

TO: Staff Council

DATE: 10-9-13

FROM: Kirsten Bey, Acting Chair Membership & Rules Committee

RE: Membership & Rules Committee Report

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The newly created (separate) Membership & Rules committee met for its first meeting on October 7<sup>th</sup> along with the Elections committee.

Membership & Rules Committee will meet on the **first Monday of each month at 3:00 pm.**

Current Committee members are: Kirsten Bey, Chris Becks, Toni Abbey. If I've missed anyone please let me know. And we would like more members (Richard Machida is heading up Elections).

Upcoming Committee Tasks/Projects:

- Review Staff Council materials on parliamentary procedure and prepare a short explanation/presentation on basic parliamentary procedures for meetings (If anyone has particular expertise in parliamentary procedure and wants to help, let me know. Or if you have particular questions you would like addressed let me know.
- Review the committee's charge and make sure we're doing what we're supposed to.
- Review the bylaws and see if there are inconsistencies or other things that should be addressed via changes.

Our next meeting is November 4<sup>th</sup> at 3:00 PM. We will be taking a look at the parliamentary procedure task.