Resolution #41, 1982-83

TO: President John E. Van de Watering
FROM: The Faculty Senate
RE: X I. Formal Resolution (Act of Determination)
     II. Recommendation (Urging the fitness of)
     III. Other (Notice, Request, Report, etc.)

SUBJECT: Bylaws of the Faculty of the State University of New York at Brockport

[Appendix A, Article Three, not effective until September 1983]

(see attached)

Signed Bill W. Reed Date Sent 6/13/83
(For the Senate) Bill W. Reed, President, Faculty Senate

TO: The Faculty Senate
FROM: President John E. Van de Watering
RE: I. Decision and Action Taken on Formal Resolution
    a. Accepted. Effective Date
    b. Deferred for discussion with the Faculty Senate on
    c. Unacceptable for the reasons contained in the attached explanation

II., III. a. Received and acknowledged
    b. Comment:

DISTRIBUTION: Vice Presidents: [Handwritten names]
Others:
Distribution Date: [Handwritten date]

Signed: [Handwritten signature]
(President of the College)

Date Received by the Senate: [Handwritten date]
Hylaws of the Faculty
of the State University of New York at Brockport

ARTICLE ONE - PURPOSE AND DEFINITIONS

Section A: 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: 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 environment of the College.

Section C: The Faculty shall consist of a general assembly called the Faculty-at-Large and a deliberative body called the Senate.

The Faculty-at-Large shall consist of all those who have official Voting Faculty status in the College.

The Senate shall be composed of elected members of the Faculty who are eligible by the provisions of these Bylaws and such ex officio members as hereinafter may be specified.

Section D:
1. The Voting 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 as an administrative officer, professional employee, librarian, or academic faculty member at the College. Voting Faculty of the College shall retain their Voting Faculty status when they become Emeriti. Graduate Assistants do not have Voting Faculty status by reason of their appointment.

For the sole purpose of determining who may vote for Senators representing academic departments or administrative units hereinafter named, Departmental or Unit Voting Faculty shall be defined as Voting Faculty who are appointed to a single department or unit as indicated by the current personnel roster, with the following special provisions:

(a) Voting Faculty members who hold appointments to two or more departments or units, with more than a half-time appointment in one department or unit shall vote in the department or unit of their primary responsibility.

(b) Voting Faculty members who hold appointments to two or more departments or units with no more than a half-time appointment in any one department or unit may vote in any of the departments or units to which they hold appointments. This shall be determined by the Faculty member registering his/her choice with the chairperson or head of that department or unit and the Chairperson of the Senate Committee on Nominations, Elections and Committees.
once each academic year.

2. Academic departments and administrative units shall be recognized as units of representation according to the following criteria:

(a) Academic departments shall be recognized as units of representation if they have (1) a separate personnel roster, (2) a separate operating budget, and (3) a designated chairperson or other administrative head.

(b) Administrative units shall be recognized as units of representation if they (1) have at least five members who are full-time employees of the College according to a current personnel roster, (2) have a separate operating budget, and (3) have a designated director or other administrative head. Administrative units of fewer than five members may combine with appropriate other units to achieve a size equal to or greater than this minimum, but no member of the Voting Faculty shall be included in more than one unit of representation.

(c) The following administrative units shall be defined as units of representation without regard to size: Administrative Services (consisting of the Vice President for Administrative Services and his/her professional staff not otherwise represented), Academic Affairs (consisting of the Vice President for Academic Affairs and his/her professional staff not otherwise represented and the professional staff, not otherwise represented, of the Office of the President), Student Affairs (consisting of the Vice President for Student Affairs and his/her professional staff not otherwise represented), and Adult and Continuing Education (consisting of the Dean of Adult and Continuing Education and his/her professional staff not otherwise represented).

3. 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 Committee on Nominations, Elections and Committees. Petitions must reach the Committee by February 1 each year, and be based upon the personnel roster of the immediately preceding October.

The Committee on Nominations, Elections and Committees shall annually publish to the Voting Faculty by March 1 the Committee’s recommendations on units of representation. After a two-week period for the filing of comments with the Committee, the Senate shall vote on the Committee’s recommendations. This shall define the units of representation for the following year.

ARTICLE TWO – THE FACULTY-AT-LARGE

Section A: The Faculty-at-Large shall elect the President-Elect of the Senate and the Faculty representatives to the Faculty Senate of the State University.

