



The College at  
**BROCKPORT**  
STATE UNIVERSITY OF NEW YORK

# College Senate Bylaws

May 2010-May 2013

Bylaws of the Faculty  
of  
The College at Brockport  
State University of New York

Effective  
May 2010-May 2013

BYLAWS OF THE FACULTY  
of  
THE COLLEGE AT BROCKPORT  
STATE UNIVERSITY OF NEW YORK  
Effective May, 2010 to May 2013

**ARTICLE ONE – Purpose and Definitions**

**Section A: Name**

This organization shall be called the Faculty of the State University of New York College at Brockport, hereinafter referred to as the “Faculty,” and is authorized by the POLICIES OF THE BOARD OF TRUSTEES OF THE STATE UNIVERSITY OF NEW YORK, ARTICLE X.

**Section B: Purpose**

The Faculty shall have the obligation to participate significantly in the initiation, development and implementation of the educational program of the college, including primary responsibility for curricular development, admissions and scholarship standards, and the academic, professional, and physical environment of the College.

**Section C: Composition**

1. The Faculty shall be represented by an assembly called the College Senate.
2. The Faculty shall consist of all those who have official Voting Faculty status in the College.
3. The Senate shall be composed of elected members of the Faculty who are eligible by the provisions of these Bylaws and who have served at least six (6) months with Voting Faculty status (see ARTICLE ONE, Section D) and such *ex-officio* and *non-voting* members as hereinafter may be specified.

**Section D: Definition of Voting Faculty**

1. The Voting Faculty, hereinafter known as the “Faculty,” of the State University of New York College at Brockport shall include the Chancellor and any person holding an appointment of at least 0.5 annualized full-time equivalent (FTE) as an administrative officer, professional employee, librarian, or academic faculty member at the College. Graduate assistants do not have

Faculty status by reason of their appointment. Emeriti shall be granted Faculty status by serving on any of the Standing Committees or by applying in writing to the Senate President.

2. For the sole purpose of determining who may vote for Senators representing academic departments or administrative units hereinafter named, Departmental or Unit Faculty shall be defined as Faculty who are appointed to a single department or unit as indicated by the current personnel roster, with the following special provisos:
  - a. Faculty members who hold appointments to two (2) or more departments or units with more than a half-time (1/2) appointment in one (1) department or unit will vote in the administrative home unit.
  - b. Faculty members who hold appointments to two (2) or more departments or units with no more than a half-time (1/2) appointment in any one (1) department or unit will vote in the administrative home unit. No member of the Faculty shall be included in more than one (1) unit of representation.

**Section E: Units of Representation**

1. Academic departments shall be recognized as units of representation if they have:
  - a. A separate personnel roster;
  - b. A separate operating budget; and
  - c. A designated chairperson or other administrative head.
2. Administrative units shall be recognized as units of representation if they have:
  - a. At least five (5) members who are full-time employees of the College according to a current personnel roster;
  - b. A separate operating budget; and
  - c. A designated director or other administrative head.

Administrative units of fewer than five (5) members may combine with appropriate other units to achieve a size equal to or greater than the minimum. Combining units shall normally be by functional relationship but may also be achieved through spatial proximity.

3. One (1) Senator shall be elected by each unit of representation. No senator may represent two (2) or more units of representation. In addition, six (6) Senators-at-Large shall be elected from the Faculty. Three (3) Senators-at-Large shall be elected each year.
4. One (1) Senator-at-Large shall be an associate faculty member with at least 0.5 annualized full-time equivalent who has served at least six (6) months with Voting Faculty status (see ARTICLE ONE, Section D).
5. In the event of there being an insufficient number of Senators-at-Large candidates, or in the event of a vacancy, the Senate President may, upon consultation with the Executive Committee, appoint a Senator to serve in that capacity until the next election.
6. The number of Senators-at-Large appointed by the Senate President shall not exceed three (3).

#### **Section F: Changes in Representation**

1. New academic departments or administrative units, or departments or units whose representation is affected by personnel changes, may petition to have such changes recognized by the Senate through the Senate President-elect.
2. The President-elect, with the approval of the Executive Committee, shall publish annually, by February 1, recommendations on units of representation.

### **ARTICLE TWO – THE FACULTY**

#### **Section A: Purpose**

1. The Faculty shall elect the President-elect of the Senate, the Faculty representatives to the Faculty Senate of the State University, and the Senators-at-Large.
2. The Faculty shall vote on amendments to these Bylaws and on all referenda and recall actions.

