

Minutes of Special Meeting of the Executive Committee – APPROVED

February 4, 2021 (virtual, held using Zoom, business conducted)

Convener: Tim Tryjankowski

Officers Present: Tim Tryjankowski (Chair), Don Erb (Vice Chair), Hugh Jarvis (Secretary)

Executive Members Present: JD Augustine, Jessica Coram, Cathy Donnelly, Lynn Emminger, Rita Ferri, Chris Keough, Jenna Lenz, Dom Licata (ex-officio), Rose Mammen, RJ Multari, Jill Rexinger-Kuhn, Marlo Roetzer, Krystal Testa

Executive Members Absent:

Members/Guests: (none)

Parliamentarian: Rachel Poole

Staff: Jessica Naish

Recorder: Hugh Jarvis

Meeting called to order by Tim Tryjankowski at 1:30 p.m.

Quorum reached: 9 members and 3 officers present.

**Supporting documents in Box.com folder in
Professional Staff Senate/ Meetings/ Executive Committee Meetings**



PRESENTATION OF AGENDA – Tim Tryjankowski

- This special meeting was convened to review proposed changes to our Bylaw and Standing Rules to allow sufficient time should they be approved to be on the agenda for the Feb. 25 general meeting.

UNFINISHED BUSINESS

Review of Proposed Changes to PSS Bylaws and Standing Rules – Don Erb

- These changes have been previously reviewed and subject to three open Zoom meetings.
- The committee reviewed the shared comments.
- No additional substantive changes are proposed for the Bylaws.

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- Two minor additional changes were proposed for the Standing Rules, Article XVI – Section C.
- Discussion ensued about these additional changes:
 - Paragraph 4:
 - Discussion ensued about the meaning of ‘business days’:
 - Clarification by Chair and Parliamentarian that ‘business days’ are calendar days in which the university is open.
 - Many employees assume business days are work days, Monday through Friday.
 - Point of clarification from Constitution & Bylaws Cmt: ‘business days’ also occurs elsewhere in our governing documents. So if we redefine it here, we would also need to change it in other documents.
 - Discussion occurred about the inclusion of extra days before the amendment must be circulated and who the amendment should go to.
 - Consensus was to leave the passage as submitted, but direct the amendments be submitted to the Chair, not the Secretary, as the Chair sets agenda and convenes meetings per our Bylaws.
 - *“Any proposed amendments must be submitted to the ~~Secretary~~ **Chair** at least 20 business days prior to a regular or special meeting of the PSS. The proposed amendments will be placed on the agenda and circulated at least 15 business days prior to the scheduled meeting.”*
 - Rationale: Change in the previous draft from “Secretary” to “Chair” to reflect their applied roles as codified in the Bylaws.
 - **Motion to change “Secretary” to “Chair” in Article XVI, Section C, Paragraph 4: Cathy Donnelly (Chris Keough). Passed.**
 - Paragraph 1:
 - *“The Standing Orders may be amended by a majority vote of the Professional Staff **Senate**.”*
 - Rationale: addition of the word “Senate” which was erroneously missing.
 - **Motion to add the word Senate to Article XVI, Section C, Paragraph 1; Chris Keough (Jenna Lenz). Passed unanimously.**

ADJOURNMENT

Motion to Adjourn: 1:57 p.m.

Attendance sign in sheet(s) available through the PSS office.

Meeting audio recording available through the PSS office.