The Faculty-at-Large shall vote on amendments to these Bylaws and on revised Spring 1983
all referenda and recall actions.

Section B: The Faculty-at-Large shall meet at least once each semester during the academic year prior to the end of the regular course schedule. The Faculty-at-Large 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 Voting Faculty.

ARTICLE THREE - THE SENATE

Section A: The Senate shall propose Faculty policy in the academic and professional spheres and on any other matter of Faculty concern, and shall be the voice of the Faculty in its recommendations to the Chief Administrative Officer of the College, to other administrative officers, and to other faculties and groups.

The Senate shall, through its President, inform the Chief Administrative Officer of the College of its recommendations. In making its recommendations 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 meet at least once per 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 College President, the Chancellor or ten percent of its membership. One more than one-half of the Senate membership shall constitute a quorum. Unless otherwise specified by these Bylaws, all Senate votes or actions shall require the presence of a quorum.

Section B:

1. Plenary sessions of the Senate and/or of its Standing and other committees may be recorded verbatim or electronically transmitted only under the following conditions:

   (a) Proceedings of the Senate in session or as a committee-of-the-whole only upon affirmative vote of at least two-thirds of all Senators present and voting.

   (b) Committee proceedings only upon the unanimous affirmative vote of all committee members present and voting.

An announcement shall be conspicuously posted throughout the recording or transmitting session.

Verbatim recordings, if any, must remain exclusively in the custody of the Senate and may not be released without the expressed consent, in writing, of any Senator who is recorded thereon.

2. Presentation of Action Items to the Senate
In order to allow adequate consideration of matters by the Senate, nothing shall be presented to the Senate for action unless it has first been submitted to the Executive Committee at least seven days prior to placement on the Senate agenda and distributed to Senators at least three days prior to the meeting at which action is to be taken.

Should extraordinary circumstances require, the matter in question may be presented to the Senate directly and without notice. In order for action to be taken before one full seven-day period has elapsed, a two-thirds vote of those present and voting shall be required to introduce the Special Order.

Section C: 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 provisions:

(a) The Executive Committee shall be solely responsible to decide whether the business at hand requires immediate action or may be deferred until the College is in regular session.

(b) All actions taken by the Executive Committee shall be advisory only, and presented to the Senate for ratification at its next regular meeting.

(c) The Executive Committee, in writing, shall inform all concerned parties of the advisory nature of such actions.

Section D: Membership

1. The membership of the Senate shall consist of the following:

(a) One Senator from each unit of representation as determined according to Article One, Section D above, for every fifteen (15) full-time equivalent members or fraction thereof. Representation shall be determined by the number of full-time equivalent professional staff according to the current personnel roster or identified in approved petitions for unit representation.

(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 ex-officio member of the Senate.

(d) The University Faculty Senators, who shall be non-voting ex-officio members of the Senate, unless also elected as Senators representing units.

2. Each unit of representation shall elect its own Senators.

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3. Each unit shall elect an alternate for each Senator. An alternate is entitled to vote and to be counted for quorum only when a Senator from his/her unit is absent.

4. Any Senator whose seat is lost due to reapportionment under Section D of this Article shall serve until the convening of the first fall meeting of the Senate in the next academic year or the rest of his/her term, whichever is shorter.

5. Eligibility for election to, or service in, the Senate shall be limited to Voting Faculty.

Section B: Term of Office

1. The term of office for all elected members of the Senate shall be two years except as noted below. The general principle shall be that:

   (a) Approximately half of the Senate shall be elected each year, and

   (b) In units entitled to two or more Senators, approximately half of the Senators shall be elected each year.

2. If a unit gains or loses a Senate seat by reapportionment, the unit shall conduct its elections for Senator according to the above general principles.

   Reapportionment shall be conducted annually according to the procedures of Article One, Section D, and is to be effective with the immediate forthcoming spring election.

3. The beginning and ending dates of terms of office for all elected members of the Senate shall coincide with the convening of the first meeting of the Senate in the fall semester, unless otherwise specified herein.

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 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 through the Standing Committee on Nominations, Elections and Committees 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. Senators serving in seats lost due to reapportionment shall not be replaced.

5. The President and the Executive Committee shall serve from their installation at the first Senate meeting in the fall semester until the first Senate meeting in the next fall semester, when new officers shall be installed.

