

University Statutes and Senate Bylaws Committee Meeting Minutes

October 8, 2020

WebEx Meeting

Attendance: Rosemarie Baldwin, Melanie Davenport, Patrick Freer, Doug Gardenhire, Todd Hendricks, Kerry Heyward, Rasha Ramzy, Ed Rigdon, Amy Stalker, Kelly Timmons, Yongsheng Xu

Unable to Attend: Patricia Carter, Michael Fix, Ike Okosun

Call to Order

The meeting was called to order at 3:05 p.m. by Committee Chair, Todd Hendricks, after determining that a quorum was present. He informed the members that the meeting was being recorded.

Approval of Minutes from August Meeting

The chair shared a copy of the August 18, 2020 meeting notes on the screen for the members to review. He asked if there were any issues with attendance. There was a request by Yongsheng Xu for a friendly amendment to the minutes to add his name to the attendance. He called for a motion to approve the minutes from the August 18, 2020 meeting. The minutes were approved with the friendly amendment. Todd Hendricks added Yongsheng Xu's name to the August 18th attendance and forwarded the updated minutes to committee members.

Change in Administrator Position Titles

The chair informed the group that title changes do not go to the full Senate. He provided the example that Carol Cohen's title changed to Assistant Vice President of the University Advisement Center. This is an information item that he shared from an email that he was sent from Shelby Frost.

Correct Language Usage When Writing Rules and Bylaws

Todd informed the group that retired GSU faculty member Jim Martin brought to his attention in February that there is a need to use the correct language when writing rules and bylaws. There was discussion that the word "shall" is listed quite often in the GSU Bylaws. Todd stated that "shall" implies a future event and the Bylaws should speak to current events. He shared the two documents that Jim Martin sent to him with the committee. The documents were Bylaws Clarification 2-6-20 and Drafting Legislation and Rules in Plain English.

Todd asked the members to read through the current bylaws and to use this document to review the Bylaws Clarifications 2-6-20 document (which he forwarded to the committee via email today at 1:13 p.m.). The document contains a few pages of the Bylaws from 2/6/20 with the word "shall" highlighted. He also attached a copy of the

Drafting Legislation and Rules in Plain English document to the email along with the Bylaws Clarifications 2-6-20 document. Dionne emailed the committee a current copy of the Senate Bylaws.

The chair suggested that the committee consider the following three options while reviewing the Bylaws.

Options for the Committee to Consider While Reviewing the Bylaws:

Option 1: The committee is not required to do anything with this information at the current time.

Option 2: The committee may agree to make the suggested changes to remove the term “shall” from the document and create a proposal to make the motion in order to make changes that would be later approved by the Senate.

Option 3: The committee may keep this document in mind (using the current language in writing rules and Bylaws”.

Todd asked the members if they had any thoughts or initial reaction regarding the proposed changes. Ed Rigdon stated that he would like to know what Kerry Heyward thinks about this. He wants to know if it is an issue for Kerry and the Office of Legal Affairs. Kerry stated that she would have to review the article but she’s always looking for a way for us to improve our Statutes and Bylaws. She’s in favor of reviewing our current Bylaws especially since we’ve had quite a few changes and consolidation. She suggested that it’s good for the committee to review the current Bylaws. She stated that she will review the article that Todd provided to the committee regarding drafting legislation and rules and suggested that it may be worth making some changes.

Melanie Davenport stated that she feels that the Bylaws read more clearly with the changes that Jim Martin suggested in his Bylaws Clarification document. Patrick Freer stated that a concern may be that the committee may deem the Bylaws to be prescriptive rather than reflective given that others will follow this committee.

Todd informs the committee that their action item is the read through the copy of the Bylaws (Jim Martin provided). Todd sent the email with this version of the Bylaws to the committee around 1:15 pm today. He stated that the committee needs to be sure that it’s the current version of the Bylaws. Dionne informed Todd via messaging that this is not the current version. She will email the current version of the Bylaws to the committee after the meeting. Todd asked that the members to please use the current version of the Bylaws to consider Jim Martin’s suggestions of changing “shall”. He suggested that they simply use a word search to complete the task. He also asked that the members review the four-page document, Drafting Legislation and Rules in Plain English, from the email that he sent earlier today, that supports the change of the language.

The chair informed the committee that this information will be discussed at the next Statutes and Bylaws Committee Meeting on November 12th at 3 pm in his (Todd Hendricks), personal WebEx meeting room.

There was no further business to discuss.

The meeting was adjourned at 3:14 p.m.