#### **Section B: Meetings**

1. The Faculty shall meet at least once each semester during the academic year prior to the end of the regular course schedule. The Faculty shall also meet when convened by the Chancellor, the Chief Administrative Officer of the College, or the President of the Senate, or upon petition of ten (10) percent of the Faculty.
2. All items to be considered at the meeting shall be placed on the agenda, which shall be distributed to the Faculty at least one (1) week prior to the meeting.

### **ARTICLE THREE – THE SENATE**

#### **Section A: Purpose**

1. The Senate shall propose Faculty policy in the academic and professional spheres, and on any other matters not subject to contractual agreement. The Senate is concerned primarily with:
  - a. The curriculum
  - b. Teaching
  - c. Student policies
  - d. Enrollment policies
  - e. Scholarship
  - f. Service to the profession
  - g. Standards for faculty appointments, promotion, tenure and evaluation
  - h. Setting of degree requirements
  - i. Budgeting priorities that affect educational programs
  - j. Other matters of primarily academic import.The Senate shares, with other units of the College, responsibility to formulate, review, revise, and adopt for recommendation to the Chief Administrative Officer, policies having to do with:
  - a. Institutional mission
  - b. Physical facilities
  - c. Budgeting priorities that do not directly affect educational programs
  - d. Appointment, promotion, and evaluation of Deans, Vice Presidents and President
  - e. Other matters of primarily administrative nature that also have significant academic import.

2. The Senate shall, through its President, inform the Chief Administrative Officer of the College of its recommendations. In making its recommendation to the College Council, the Chancellor, and/or the Board of Trustees, the Senate shall act through the Chief Administrative Officer of the College. The Senate shall be the sole voice of the Faculty in its recommendations on these matters to the Chief Administrative Officer of the College, to other administrative officers, and to other faculties and groups.

### **Section B: Meetings**

The Senate shall meet at least once each month during the academic year, and shall consider an agenda prepared by the Senate Executive Committee in accordance with these Bylaws. The Senate shall also meet on call of its President, the Chief Administrative Officer of the College, the Chancellor, or ten (10) percent of its membership. One (1) more than one-half (1/2) of the voting Senate membership shall constitute a quorum. *By motion, the Senate shall set quorum as a fixed number at the beginning of the academic year.*

### **Section C: The Agenda for the Senate**

1. The agenda shall be prepared by the Executive Committee and shall be *made available electronically* to all Senators in advance of regular meetings.
2. Significant action items shall be presented to the Senate for discussion two (2) weeks prior to a vote on the item. Items involving only slight changes may be announced to the Senate and discussed without vote, on the presumption of unanimous consent.
  - a. The Executive Committee will determine the significant vs. slight nature of action items on the Senate's agenda, considering the nature of the item, the recommendation of a standing committee, if any, and the tradition of the Senate.
  - b. Standing committees may define the characteristics of significant and/or slight changes for the benefit of the Senate. The Senate may adopt such definitions as

- standing rules, whose interpretation would rest with the Executive Committee.
- c. The slight change designation does not prohibit any member of the Senate from stating objections for the record. A voting member may request a full vote of the Senate on such an item. A motion to take a vote at the following Senate meeting requires a second, may be discussed, and passes with a *one-third (1/3) of those present and voting casting a vote in the affirmative.*

3. Should circumstances require, significant action items may be presented to the Senate directly and without notice upon the approval of two-thirds (2/3) of those present and voting.
4. *The agenda shall include at least the following items:*
  - a. Approval Of Minutes
  - b. Approval Of Agenda
  - c. Announcements (This section shall be restricted to informational items not requiring action.)
  - d. Old Business (This section shall be restricted to unfinished business and to previous agenda items not acted upon.)
  - e. Report of the Executive Committee (This section shall include all actions taken by the Executive committee and all items recommended by the Executive Committee for action by the Senate.)
  - f. New Business (This section shall be restricted to motions from the floor for referral to the Executive Committee. Such motions shall be returned to the Senate for action in a timely manner.)
  - g. Reports of the Standing and *Ad hoc* Committees.

### **Section D: Emergency Procedures**

If urgent business should come before the Senate during times other than the College's regular fall or spring semesters, the Executive Committee shall be authorized to act for the Senate with the following provisos:

- a. All actions taken by the Executive Committee shall be advisory only and presented to the

Senate for ratification at its next scheduled meeting.

- b. The Executive Committee shall inform all concerned parties, in writing, of the advisory nature of such actions.

