**Queensborough Community College Academic Senate**

**Committee on Bylaws**

**Minutes for Wednesday 16 November 2016 at noon A-310**

**Present:** Derek Bruzewicz (Chair), Michael Altimari, Stephen Hammel, Susan Jacobwitz, Liza Larios (President’s designee), Richard Micieli, Philip Pecorino (Steering Committee designee) and Margaret Stroehlein (Secretary)

**Absent**: Susan Jacobwitz

A quorum was present.

The current agenda was approved.

The minutes of the previous meeting were approved.

**Report of the Chair**

 1.Progress on unification of archived bylaws. There is a Drop box for bylaws minutes, committee members are invited to join. The chair reported that there are over 1000 pages to review, and this will be a process for unification. Any web site changes need to involve Dave Moretti the Director of Web Services. Possible use of share point site for bylaws discussed with chair and Dave Moretti, while keep committee informed.

 2.Committee meeting will be listed as events on website

 3.Draft recommendation from bylaws committee to the Steering committee regarding compliance with requirements for open meetings of Senate Committees (please read attached)

**Old Business**

Outstanding minutes will be forwarded to Dave Moretti for posting.

**New Business**

 **1.**Filenames of Committee minutes. Discussed that committee work shall be uniform in filename. No spaces, no dashes or underscores shall be accepted. Discussion will be had with Webmaster regarding filenames for the future.

 2.Discussion with member of the Committee on Committees, David Sarno. David Sarno reported Committee on Committee protocol per vacancies last updated in 2012. Discussion re: three-year terms, need for hiatus and is hiatus necessary if completed less than a three year term due to vacancy. David Sarno to discuss with Committee on Committees re self-nomination process, and the need for a formal Committee on Committees guide with protocols.

**Adjournment**

The meeting was adjourned after 1pm.

**Next Meeting**

Wednesday, 14 December 2016 at noon in A-310

 Agenda distribution by Wednesday, 7 December 2016.

 Respectfully submitted,

 Margaret Stroehlein Secretary

 Committee on Bylaws of the Academic Senate