

**SMHS Bylaws Committee**  
**October 10, 2024 – 1:00 pm**  
**Zoom Meeting**

**In Attendance:** David Schmitz, Wanda Lauer, Julie Grabinski, Julie Solberg, Motoki Takaku, Shahram Soleymani-Mohammadi, David Bradley

**Others in Attendance:** Judy Solberg, Nikki Voigt, Victoria Haynes

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
Approve minutes from September meeting	The minutes were distributed to committee members prior to the meeting.	Julie Grabinski made a motion to approve the minutes, seconded by Julie Solberg. The motion passed unanimously.
Dr. Haynes discussion of proposed standing committee	<p>Committee would ensure all voices throughout SMHS are included and would help move the strategic plan forward. Committee will continue beyond current strategic plan.</p> <p>Judy Solberg explained the next steps in forming committee: language needs to be drafted through Bylaws Committee (taken from Victoria Haynes' draft), then it will go to Faculty Council for review. If they approve, it will go out to all faculty members for vote. If approved, it will be adopted.</p> <p>There is no template for this, but Bylaws include items that need to be included.</p> <p>Suggestion to form a sub-committee that will complete draft and then bring back to the full Bylaws committee. Victoria Haynes also to be invited to sub-committee meetings.</p>	Sub-committee members are Julie Solberg, Wanda Lauer and Judy Solberg.
Policy 3.6, Drug and Alcohol Screening Education policy	This will be discussed at next meeting.	

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Assignment of policies (primary and secondary reviewers)	Chairs meeting with Ken Ruit and Judy Solberg on Oct. 15 and will assign policy review after that.	
Assignment of Bylaws review	Chairs meet with Ken Ruit and Judy Solberg on Oct. 15 and will assign Bylaws review after that.	
Adjournment	Meeting adjourned at 1:30 pm.	

Prepared by: Nikki Voigt