### **Section E: Membership**

1. The membership of the Senate shall consist of the following:
  - a. Senators chosen from the constituencies indicated in ARTICLE ONE, Section E.
  - b. The President, the President-elect and the immediate Past-president, who shall be *ex-officio*, and voting members of the Senate.
  - c. The Chief Administrative Officer of the College who shall be a non-voting member of the Senate.
  - d. The University Faculty Senators who shall be non-voting members of the Senate, unless also elected as Senators representing units.
  - e. The President or designee of the legal bargaining agency for the teaching faculty and professionals who shall be a non-voting member of the Senate.
2. Each unit of representation shall elect its own Senators.
3. Each unit shall elect an alternate for each Senator. An alternate is entitled to vote and to be counted for a quorum only when the Senator from his/her unit is absent.
4. Eligibility for election to, or service in, the Senate shall be limited to Faculty.
5. The President of the Brockport Student Government, or his/her designee, will be invited to attend each meeting of the Senate and to participate in a non-voting capacity.”
6. Student representatives will be invited to attend each meeting of the Senate and to participate in a non-voting capacity. These students shall be selected and appointed each year in the following manner:
  - a. In each School of the College, the chairs of departments shall nominate and the dean shall select one undergraduate student representative.

- b. The Graduate Council shall nominate and the dean of graduate studies shall select one graduate student representative.
- c. This selection process shall take place no later than April so the names of the student representatives for the following year may be published prior to the last meeting of the Senate.

### **Section F: Terms of Office**

1. The term of office for elected Senators shall be for two (2) years, unless otherwise specified. Approximately one-half (1/2) the Senate shall be elected each year.
2. The beginning and ending dates of terms of office for all elected members of the Senate and its officers shall coincide with the completion of the last meeting of the spring semester.
3. No Senator shall be elected to, or serve, more than three (3) consecutive terms. Completion of a term to which another person was elected will not count toward this limit.
4. When the President of the Senate has received written notice that a Senator will be on leave or otherwise separated from the College for a length of time exceeding one (1) academic semester, or if an elected Senator subsequently becomes President-elect of the Senate, or if a seat becomes vacant for any other reason, the President shall notify the appropriate unit of representation to conduct a special election in accordance with the provisions of these Bylaws. The newly elected Senator shall assume office upon notice from the President and shall serve until the return of the original Senator.
5. The President-elect shall be installed as President during the last meeting of the Senate in the spring semester, to be effective upon the completion of that meeting.

### **Section G: Use of Technology to Facilitate Senate Business**

1. By majority vote, the Senate may require the use of technology devices to facilitate taking attendance and roll call votes during Senate meetings.

2. In the event that the Senate adopt these procedures:
  - a. The President-elect would be responsible for the distribution of the technology devices to voting members of the Senate and the tracking thereof prior to the first Senate meeting each academic year.
  - b. The same President-elect, after taking office as President at the last Senate meeting of the academic year, would be responsible for the collection of technology devices from each voting member of the Senate.
  - c. Each voting member of the senate will be responsible for any assigned technology device during the academic year.
  - d. Senators from units of representation for whom alternates have been selected shall ensure the alternate has access any assigned technology device prior to any Senate meeting missed by the Senator. Voting members of the Senate may not give any assigned technology device to any other person (even another Senator) to act on the voting member's behalf in the absence of that voting member.
  - e. Loss of any assigned technology device must be reported to the President-elect of the Senate immediately.
  - f. Fraudulent use of said devices by persons who are not voting members of the Senate or duly selected alternates will not affect the legitimacy of any actions by the Senate. (The Senate may still move to reconsider a prior decision according to the procedures of Robert's Rules.) The President of the Senate will refer persons who participate in such fraud to the Office of Human Resources and the Senate for possible sanctions.

#### **Section H: Attendance**

The elected Senator or Alternate shall attend all meetings. Should a unit not be represented by a duly elected Senator or Alternate for more than three

(3) consecutive meetings of the Senate, the Senate President shall inform the home unit, which may appoint a new Senator from that unit to serve until the next election.

#### **Section I: Duties of the Senators**

1. Attend meetings of the Senate with any technology devices required by the Senate for participation.
2. Serve on at least one (1) standing committee of the Senate.
3. Consult with colleagues in their unit of representation on matters that significantly affect them.
4. Report to colleagues in their unit of representation on matters that significantly affect them.

### **ARTICLE FOUR – OFFICERS OF THE SENATE**

#### **Section A: Officers**

1. Officers of the Senate shall be the President, the President-elect, the Past-president the and the Secretary.
2. Eligibility to serve as these officers shall be limited to Faculty other than those holding management confidential appointments.

