

**Committee: Membership & Rules Committee****Submitted By: Mathew Mund****Committee Chair(s): Mathew Mund****Meeting Date: 2/8/2017****Present:** Wendy Rupe, Mathew Mund, Kathleen Nava - Quarum Met (Visiting Reps: Ellerea, Chynna)**Excused:****Absent:****Guests:****Report:**

"•As we continue with the unit review process, we need to determine how Elections Committee plans on identifying which employees fall under which unit (TKL, D-Level, Banner Level 4). This will give us a starting point to match the units with the employees.

•Melissa has collected the other UA governing bodies by-laws. Prior to the next committee meeting, the committee will review these and get an idea of what they say. We will then split out section by section so we can compare them to UAF Staff Council by-laws.

•Chynna confirmed with Samara and the Communication Sub-Committee that they are still creating the Staff Council Meeting notes that will be shared with all representatives. We have not seen this the last few meetings and was previously performed by M&R so we wanted to follow-up.

•We also talked about the role of the At-Large Representative. Nicole shared with us that there is not any clear guidance of their role. We discussed what we feel that their role should be which included a senior representative that mentors new representative and/or a direct support team for university wide concerns that the president/vice president are working on. Currently, At-Large Representative are expected to vote and attend meetings with no other clear roles. Mathew will bring these thoughts to the Executive Board and see what thoughts they have as we move forward.

•We also discussed new representative orientation and its need for restructuring. We had the idea of charging the membership & rules committee with running new representative orientation so it is more than just Nicole or the president/vice-president organizing everything. The M&R Committee can develop a training plan and material that can be used in the future. Mathew will propose this to executive board and get feedback."

**Action Items / Follow Up:****Next Meeting Date:** 3/8/2017 **Time:** 3:00 PM**Location:** Google Hangouts**Meeting available by Google Hangout:** YES