6. The agenda for the first Senate meeting of the fall semester shall

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be prepared jointly by the outgoing Executive Committee and the Executive Committee-designate. This meeting of the Senate shall be convened by the outgoing President and shall pass to the new President immediately upon installation. Installation of the President, ratification of the Executive Committee-designate, approval of members of the Senate Standing Committee on Nominations, Elections and Committees, and elections of other Senate officers shall be the first item of the Executive Committee report at this meeting of the Senate.

ARTICLE FOUR - OFFICERS OF THE SENATE

Section A: Officers of the Senate shall be the President, the President-Elect, the Vice-President, and the Secretary.

Eligibility to serve as President, President-Elect or Vice-President shall be limited to Voting Faculty other than those holding management-confidential appointments.

The President of the Senate shall serve a term of one year and shall not succeed himself/herself in that office.

The President-Elect shall be elected by the Faculty-at-Large, shall serve a term of one year, and shall succeed to the Presidency the following year.

The Vice-President shall be elected by the Senate from its ranks at the first meeting of the academic year for a term of one year.

The Secretary shall be elected by the Senate from its ranks at the first meeting of the academic year for a term of one year.

Section B: The duties of the officers of the Senate shall be as follows:

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-at-Large, except those meetings of the Faculty-at-Large convened by the Chief Administrative Officer. The President may, upon due notice to the members, call a meeting of the Faculty-at-Large of the Senate, or of the Executive Committee. The President shall, on petition of ten (10) percent of the Voting Faculty, convene a meeting of the Faculty-at-Large, or, on petition of ten (10) percent of the Senate, convene a meeting of the Senate.

The President shall be the Chairperson of the Executive Committee of the Senate.

The President and President-Elect shall be ex officio and non-voting members of all Standing Committees of the Senate but shall not serve as chairpersons of these Standing Committees.

The President may appoint, with the approval of the Senate, a non-voting Recording Secretary, who need not be a member of the Voting Faculty.

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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-at-Large as provided for in these Bylaws. When the President chooses to enter debate, the President-Elect shall assume the chair.

The Vice-President shall assume the duties of the President during a period when neither the President nor the President-Elect is available. The Vice-President shall assume the chair when both the President and the President-Elect choose to enter debate.

The Secretary shall, at the direction of the President, prepare and distribute notices and minutes of meetings of the Senate to all Senators and unit heads, and of meetings of the Faculty-at-Large to all members of the Faculty, and shall sit on the Executive Committee of the Senate as a voting member. Minutes of Senate meetings shall contain a record of the names of the Senators absent.

The Secretary shall, at the direction of the President, transmit to the Faculty and to other appropriate parties those recommendations, resolutions and other statements drafted by the Faculty-at-Large, the Senate, or its Executive Committee.

The Secretary shall act as Recording Secretary in the absence of a Recording Secretary.

Section C: Vacancies

The office of President or President-Elect becomes vacant upon the resignation, incapacitation, or ineligibility of that officer.

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 President-Elect.

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.

If the office of President falls vacant and the President-Elect is not available, the duties of the President shall devolve upon the Vice-President.

ARTICLE FIVE - THE EXECUTIVE COMMITTEE OF THE SENATE

Section A: The Executive Committee of the Senate shall consist of the President, the President-Elect, the immediate Past-President, the Vice-President, the Secretary, and the Chairpersons of the Senate Standing Committees, and the senior University Faculty Senator.

Section B: The Executive Committee of the Senate, through the President, shall be charged with making the opinion of the Senate known to the Chief Administrative Officer of the College and to the Faculty.

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and shall be the official liaison representative of the Senate.

The Executive Committee shall prepare an agenda for each meeting of the Senate and the Faculty-at-Large, in accordance with these Bylaws.

The Executive Committee shall submit to the Senate all recommendations made by the Senate Standing Committees and Senate ad hoc committees.

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.

The Executive Committee shall review the actions of the Senate and their subsequent implementation, and shall report to the Senate accordingly.

Section C: The members of the Executive Committee shall serve from the time of their election (appointment) until the first Senate meeting of the following academic year, with the exception of Chairpersons of Standing Committees, who serve at the pleasure of the President.