#### **Section B: Elections and Terms of Office**

1. The President of the Senate shall serve a term of one (1) year and shall not serve successive terms.
2. The President-elect shall be elected by the Faculty, shall serve a term of one (1) year and shall succeed to the Presidency for a term of one (1) year.
3. The Past-president shall serve a term of one (1) year, that immediately succeeding the term as President.
4. The Secretary shall be elected by the Senate from its ranks at the last meeting of the academic year for a term of one (1) year. If no Senator wishes to be Secretary, the President may appoint, with the approval of the Senate, a non-voting Recording Secretary, who need not be a member of the Faculty.

## Section C: Duties of the Officers of the Senate

1. President
  - a. The President of the Senate shall convene and preside over all meetings of the Senate, of the Executive Committee of the Senate, and of the Faculty, except those meetings of the Faculty convened by the Chief Administrative Officer of the College. The President may, upon due notice to the members, call a meeting of the Faculty, of the Senate, or of the Executive Committee. The President shall, on petition of ten (10) percent of the Faculty, convene a meeting of the Faculty, or on petition of ten (10) percent of the Senate, convene a meeting of the Senate.
  - b. The President shall be the Chairperson of the Executive Committee of the Senate.
  - c. The President shall be a non-voting member of all standing committees of the Senate, but shall not serve as chairperson of these standing committees.
  - d. The President shall appoint members from the Faculty to serve on college-wide committees and shall require reports from these committees to be made to the Executive Committee and the Senate in a regular and timely manner.
2. President-elect:
  - a. The President-elect shall, in the absence of the President, preside over meetings of the Senate, of the Executive Committee of the Senate, and of the Faculty, as provided for in these Bylaws.
  - b. When the President chooses to enter debate, the President-elect shall assume the chair.
  - c. The President-elect shall be a non-voting member of all standing committees of the Senate, but shall not serve as chairperson of these standing committees.
  - d. The President-elect, with the approval of the Executive Committee, shall oversee Faculty elections.

Each year, in accordance with these Bylaws (ARTICLE ONE, Sections E and F), the President-elect shall determine if changes in the Senate representation are warranted.

The President-elect shall annually receive petitions from units desiring to be recognized as units of representation and shall make recommendations thereupon to the Senate. The President-elect shall conduct elections of the Faculty in accordance with these Bylaws.

- e. See Article III, Section G.
3. Past-president:
  - e. The Past-president shall assume the duties of the President when neither the President nor the President-elect is available.
4. Secretary:

The Secretary shall be responsible for recording the minutes of each Senate and Executive Committee meeting and shall arrange for them to be distributed to the members of the Senate and the Executive Committee.

## Section D: Vacancies

1. If a vacancy in the office of President occurs, the President-elect shall serve as acting-president as long as that vacancy shall exist without vacating the office of the President-elect.
2. A vacancy in the office of President-elect shall be filled by a special election. Special elections may be held only during the fall and spring semesters.
3. In the absence of a President-elect, the President will continue to serve as interim-President until a President-elect has been elected.

## ARTICLE FIVE – THE EXECUTIVE COMMITTEE OF THE SENATE

### Section A: Composition

The Executive Committee of the Senate shall consist of the President, the President-elect, the Past-president, the Secretary, the chairpersons of the standing committees, and the University Faculty Senators. The President may invite others to be present and participate in a non-voting capacity.

### Section B: Purpose

1. The Executive Committee of the Senate shall be the official liaison of the Senate, and in this capacity shall be charged with making the opinion of the Senate known to the Faculty and to the Chief Administrative Officer of the College.

For such purposes the Executive Committee shall meet with the Chief Administrative Officer of the college as often as deemed necessary, but no less than once each month of the regular spring and fall semesters.

2. The Executive Committee shall prepare an agenda for each meeting of the Senate and the Faculty in accordance with these Bylaws.
3. The Executive Committee shall submit proposals made by the standing committees and the Senate *ad hoc* committees, to the Senate, with or without recommendations.
4. The Executive Committee shall assign to standing committees such work as is within the charge of each committee. Committees shall receive requests from and make reports to the Administration only through the Executive Committee of the Senate.
5. The Executive Committee shall review the actions of the Senate and their subsequent implementation, and shall report to the Senate accordingly.

### **Section C: Terms of Office**

The members of the Executive Committee shall serve from the time of their confirmation until the last Senate meeting of the following academic year, with the exception of the chairpersons of standing committees, who serve at the pleasure of the Senate President.

## **ARTICLE SIX – STANDING COMMITTEES OF THE SENATE**

### **Section A: Meetings**

1. Committees or any of their sub-committees shall meet:
  - a. on call of their chairpersons
  - b. when two-thirds (2/3) of the committee members so petition their chairperson
  - c. upon request of the Senate or its Executive Committee, as determined by a majority vote of either body.
2. Committees shall establish and publicize a schedule of their meetings, and shall keep records of their proceedings and their activities.

