

Bylaws Committee
SMHS
November 16, 2016

Attending: Dr. Cindy Janssen, Dr. Jeanie McHugo, Dr. Thad Rosenberger, Breann Lamborn, Dr. Susan Splichal, Dr. Arielle Selya, and Dr. Min Wu

Absent: Dr. Jane Dunlevy, Dr. Jay MacGregor

Others in Attendance: Dr. Ken Ruit, Judy Solberg

Recorder: Mary Johnson

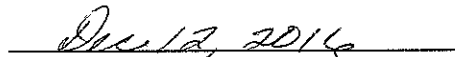
AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
Welcome/Call to order	Dr. Cindy Janssen welcomed everyone to the meeting.	
Approval of September Minutes	Minutes from September 26, 2016 were reviewed.	There was a motion made by Dr. Susan Splichal to approve the minutes as presented; seconded by Dr. Jeanie McHugo. Motion passed.
Communication Guidelines	Dr. Cindy Janssen, Chair, asked members to provide ideas to assist with communication during meetings. 1) Respectful communication. 2) Turn all devices to silent. 3) Agree to Disagree – Respectful Disagreement. 4) Avoid group think. 5) Allow individuals to express opinions without censure. 6) Take turns speaking, allow individual to finish statement/ideas. 7) Utilize Sturgess Rule to assure fair discussions. 8) Be mindful of participants in remote locations. 9) Be cognizant of Agenda and stay on track. 10) Stay focused on issues and finish on time. 11) Be efficient and don't cut others off.	There was a motion to accept the listed rules by Dr. Susan Splichal; seconded by Dr. Jeanie McHugo. The motion was unanimous.
Determine if we want Vice Chair of Bylaws, and if so, vote on Vice Chair	<p>Discussion was held as to whether or not we need a Vice Chair. If there was a Vice Chair it would allow for someone to move into the Chair position next year. Would also cover if Chair was absent.</p> <p>Discussion as to whether Vice Chair would be Chair-Elect or Vice Chair and cover only if Chair is absent. Determined that position would be Vice Chair and cover if Chair is absent. Dr. Susan Splichal nominated Dr. Thad Rosenberger. This was seconded by Breann Lamborn.</p>	<p>There was a motion to have a Vice Chair for Bylaws by Dr. Min Wu; seconded by Dr. Susan Splichal. The motion was unanimous.</p> <p>Motion for Dr. Thad Rosenberger to serve as Vice Chair was unanimous.</p>

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Discuss, develop, and approve task list, which will serve as task list for this year	Discussion held and committee members felt Task List was complete. May be updated as year progresses.	
Determine process to edit Bylaws over the course of this year	1) Everyone reads and edits all 25 pages. 2) Bylaws committee members will communicate with assigned standing committee chairs to review committee bylaws and make edit review recommendations as indicated. 3) All committee members will read and become familiar with Bylaws. Process for updating Bylaws will be determined at the next meeting.	Motion was made by Breann Lamborn; seconded by Dr. Arielle Selya that all committee members will read and become familiar with Bylaws. The motion was approved with unanimous vote. Chair will email all standing committee chairs to see if changes need to be made to Bylaws from their committee.
New News	Discussion was held as to how often changes can be brought to Bylaws committee with exclusion of urgent issues such as re-accreditation. Additional discussion will be held at next meeting.	
Adjournment	The meeting adjourned at 4:05 PM.	Dr. Thad Rosenberger made a motion to adjourn. Seconded by Dr. Susan Splichal.
Next Meeting	Monday, December 12, 2016 at 10:00 AM	Room E226



Signature



Date Approved