**December 1, 2023**

Call meeting to order

* Plan to adjourn 5 min early

**Attendees (green = present)**:

* Naomi Binnie - University Library
* Adam Burak– Engineering (Chair)
* Arlo Clark-Foos - CASL (Dearborn)
* Mimi Dalaly – Public Health
* Luca Giobbio – LSA-Political Science (undergraduate)
* Shanna Kattari - Social Work
* Jacob Lederman - Dept Behavioral Sciences (Flint)
* Kelly Michael Jones-Law School (Student)
* Rebekah Modrak (SACUA Liaison)
* Massy Mutumba - Nursing
* Wayne C. Petty - Music, Theatre & Dance
* Eric Vandenberghe - Faculty Senate Office
* Kristen Verhey – Medical School
* Oleg Zamulin- LSA
* Luke Mccarthy- Faculty Senate Office
* Keely Jones- Graduate Student (Law)

**Agenda:**

1. Approve previous meeting minutes
2. Grievance
3. Bylaws
4. Organize an in-person meeting (lunch provided) to foster committee cohesion (Topics)

**Topics:**

Bylaws

* Examples
  + <https://regents.umich.edu/files/meetings/01-01/bylawsrevisedJuly2023.pdf>
  + <https://en.wikipedia.org/wiki/By-law>
  + <https://www.kidlink.org/docs/RobertRules/chap20.html>
* Main pieces
  + What defines bylaws?
    - Organization
      * Name
      * Mission
      * Members
      * Officers
        + President, Secretary, Treasurer, etc.
    - How to make/change rules
      * Quorum
    - Committees
  + What are Robert’s Rules?

Grievance

* Recommendations:
  + Encourage mediation
    - On both sides
  + Enforcement mechanism is needed.
    - Actions that must be taken if a grievance is successful
  + Should Grievant be allowed representation?
  + Should results be made public?
  + Should we recommend an appeal mechanism?
  + Any other recommendations?
    - Discuss and vote