### **Section B: Terms of Office**

1. The Senate President shall appoint Senators to standing committees for a term of one (1) year, keeping in mind both the need for appropriate balance on each committee and the personal preferences of the Senators.
2. When appropriate, the President of the Senate may appoint faculty non-Senators, including emeriti faculty, to Senate standing committees, for a term not to exceed one (1) year.

### **Section C: Chairpersons**

Unless otherwise specified by these Bylaws, committee chairperson, after appropriate consultation, shall be confirmed by the Senate at the last regular meeting of the academic year prior to their terms of appointment. Appointments shall be made by the person who is to be President of the Senate during that academic year. After confirmation, chairpersons will serve at the pleasure of the President of the Senate.

### **Section D: Purpose**

Committees shall conduct continuous studies in the areas of their responsibilities, and shall make recommendations and annual reports based upon their findings to the Senate through the Executive Committee. All committee recommendations shall contain a report on their budgetary implications and provide necessary supporting documentation. Further they shall, upon request of the Senate Executive Committee, conduct special investigations in those areas which are properly within their jurisdiction. Annual reports shall be submitted in writing to the President no later than the end of the spring semester.

### **Section E: Membership**

1. All voting Senators except the President, the President-elect, the Past-president, and the Secretary shall serve on standing committees of the Senate. Senators shall serve on only one (1) standing committee of the Senate, unless otherwise specified. Student representatives shall be invited to participate as deemed appropriate by each committee but shall not be counted in the numbers specified below.

2. Unless otherwise specified, each committee shall consist of a minimum of five (5) members, and shall include at least three (3) Senators. The chairperson of each committee shall be either a Brockport Senator or a University Faculty Senator elected by the Brockport Faculty. Maximum committee size may be determined by the chairperson, subject to the approval by the Executive Committee.
3. The President of the Senate, with approval of the Executive Committee may appoint additional Faculty members to any of the Senate's committees or subcommittees.

### **Section F: Vacancies**

If a member of a committee becomes unable or ineligible to serve for any reason, the chairperson of the committee shall be empowered to appoint a temporary member to the committee, until such time as the member's inability or ineligibility ceases, or his/her term expires, whichever comes first. The temporary member shall be chosen from a list of interested and qualified Faculty members compiled by the President. If the chair becomes vacant, the President of the Senate, after consultation with the remaining members of the committee, shall appoint a new chairperson from the Senators among them. The appointment shall be submitted to the Senate for ratification at the next regular meeting of the Senate.

### **Section G: Committee on Faculty and Professional Staff Policies**

1. Membership: Shall include at least two (2) teaching faculty and two (2) professional staff.
2. Purpose: This Committee shall act for the Senate in the continuing study and review of all aspects of the College environment that affect the ability of the faculty and professional staff to operate effectively. This Committee shall also recommend policy and procedures to implement the consultation required under the POLICIES OF THE BOARD OF TRUSTEES on personnel actions. Specifically, the Committee shall make recommendations to the Senate on such concerns as:
  - a. Academic freedom
  - b. Appointments, promotion and tenure

- c. Faculty and professional staff development and evaluation
- d. Faculty workload
- e. Full and equal employment opportunity practices
- f. Improvements to buildings and grounds to increase the quality of campus life
- g. Improvements to academic settings to enhance instruction and learning
- h. Professional conduct
- i. Review of research policies and procedures including efforts at procurement of outside sponsored research funds and the development of a favorable and equitable research climate
- j. Services in support of academic programs

### **Section H: Committee on Student Policies**

1. Membership: Shall include at least two (2) teaching faculty and one (1) professional staff.
2. Purpose: This committee shall act for the Senate in the continuing study and review of College policies and procedures relevant to students' pursuit of academic programs. Specifically, this committee shall make recommendations to the Senate on such concerns as:
  - a. General College requirements
  - b. Course load
  - c. Grading
  - d. Academic honors
  - e. Academic honesty
  - f. Registering, dropping and withdrawing from classes
  - g. Attendance

This Committee shall also be an advisory body for such concerns as housing, financial aid, and co-curricular activities.

