of November, 2014

9. Adjournment at 2:45 pm.

Kurt Summersgill, Secretary

Drafted: 11-12-2014

Approved: 12-1-2014