

March 14, 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
 - Unit definition
 - Prevent Robert's Rules from propagating into bylaws template
4. Organize an in-person meeting (lunch provided) to foster committee cohesion (Topics)
 - Can we do this for our last meeting?
5. Next month finalize recommendations

Topics:

Bylaws

- What defines a "unit"?
 - Has regular faculty meetings.
 - Is a voting body.
 - SACUA does not have a good answer.
 - What I found online:

- “UNIT refers to any organization across the University such as a school, college, department, or central office. The Health System as well as the Flint and Dearborn campuses are considered University units.”
[<https://spg.umich.edu/sites/default/files/601x27.pdf>; Information Security Policy SPG 601.27]
- “A school, office, division, college, or department that has the authority to sponsor student organizations.”
[<https://campusinvolvement.umich.edu/content/university-unit>; Center for Campus Involvement]
- “**Unit** means a division of the University to which academic appointments can be made and to which resources can be allocated, including departments and similar units, centers, institutes, schools, and colleges.”
[<https://cam.illinois.edu/policies/asa-21/>; University of Urbana-Champaign]
- UM GPT: “A "unit" at a university is a division or section within the institution that serves a specific academic, research, or administrative function, such as a department, school, college, research institute, or administrative office...Each of these units typically has its own leadership structure, faculty, and administrative staff to manage its specific responsibilities and contribute to the overall mission of the university.”
- I think that UM GPT provides the best answer, which I will revise to: “A "unit" is an organization within the University that serves a specific academic, research, or administrative function, and has its own leadership structure, faculty, and administrative staff to manage its specific responsibilities and contribute to the overall mission of the university.”

- How do we warn SACUA that developing a template that follows Robert’s Rules may propagate unwanted biases?

- Develop a statement?
 - It should be recognized that bylaws generated from Robert’s Rules of Order may have issues with equitability.

- Should we include anything else?

- 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_1TIIBavhAqMCpn/view
 - https://nursing.umich.edu/sites/default/files/content/page/info/doc/umsnfacultybylaws_may2019_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>
- <https://publicdisputes.mit.edu/whats-wrong-roberts-rules>
 - Thank you Shanna!
- <https://www.pon.harvard.edu/shop/breaking-roberts-rulesthe-new-way-to-run-your-meeting-build-consensus-and-get-results/>
 - Thank you Shanna!