### **Section I: Committee on Enrollment Planning and Policies**

1. Membership: Shall include at least two (2) teaching faculty and one (1) professional staff. The chair of this Committee shall also serve on any College-wide enrollment strategies committee.
2. Purpose: This Committee shall act for the senate in the continuing study and review of College

policies and procedures in the areas of recruitment, admissions and retention. Specifically, the Committee shall make recommendations to the Senate on such concerns as:

- a. Admission and readmission of all undergraduate students, with specific reference to previous academic records, SAT or ACT scores, advanced placement and transfer credit
- b. Retention of all undergraduate students, including grade-point averages and probation/dismissal policies.
- c. Recruitment and admission of all graduate students.

This Committee shall report annually to the Senate regarding student admission profiles, admission selectivity, enrollment trends, retention rates by student cohorts, and graduation rates by student cohorts, e.g., native and transfer students.

#### **Section J: Committee on the Undergraduate Curriculum and Policies**

1. Membership: At least one-half (1/2) the membership of this Committee shall be teaching faculty. This Committee shall be chaired by a teaching faculty member.
2. Purpose: This Committee shall act for the Senate in the continuing study and review of all phases of the undergraduate curriculum and related academic policies, except for the General Education Program. Specifically, this Committee shall make recommendations to the Senate on such concerns as:
  - a. Approval and revision of undergraduate programs
  - b. Removal of undergraduate programs
  - c. Criteria for granting baccalaureate degrees.

#### **Section K: Committee on General Education Curriculum and Policies**

1. Membership: At least one-half (1/2) the membership of this Committee shall be teaching faculty, including at least **one (1) member** from each **School** of the College. This Committee shall be chaired by a teaching faculty member. The General Education Program administrator

shall be a **non-voting** member of the Committee, but shall not chair the Committee.

2. Purpose: This Committee shall act for the Senate in the continuing oversight of all aspects of the General Education Program and make recommendations for maintaining the quality of General Education at Brockport. Its responsibilities shall include reviewing and approving GEP courses, and making recommendations to the Senate on such concerns as:
  - a. GEP course registration procedures
  - b. Creation and review of GEP implementation policies
  - c. Evaluation on a cyclical basis of all GEP components and the Program as a whole.

#### **Section L: Committee on the Graduate Curriculum and Policies**

1. Membership: At least one-half (1/2) the membership of this committee shall be teaching faculty, including one (1) teaching faculty member from a department with a graduate program in each **School** of the College **with such a program**. This Committee shall be chaired by a teaching faculty member from a department with a graduate program. The Dean of Graduate Studies shall be a **non-voting** member of the Committee, but shall not chair the Committee.
2. Purpose: This Committee shall act for the Senate in the continuing study and review of all phases of the graduate curriculum, and academic standards. Specifically, the committee shall make recommendations to the Senate on such concerns as:
  - a. Approval, revision, and removal of graduate programs
  - b. Criteria for graduate degrees
  - c. Study and review on a continuing basis graduate student policies

#### **ARTICLE SEVEN – AD HOC COMMITTEES**

*Ad hoc* committees of the Senate may be established by the Senate to perform specific tasks not within the purview of any standing committee. Such *ad hoc* committees and their chairs shall be

appointed by the president of the Senate. *Ad hoc* committees may also be appointed by standing committees of the Senate to perform specific tasks within their function.

## **ARTICLE EIGHT – ELECTION PROCEDURES**

### **Section A: Responsibility for Elections by the Faculty**

1. The President-elect shall be responsible for the preparation of slates and the administration of elections to those positions decided by the Faculty.
2. The President-elect shall publicly solicit each February petitions for candidacy for the positions which need to be filled, i.e., President-elect, Senators-at-Large, University Faculty Senator, and Alternate University Faculty Senator. Only candidates whose petitions contain twenty-five (25) or more signatures of Faculty members are eligible to have their names appear on the election ballots. Three (3) weeks from the initial call for petitions shall be allowed for submission of petitions to the President-elect. The President-elect must have the consent of the nominee before her/his name may be included on an election ballot.
3. At a regular semester meeting of the Faculty, the President-elect shall present to the Faculty the slate of qualified candidates for each office specified above. At this meeting, candidates for these offices shall have the opportunity to address the Faculty.
4. Faculty shall vote separately for the Office of the Senate President-elect, University Senator, and University Senator Alternate. Senators-at-Large shall be elected by joint ballot. Elections shall be resolved by a majority of the votes cast by at least one-fourth (1/4) of the Faculty.
5. If no candidate receives a majority of the votes cast, a run-off election shall be held within two (2) weeks of the regular election between those two (2) candidates receiving the highest number of

votes cast. Elections shall be decided by a majority of the votes cast.

