


**SMHS Bylaws Committee**  
**November 15, 2021, 1:00pm**  
**ZOOM Conference**

In Attendance: Drs. Thad Rosenberger, Stephen Tinguely, Abe Sahmoun, Bibhuti Mishra, Shahram Solaymani-Mohammadi, Julie Solberg  
 Absent: Drs. Gary Schindler, and Emily Henneman  
 Others in Attendance: Dr. Ken Ruit, Dr. Judy Solberg, and Mary Johnson

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
Call to Order	Meeting was called to order by Dr. Thad Rosenberger. Introduction of all members completed.	
Review and approval of June 7th, 2021 meeting minutes	Minutes were reviewed and approved	Motion made by Dr. Stephen Tinguely to accept and approve the annual report as completed. Motion was seconded by Dr. Abe Sahmoun. Unanimously approved.
Election of Chair	Dr. Rosenberger offered his time to continue as the Chair.	Motion made by Dr. Stephen Tinguely was seconded by Dr. Bibhuti Mishra as follows:  Unanimously approved.
Review of Bylaws committee charge	<p><b><u>Charge: The Bylaws Committee shall:</u></b></p> <ul style="list-style-type: none"> <li>i. Review the SMHS Bylaws formally on a biennial basis to ensure it reflects the needs and functions of the School.</li> <li>ii. Review School-wide policies on an annual basis to ensure they reflect the needs and functions of the School.</li> <li>iii. Address any issues or concerns at any time at the request of the FC, any committee of the FC or based on a submitted written petition proposing an amendment to the Bylaws.</li> <li>iv. Incorporate into the Bylaws all amendments approved by the faculty.</li> <li>v. Incorporate into the Bylaws any purely editorial change in wording not requiring approval by the faculty.</li> </ul>	No motion required

	<ul style="list-style-type: none"> <li>vi. Include amendments to the Bylaws, approved by the FC and by the voting faculty, into the existing Bylaws.</li> <li>vii. Advise the FC on resolving conflicts or omissions in the current Bylaws.</li> <li>viii. Make sure posted bylaws remain up-to-date.</li> </ul>	
Suggested addition to Bylaws document (Subsection One-The Dean (Page 2))	Suggested addition: The responsibilities and privileges of the dean and the administrative officers are defined in their position descriptions that are incorporated into these bylaws by references (see Appendices X(to be added later)).	<p>It was suggested that the position descriptions of the Dean and administrative officer NOT be included in the Bylaws document, but rather posted on the School's website then this website can be referred to in a Bylaws revision.</p> <p>Further action on this subject was <b>tabled</b> until after the web site was updated.</p>
Working group assignments of School-Wide policies that need reviewed.	<p>Discussion was held regarding the number of policies that need reviewed and the order in which they are to be reviewed. An agreement was suggested we try to keep within the 1 year time frame as closely as possible. Working subcommittees of the Bylaws committee will be responsible to reviewing/modifying individual policies for presentation and latter approval.</p> <p>Policies 3.2, 3.3, and 3.9 were assigned to working subcommittee to be reviewed at the December meeting.</p> <p>Other policies will be assigned at a later time.</p>	<p>No voting was required.</p> <p>Policy 3.2, will be reviewed by Drs. Tinguely, Sahmoun, and Rosenberger</p> <p>Policy 3.3, will be reviewed by Drs. Tinguely, Sahmoun, and Rosenberger</p> <p>Policy 3.9, will be reviewed by Drs. Solberg, Solaymani-Mohammadi, and Rosenberger</p>
Adjournment: 2:10 PM		
Next Meeting:	December 15, 2021	

  
Thad Rosenberger, Ph.D., Chair

12/15/2021  
Date