ARTICLE SIX – STANDING COMMITTEES OF THE SENATE

Section A: General Rules

1. Meetings: Committees or any of their sub-committees shall meet:
   (a) on call of their chairpersons;
   (b) when two-thirds 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. Terms of Office: Senators shall be appointed to committees for a term of one year. Preference in committee assignments shall be given to Senators who wish to continue their service on a committee.

Non-senators, when appropriate, may be appointed to Standing Committees for a term of up to one (1) year. Emeriti members of the Faculty are encouraged to serve on Senate committees.

3. Chairpersons: Unless otherwise specified by these Bylaws, Committee chairpersons, after appropriate consultation, shall be appointed by the President-Elect (that is, the person who will be Senate President during the term of office) and confirmed by the Senate at the first regular meeting of the academic year. After Senate confirmation, chairpersons will serve at the pleasure of the President of the Senate.

4. Committee meetings: Committees shall establish and publicize in the minutes of the Senate a schedule of their meetings. With the exception of investigative hearings, such meetings shall be open to any Faculty.

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member who wishes to attend. Committees shall keep records of their proceedings and their operations.

5. Duties: Committees shall conduct continuing studies in the areas of their responsibilities, and shall make recommendations and annual reports based upon these studies to the Senate through the Executive Committee. Further, they shall, upon request of the Senate or 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.

6. Service on Committees: All voting Senators except the President, the President-Elect and the Secretary shall serve on the Standing Committees of the Senate through appointment by the Committee on Nominations, Elections and Committees with the approval of the Senate. Senators shall serve on only one Standing Committee of the Senate, unless otherwise specified. Student members, chosen from a list submitted by the Brockport Student Government, shall be invited to participate, as deemed appropriate by each committee. Student members shall not be counted in the numbers specified below.

In soliciting and selecting members for all committees, including replacements, the Committee on Nominations, Elections and Committees shall give due consideration to Faculty Senators’ expressed preferences and shall spread representation among Senate units of representation as widely as possible, consistent with the effective conduct of Senate business.

Unless otherwise specified, each committee shall consist of a minimum of six (6) and a maximum of twelve (12) members and shall include at least five Senators. The chairperson of each committee shall be a Faculty Senator.

7. Vacancies: If a member of one of these committees 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 Committee on Nominations, Elections and Committees. 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.

8. Enlargement of Standing Committees of the Senate:

A Standing Committee may be temporarily enlarged if, in the opinion of the Senate, the duties of the committee warrant an increase in its size.

The Committee on Nominations, Elections and Committees, acting upon the revised Spring 1983
request of the Senate, shall appoint additional members to the committee, making its selection from a list of interested and qualified Faculty members. Such appointments, together with length of term, shall be submitted to the Senate for ratification.

The list of names of interested and qualified Faculty members who are willing to serve on a Standing Committee of the Senate, in the event that the committee needs to be enlarged or a vacancy needs to be filled, shall be compiled by the Senate Standing Committee on Nominations, Elections and Committees.

9. Long-term Subcommittees: Long-term or permanent subcommittees may be recommended by Standing Committees and established by the Senate. The membership and functions of such long-term or permanent subcommittees shall be submitted to the Senate for approval as part of the establishment process. The chairpersons of such subcommittees shall be members of the parent Standing Committee and may be in excess of the maximum membership specified for the Standing Committees.

Section B: Committee on Appointments, Promotions and Tenure

1. Membership: The committee shall consist of eight (8) to twelve (12) members, who are not department chairpersons, selected by the Committee on Nominations, Elections and Committees with the approval of the Senate. Membership shall include at least one non-teaching professional and one librarian.

2. Functions: The Committee shall recommend policy and procedures to implement the consultation required under the Policies of the Board of Trustees on personnel actions. The Committee shall monitor the proper implementation of such policies, including the principles of full and equal employment opportunity. The Committee shall provide Senate representation on Search or Evaluation Committees as needed. The Committee shall serve as an advisory body to any unit as it develops or revises its own policies and procedures for personnel decisions, when requested to do so by the unit.

Section C: Committee on the College Environment

Functions: The Committee on the College Environment shall act for the Senate in the continuing study and review of all those aspects of the College environment which affect the ability of the Faculty to operate effectively. This Committee shall have a particular concern for the professional welfare of the Faculty and shall take a general responsibility for the improvement of all campus facilities, schedules and events.