6. In the event of uncontested candidacies, ballots shall be marked “Endorse” or “Do Not Endorse.” The candidate must receive a majority endorsement of those votes cast in a qualified election. In the event the candidate does not, a new election will be held consistent with these Bylaws.
7. In the event of there being no candidates for University Senator, or in the event of a vacancy, the Senate President may, upon consultation with the Executive Committee, appoint a Senator to serve in that capacity until the next election.
8. In the event that a University Faculty Senator cannot attend a plenary meeting of the University Faculty Senate, the President of the College Senate shall appoint an alternate senator and inform the President of the University Faculty Senate of the appointment at least one week before the plenary.

### **Section B: Voting for President-elect, Senators-at-Large, and University Senators**

1. Voting for all candidates from the Faculty shall be conducted by secret ballot.
2. Ballots, in signed envelopes, shall be returned to the President-elect who shall allow at least five (5) full working days from the date of original distribution for return of ballots. The President-elect shall announce election results to the Senate at its next regular meeting.

### **Section C: Voting for Senators**

Voting for Senators from various units of representation shall be held during the month of March. Each unit shall conduct its own elections among qualified candidates. The names of elected Senators and Alternates shall be forwarded to the Senate office by the end of March.

### **Section D: Announcement of Election Results**

The results of the Faculty-wide elections shall be announced by the President-elect as soon as possible. The results of unit elections for Senator shall be published prior to the last meeting of the Senate in the academic year.

## **ARTICLE NINE – RECALL**

### **Section A: Office Holders Elected by the Faculty**

1. Any office holder elected by the Faculty shall, upon petition signed by ten (10) percent of the Faculty, be subject to procedures for recall.
2. Upon receipt of the said petition, the President of the Senate shall submit the recall proposal to each member of the Faculty two (2) weeks before a special meeting of the Faculty called to discuss the proposal. Voting on the recall proposal shall take place within one (1) week by secret mail ballot, and a two-thirds (2/3) majority of those responding shall be necessary to effect recall of the named office holder.

### **Section B: Senators**

A Senator shall be liable to recall by members of his/her unit or representation according to procedures determined by that unit.

### **Section C: Relinquishment of Office**

A recalled Senator or officeholder shall immediately vacate his/her elective position, but shall again be eligible for election at the next regular election.

### **Section D: Replacement**

If an elective position is vacated by recall, the faculty or the appropriate unit of representation shall hold a special election within thirty (30) days during the fall or spring academic semesters, to fill the vacated position, except where otherwise provided for in these Bylaws.

## **ARTICLE TEN – REVIEW OF THE RECOMMENDATIONS OF THE SENATE**

Senate recommendations that do not gain the approval of the Chief Administrative Officer of the College or which receive no action within thirty (30) days of their receipt by him/her, and College policy recommended by the Senate which is rescinded or substantially altered by the Chief Administrative Officer of the college, shall come before the Senate Executive Committee for review.

## **ARTICLE ELEVEN – REFERENDUM AND INITIATIVE**

### **Section A: Referendum**

1. The highest level of policy making shall be the Faculty. Any recommendation or action of the Senate may be referred to the Faculty for referendum.
2. A referendum pertaining to a recommendation or action of the Senate shall be initiated by a petition signed by ten (10) percent of the Faculty and submitted to the President of the Senate within thirty (30) days of the recommendation of action of the Senate.
3. Copies of the proposed referendum shall be submitted to each member of the Faculty at least two (2) weeks prior to the Faculty meeting called for discussion of the referendum.
4. Voting on a proposed referendum shall be conducted by mailed secret ballot within thirty (30) days of its submission. A majority vote shall determine the recommendation or action to be taken.

### **Section B: Initiative**

Any member of the Faculty may submit any proposal to the Senate through his/her Senator. A proposal signed by five (5) percent of the Faculty and submitted to the Executive Committee of the Senate shall be placed on the agenda for action at the next Senate meeting.

## **ARTICLE TWELVE – RULES OF ORDER**

### **Section A: Rules**

Except as otherwise provided in these bylaws, conduct of meetings shall be governed by the provisions of the current revision of ROBERT'S RULES.

### **Section B: Parliamentarian**

The President of the Senate shall appoint, by the first Senate meeting of each academic year, a Faculty Parliamentarian who will meet when requested with the Senate and Executive Committee to advise the President, the Executive Committee

and/or the Senate. The Parliamentarian shall not be a voting member of the Senate. The President shall appoint and Alternate Parliamentarian who shall serve when the Parliamentarian is absent. If no Parliamentarian is present, the Senate shall act as a body on parliamentary questions in accordance with ROBERT'S RULES.

