**Attendance:**

Chair Scott Seeman [X] Craig Blum [] Connie Dyar [X] Susan Kalter[X] Todd Stewart [] Sudipa Topdar [X] Jihad Qaddour []

Mitchell Degrawe [] Darrin Marshall [X] Jacob Rottinghaus [] Angel Zamudio [X]

Sam Catanzaro []

**Absences:** 6

Guest: N/A

Meeting called at 6:08pm

Meeting was called at 6:09pm for the meeting of September 25th. A quorum was reached with six voting members being present. Senators Blum, Stewart, Qaddour, Degrawe, Rottinghaus and ex-officio Catanzaro were not in attendance for this meeting. There were no guests for this meeting.

 The first item of discussion for the night was to delegate which members will get what Blue Books to focus on. There was discussion on what exactly are Blue Books and how we may introduce/teach new members of the committee to the revision process. The way Blue Books will be delegated is first by the members’ preference if communicated to the chair prior to our next meeting of October 9th and then by alphabetical order for those who have no preference. The second item of further discussion were the bylaws that the previous Rules Committee last discussed. The College of Business (COB) Bylaws and the College of Applied Science and Technology (CAST) bylaws were the last items discussed last year and were briefly touched on this meeting. Senator Kalter needed some clarity and had questions regarding the COB bylaws. Chair Seeman will potentially bring an individual from the COB to discuss these issues in the next meeting.

 The final item of discussion was that the Blue Books and any other documents we will work on will now be done through OneDrive. The meeting was adjourned at 6:48pm.