Section D: Committee on Graduate Curriculum and Policies

Function: The Committee shall act for the Senate in the continuing study and review of all phases of the graduate curriculum, admissions, and academic standards. It shall make recommendations concerning the approval, revision and removal of courses and programs, and shall
recommend criteria for granting graduate degrees. It shall act for the Senate in the continuing study and review of graduate student policies.

Section F: Committee on Long-Range Planning

Function: The Committee shall participate with the College in all aspects of long-range planning as well as act as a major coordinating body for planning initiated by administrative and/or academic offices of the College.

Section F: Committee on Nominations, Elections and Committees

1. Membership: The Committee shall consist of a minimum of three (3) and a maximum of six (6) Senate members selected by the President-Elect, after appropriate consultation with and with the approval of the Senate. Members of the Committee shall be eligible to serve on other Standing Committees.

2. Functions:

(a) The Committee shall conduct elections of the Faculty in accordance with these Bylaws. In special instances, the President of the Senate or the Chief Administrative Officer of the College may avail himself/herself of the services of the Committee, providing that the Committee is given at least two weeks’ notice before balloting commences.

(b) Each year the Committee shall determine if changes in Senate representation are warranted (Article One, Section D). The Committee shall annually receive petitions from units desiring to be recognized as units of representation and shall make recommendations thereupon to the Senate. The Committee’s recommendations shall also specify the number of Senators appropriate to each unit.

(c) The Committee shall solicit the names of candidates and recommend to the Executive Board the proposed membership of all Standing Committees, except as otherwise specified in these Bylaws, for submission to the Senate for approval at the first Senate meeting of the fall semester each year. The Committee shall similarly recommend replacements for vacancies or additional members of committees as the need may arise.

(d) The Committee shall solicit and recommend to the President the names of members of such other committees, boards, panels, etc., as the President shall require.

Section G: Committee on Research Policies and Procedures

1. Membership: The Committee shall consist of a minimum of six (6) and a maximum of twelve (12) members, at least three (3) of whom shall be Faculty Senators, selected by the Committee on Nominations, Elections and Committees. One basic qualification for membership shall be the individual’s demonstrated commitment to the desirability of publishable research as one institutional goal and/or experience in attracting

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and/or administering sponsored research funds.

2. Functions:

The Committee shall investigate, on a continuing basis, research policies and procedures, including possible impediments and disincentives to research, and to procurement of outside sponsored research funds, and generally shall strive to contribute to development of a favorable research climate at Brockport. Together with other appropriate committees, it shall be the committee considering all research-related questions coming before the Senate.

Section II: Committee on Undergraduate Curriculum

Functions: This Committee shall act for the Senate in the continuing study and review of all phases of the undergraduate curriculum and related academic policies. It shall establish procedures for the approval, revision and removal of undergraduate programs, and shall recommend criteria for granting baccalaureate degrees.

Section I: Committee on Student Policies

Functions: This Committee shall act for the Senate in the continuing study and review of college policy in the areas of student housing, placement, advisement, financial aid, extra-curricular activities and all other matters which might affect faculty responsibility for students, except in those matters involving only graduate students.

Section J: Committee on College Admissions

Functions: This Committee shall act for the Senate in the continuing study and review of college admissions policy. It shall work with the appropriate administrative officers in establishing, publicizing and implementing current policies, and make recommendations for change when appropriate.

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 shall be appointed by the President of the Senate with the approval of the Executive Committee and the Senate. Members of Senate ad hoc committees shall elect their own chairpersons. Ad hoc subcommittees may also be appointed by Standing Committees of the Senate to perform specific tasks within their function.

ARTICLE EIGHT - AGENDAS

Section A: Agenda for Meetings of the Senate

1. The Executive Committee shall prepare an agenda for each meeting of the Senate and shall make it conveniently available to all faculty members and circulate it by mail to all Senators at least three (3) days prior to the meeting.

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days in advance of regular meetings. (See Section III-E-6.)

2. The agenda shall include at least the following items, in the order given below:

   (a) Approval of Minutes

   (b) Approval of Agenda

   (c) Announcements

This section shall be restricted to informational items not requiring action.

   (d) Old Business (if any)

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) Reports of Standing and ad hoc committees

   (g) 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.

Section B: Agenda for Meetings of the Faculty-at-Large

All items to be considered at the meeting shall be placed on the agenda, which shall be distributed to the Faculty at least two (2) weeks prior to the meeting.