#### **ARTICLE THIRTEEN – INTERPRETATION OF THE BYLAWS**

1. The President of the Senate shall rule on interpretation of the Bylaws subject to procedures for appeal as specified in ROBERT'S RULES.
2. In certain extraordinary circumstances, provisions of these Bylaws may be disregarded on two-thirds (2/3) vote of the Senate. Such variance shall not set precedence and shall be limited to the specific exigency.

#### **ARTICLE FOURTEEN – AMENDMENT TO THE BYLAWS**

##### **Section A: Proposals to Amend the Bylaws**

A proposal to amend these Bylaws may be introduced as follows:

1. By any member of the Faculty. Proposed amendments shall be submitted in written form to the President of the Senate. The proposal must be accompanied by a petition containing the signatures of at least ten (10) percent of the Faculty. The President shall then submit the proposed amendment to the Executive Committee no later than its next regularly scheduled meeting for initiation of the ratification procedure. Proposed amendments must be editorially consistent with these Bylaws.
2. By approval of the Senate upon recommendation of the Executive Committee, a standing committee, or a duly appointed *ad hoc* committee of the Senate for review of the Bylaws. A two-

thirds (2/3) affirmative vote of the Senate shall be necessary for submission of the proposed amendment for initiation of the ratification procedure.

3. By the Bylaws Revision Committee. At three-year (3) intervals the Senate, acting through the Executive Committee, shall appoint, by the third (3<sup>rd</sup>) regular meeting of the Senate, an *ad hoc* committee of the Senate for review and revision of these Bylaws. This committee shall make proposals for revision and/or amendment of these bylaws after a thorough study of the document. These proposals shall be submitted through the Executive committee to the Senate. A two-thirds (2/3) affirmative vote of the Senate shall be necessary for initiation of the ratification procedure.

##### **Section B: Ratification Procedures for Amendments to these Bylaws**

1. The Executive Committee shall distribute copies of the officially proposed amendment(s) to each member of the Voting Faculty at least two (2) weeks prior to Faculty meeting called for discussion of the amendments. The ratification procedure shall be initiated and completed only during regular fall and spring semesters.
2. Voting on the proposed amendment(s) shall take place by secret ballot of the Faculty under the same procedures as govern the election of the President-elect. A two-thirds (2/3) affirmative vote of those voting on the amendment(s) shall be necessary for ratification. The President-elect shall count votes and report the findings to the Faculty. Each amendment shall specify the date upon which it is intended to become operative.

**These Bylaws were approved by the Faculty vote completed during the 2007 spring semester and take affect at the end of the last Senate meeting of the semester.**

## APPENDIX A STANDING RULES OF THE SENATE

### ARTICLE ONE – PURPOSE

The Standing Rules of the Senate supplement the organization of the Senate as specified in the Bylaws.

### ARTICLE TWO – PARTICIPATION IN PRESIDENTIAL SEARCHES

#### Section A: Representation of the Faculty

A search committee shall be constituted to assist and advise the College Council in the search for a chief administrative officer of the College, and faculty representation shall be in accordance with the *GUIDELINES FOR SELECTION OF A PRESIDENT WHEN A VACANCY OCCURS AT A STATE-OPERATED CAMPUS OF THE STATE UNIVERSITY OF NEW YORK OF THE BOARD OF TRUSTEES POLICIES AND PROCEDURES*. The search committee shall include six (6) teaching faculty representing, so far as possible, all major curricular areas of the College, including EOC, and one (1) member of the professional staff. One (1) of these seven representatives shall be the President of the College Senate. The President of the College Senate shall also represent his/her home unit.

#### Section B: Selection Procedures

Representatives to the advisory committee shall be selected as follows:

1. Representatives from [each school of the College](#) by election by the Faculty of the respective schools.
2. The professional staff member by election from all non-teaching professional staff based on the Brockport campus.

The President of the College Senate in office at the time the advisory committee is constituted shall continue to represent the Senate Presidency for the duration of the committee's involvement in the search process.

#### Section C: Election Procedures

The Senate President-elect shall establish the procedures for the election of all representatives described in Section B above, subject to the approval of the Senate.

#### Section D: Additional Representation on the Advisory Committee

Additional representation on such an advisory committee must be approved in advance by the Chancellor and the Chair of the College Council.

### ARTICLE THREE – AMENDMENTS

#### Section A: Amendments to the Standing Rules

Amendments to the Standing Rules of the Senate shall be adopted by majority vote of the Senate and upon approval of the Chief Administrative Officer of the College.

#### Section B: Interim Representation during Transition to a School of Business

When interpreting the Bylaws of the Faculty of the State University of New York College at Brockport or the Standing Rules of the College Senate, the Department of Business Administration and Economics shall be considered a School of the College.