

February 9, 2024

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)
- Keelly Michael Jones-Law School (Graduate 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

**Agenda:**

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

**Topics:**

**Bylaws**

- How do we define bylaws?
  - The [Regents bylaws website](#) says:
    - The bylaws lay out a broad overview of the university's governance, structure and organization. Additional information about the university's hierarchy of legal and policy requirements, authority and delegations, as well as institutional-wide policies and procedures can be located on the [U-M Standard Practice Guide website](#).
- How do we define guidelines/policies/standard practices?

- The [Standard Practice Guide website](#) says:
  - Policies: “University policies (SPGs) set expectations for individual and organizational behavior for employees and departments, and apply to the entire institution.”
  - Authority and delegations: “All employees act on behalf of the university in different capacities; but certain decisions and commitments require proper delegation of authority to be official and binding.”
  - Relationship between SPGs and other campus or local policy: “University-wide policies (SPGs) apply to the whole institution, but every campus, school, college and department has unique needs and operations. Individual units may develop policies and procedures to suit their circumstances, provided they remain consistent with SPG requirements.”
- How do we differentiate the two?
  - Bylaws: a broad overview of the entity’s governance, structure and organization.
  - Policies: expectations for individual and organizational behavior.
- What level of public should they be publicly available to?
- It is important that changes be recorded.
- Examples
  - [Eric’s example](#)
    - Thank you Eric!
  - <https://faculty.medicine.umich.edu/sites/default/files/downloads/MedicalSchoolBylawsApproved12-17-23.pdf>
  - [https://drive.google.com/file/d/1i1kuzUMG4NPQ46M2C\\_1TIBavhAqMCpn/view](https://drive.google.com/file/d/1i1kuzUMG4NPQ46M2C_1TIBavhAqMCpn/view)
  - [https://nursing.umich.edu/sites/default/files/content/page/info/doc/umsnfacultybylawsMay2019\\_1.pdf](https://nursing.umich.edu/sites/default/files/content/page/info/doc/umsnfacultybylawsMay2019_1.pdf)
  - <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?

- Preamble
- Faculty ranks
- Compensation
- Resignation/retirement
- Org chart
- Glossary
- Governance rules
- How to resolve conflicts
- Meeting frequency
- Resources expected for every faculty

- What are we recommending?

- Are we prescribing what is in the bylaws (main elements)?
- Should be careful not to “require” things to vastly different units
- Suggested to include specific examples to share with units
- Timeline suggested to be lenient for unit bylaw implantation
  - 2 years?
- Sharing these with the Senate Assembly would be a good starting point as all schools and colleges have representation there

- Define what a “unit” is

- Not an easy definition
- Different schools may not have an easy definition of what a unit is
- What defines a “faculty meeting”?
- Do you have Chairs under the Dean

- Was that part of our charge? Ask SACUA, what they meant by “unit”.
- When a school as made up of separate units, then those units should have their own bylaws
- A unit is a voting body
- In a template, give several examples to clarify that it is a flexible document
- Looking for alternate methods of conducting a meeting other than Robert’s Rules of Order
  - Shanna is reviewing this, and reaching out to other parties
  - Difficult to find good rule sets for large governing bodies
  - Other possible methods ideal for smaller bodies to be shared with the group
    - Red, yellow, green method described as one alternate method