ARTICLE NINE - ELECTION PROCEDURES

Section A: The Committee on Nominations, Elections and Committees shall be responsible for the preparation of slates and the administration of elections to those positions decided by the Faculty-at-Large.

Each February the Committee shall publicly solicit petitions for candidacy for the positions of President-Elect, University Faculty Senator, and Alternate University Faculty Senator. Only candidates whose petitions contain twenty-five (25) signatures of Voting Faculty members are eligible to have their names appear on the election ballots. Three weeks from the initial call for petitions shall be allowed for the submission of petitions to the Committee on Nominations, Elections and Committees. The Committee must have the

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consent of the nominee before his/her name may be included on an election ballot.

At a regular spring semester meeting of the Faculty-at-Large, the Committee on Nominations, Elections and Committees shall present to the Faculty the slate of qualified candidates for each office specified above. At this meeting, the candidates for these offices shall have the opportunity to address the Faculty.

Separate ballots shall be presented as follows:

(a) President-Elect of the Senate. Elections shall be resolved by a majority of the votes cast by at least one-fourth of the Voting Faculty.

(b) The Representative(s) and Alternate Representative to the State University of New York Faculty Senate. Elections to these offices shall take place in the years in which vacancies occur. Election shall be decided by a majority of the votes cast.

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 candidates receiving the highest number of votes cast. Elections shall be decided by a majority of the votes cast.

If only one person qualifies as a candidate for President-Elect, University Faculty Senator or Alternate University Faculty Senator, ballots shall be marked "Endorse" or "Do not endorse". The candidate must receive a majority endorsement in a qualified election. In the event the candidate does not, a new election will be held consistent with these Bylaws.

Section B: Voting for all candidates from the Faculty-at-Large shall be conducted by secret ballot.

Ballots, in signed envelopes, shall be returned to the Committee on Nominations, Elections and Committees which shall allow at least five (5) full working days from the date of original distribution for return of ballots. The Committee shall announce election results to the Senate at its next regular meeting.

Voting for Senators from various units of representation shall be held within four (4) weeks after the foregoing elections have been decided and their results announced. Each unit shall conduct its own elections democratically among qualified candidates. The names of elected Senators and alternates shall be forwarded to the Committee on Nominations, Elections and Committees as quickly as possible.

Section C: The final composition of the Senate and the names of the elected Representative(s) to the State University Senate and the Alternate Representative shall be announced to the Faculty by the Committee on Nominations, Elections and Committees before the end of the academic year. New terms of office become effective at the first fall meeting of the Senate, except as otherwise specified.

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ARTICLE TEN - RECALL

Section A: Any officeholder elected by the Faculty-at-Large shall, upon petition signed by ten (10) percent of the Voting Faculty, be subject to procedures for recall.

Section B: 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-at-Large called to discuss the proposal. Voting on the recall proposal shall take place within one week by secret mail ballot, and a two-thirds majority of those responding shall be necessary to effect recall of the named officeholder(s).

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

Section D: 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 E: If an elective position is vacated by recall, the Committee on Nominations, Elections and Committees 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 other procedures are provided in these Bylaws.

ARTICLE ELEVEN - REVIEW OF THE RECOMMENDATIONS OF THE SENATE

Senate recommendations which 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 TWELVE - REFERENDUM AND INITIATIVE

Section A: Referendum. The highest level of policy making shall be the Faculty-at-Large. Any recommendation or action of the Senate may be referred to the Faculty-at-Large by referendum.

A referendum pertaining to a recommendation or action of the Senate shall be initiated by a petition signed by ten (10) percent of the Voting Faculty and submitted to the President of the Senate within thirty (30) days of the recommendation or action of the Senate.

Copies of the proposed referendum shall be submitted to each member of the Voting Faculty at least two (2) weeks prior to a Faculty-at-Large meeting called for discussion of the referendum.

Voting on a proposed referendum shall be conducted by mailed secret ballot within thirty (30) days of its submission. A majority vote of revised Spring 1983
those voting shall determine the recommendation or action to be taken.

Section B: Initiative. Any member of the Faculty-at-Large may submit any proposal to the Senate through his/her Senator.

A proposal signed by five (5) percent of the Voting Faculty and submitted to the Executive Committee of the Senate shall be placed on the agenda for action at the next regular Senate meeting.

ARTICLE THIRTEEN - 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 the Sturgis Standard Code of Parliamentary Procedure.

Section B: Parliamentarian. The President of the Senate shall appoint, by the first Senate meeting of each academic year, a Faculty Parliamentarian who will not be a Senator, and who will meet when requested with the Senate and Executive Committee to advise the President, the Executive Committee and/or the Senate. The President in consultation with the Parliamentarian shall then appoint an Alternate Parliamentarian who shall serve when the Parliamentarian is absent. If a non-Senator cannot be appointed, the Senate shall elect a Senator as Faculty Parliamentarian by majority vote. In the event that no Senator can be elected or there is no Parliamentarian present, the Senate shall act as a body on parliamentary questions in accordance with the Sturgis Standard Code of Parliamentary Procedure.

ARTICLE FOURTEEN - INTERPRETATION OF THE BYLAWS

The President of the Senate shall rule on interpretations of the Bylaws subject to procedures for appeal as specified in Sturgis Standard Code of Parliamentary Procedure.

In certain extraordinary circumstances, provisions of these Bylaws may be disregarded on recommendation of the Executive Committee and two-thirds vote of the Senate. Such variance shall not set precedent and shall be limited to the specific exigency.

ARTICLE FIFTEEN - AMENDMENTS TO THE BYLAWS

Section A: 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 Voting 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 and revision of the Bylaws. A two-thirds 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 intervals the Senate, acting through the Executive Committee, shall appoint, by the third regular Senate meeting, 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 affirmative vote of the Senate shall be necessary for initiation of the ratification procedure.

Section B: Ratification Procedures for Amendments to these Bylaws

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 a Faculty-at-large meeting called for discussion of the amendment(s). Ratification procedure shall be initiated and completed only during regular fall and spring semesters.

Voting on the proposed amendment(s) shall take place by secret ballot of the Voting Faculty under the same procedures as govern the election of the President-Elect. A two-thirds affirmative vote of those voting on the amendment(s) shall be necessary for ratification. The Committee on Nominations, Elections and Committees shall count votes and report its findings to the Faculty. Each amendment shall specify the date upon which it is intended to become operative.

revised Spring 1983
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 - PERMANENT SUBCOMMITTEES

Section A: Budget Subcommittee [Senate Resolution 13, 1976-77]

1. This Subcommittee is associated with and reports through the Senate Standing Committee on Long-Range Planning.

2. Membership: The Subcommittee shall consist of three members of the faculty holding continuing appointment, one member of the non-teaching professional staff holding permanent appointment, and two members of the College administration appointed jointly by the President of the Senate and the Chief Administrative Officer of the College, all of whom shall be confirmed by the Senate, who shall serve for rotating terms of four years each, with one faculty or non-teaching professional term expiring on September 1, of each year, and with one administrative term expiring on September 1, on each alternate year. The term of the chairperson shall be one year. The chairperson shall also sit on the Long-Range Planning Committee.

3. Function: The Subcommittee shall serve as a resource on all matters relating to the College budget for the Long-Range Planning Committee and for the Senate. Any motions requiring expenditure of funds must also be referred to this Subcommittee for comment.

Section B: Resource Allocation Subcommittee [Senate Resolution 27, 1977-78]

1. This Committee is associated with and reports through the Senate Standing Committee on Long-Range Planning.

2. Membership: The Subcommittee shall consist of nine members representing a cross-section of the Faculty-at-Large, of whom at least a majority, but no more than seven (7), shall be on continuing appointment or permanent appointment, nominated by the Executive Committee and approved by a vote of the Senate. The members of the Subcommittee shall serve four-year terms, staggered so that two or three terms expire each year. All terms shall expire on September 1, of the specified year. The term of the chairperson shall be one year. The chairperson shall also sit on the Long-Range Planning Committee.

2. Function: The Subcommittee shall engage in an ongoing study of the College’s use of faculty resources, and shall, in consultation with the Chief Administrative Officer of the College or his/her designee, and, through the Long-Range Planning Committee and the Senate, make recommendations regarding resource allocations to the Chief
Administrative Officer of the College.

ARTICLE THREE - PROGRAM APPROVAL

Section A: Undergraduate Approval Process

The Senate approves the requirements of programs not the catalog copy nor the procedures used to implement the program.

For a proposed program or program revision to be presented to the Senate for approval, the sponsoring unit shall provide a clear description of the requirements, the rationale for the changes in the program, and the procedures to be used to implement the requirements. The format of a catalog description is useful. Minor changes can be described by giving the modification to the program as printed in the current catalog. Proposals shall be in accord with college and state regulations.

The requirements shall be precise. The procedure for a student to follow to select electives (including written approval, if any) shall be clearly specified.

Course descriptions for courses utilized in the program and which are not in the current catalog shall be provided.

For a new program using courses taught by other curricular units or for a change in an approved program affecting courses taught in another curricular unit, consultation with the other curricular unit is required prior to submission to the Senate of the proposal.

The curricular unit shall clearly state the degree to which it will have flexibility to make minor changes within the program without further Senate action. This shall be not more than is necessary for the proper functioning of the program. The curricular unit is responsible for whatever changes in procedures are necessary in order to implement the approved program's requirements. (Please note that administrative approval may be necessary.)

The approval process is as follows:

a) The curricular unit(s) prepares a written proposal and sends it to the President of the Faculty Senate with sufficient copies for the Undergraduate Curriculum Committee (UCC).

b) The UCC will meet with a representative of the curricular unit to discuss the proposal. This may result in modifications to the document.

c) The UCC will vote on whether to recommend approval or non-approval. If approval is recommended and the proposal is a modification of an existing program, the UCC will vote on whether it will recommend to report the change to the Senate or bring the change to the Senate for approval. If the original vote is for non-approval, the curricular unit may request that the proposal be
sent to the Senate for action. Such requests shall be honored if the proposal is in proper form.

d) The Executive Committee of the Faculty Senate will decide whether a proposal will be reported or brought for approval.

e) If a proposal is to be reported to the Senate, a short statement of the proposed change in requirements will be distributed with the agenda for the meeting. The Senate may, by majority vote, request debate on the proposal. If not, the proposal shall be sent to the College President for review.

f) If a proposal is to be submitted to the Senate for approval, the curricular unit shall provide sufficient copies for distribution with the agenda of the meeting.

g) If the Senate recommends approval, the last step in this process is the decision of the President of the College (or SUNY Central).

The appropriate Deans should be kept informed of the proposal at its various stages.

ARTICLE FOUR - AMENDMENTS

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.
APPENDIX B

Policies of the Board of Trustees

Article X COLLEGE FACULTY

Sec. 1. Composition The faculty of each college shall be comprised of the Chancellor, the chief administrative officer and other members of the voting faculty of the college, other members of the academic staff of the college, such nonvoting administrative officers and professional staff as may be designated by the faculty bylaws of the college.

Sec. 2. Chairman and Presiding Officer. The chief administrative officer of the college shall be the chairman of the faculty of each college. Each college faculty may provide for the selection of its presiding officer, in a manner to be specified in college faculty bylaws. Both the Chancellor and the chief administrative officer shall be empowered to call meetings of the college faculty or the governance body of that faculty and of its executive committee. The agenda of each meeting of these bodies shall provide, as a priority order of business, an opportunity for both the Chancellor and chief administrative officer to present their reports.

Sec. 3. Voting Faculty. The voting faculty of each college shall be composed of:
(a) The Chancellor and the chief administrative officer of the college, and
(b) Members of the academic staff of the college having academic rank and term or continuing appointments, and
(c) Such other officers of administration and staff members of the college as may be specified by the faculty bylaws of the college.

Sec. 4. Responsibility. The faculty of each college shall have the obligation to participate significantly in the initiation, development and implementation of the educational program.

Sec. 5. Bylaws.
(a) The faculty of each college shall prepare and adopt bylaws which shall contain:
1. Provision for committees and their responsibilities,
2. Procedures for the calling and conduct of faculty meetings and elections, and
3. Provisions for such other matters of organization and procedure as may be necessary for the performance of their responsibilities.
(b) Bylaws shall be consistent with and subject to the Policies of the Board of Trustees of State University of New York, the laws of the State of New York, and the provisions of agreements between the State of New York, and the certified employee organization established pursuant to Article 14 of the Civil Service Law. Provisions of bylaws concerning consultation with the faculty shall be subject to the approval of the chief administrative officer of the college. All actions under bylaws shall be advisory upon the Chancellor and the chief administrative officer of the college.