



Bylaws and Procedures



State University Plaza
Albany, NY 12246

Office Phones: (518) 320-1376
(800) 547-1548
Fax Number: (518) 320-1543

Website: www.suny.edu/facultysenate

University Faculty Senate Governance Committee
2012-13

Rochelle Mozlin, Chair - SUNY Optometry
William Baumer, University at Buffalo
Sandra Michael, Binghamton University
Suzanne Scarlata, Stony Brook University
Calista McBride, Alfred State College
Adly Fam, University at Buffalo
Anne Englot, Morrisville State College
John Beckem, Empire State College
Mark Meirowitz, SUNY Maritime College
Mark Warford, Buffalo State College
Fred Hildebrand, System Administration Liaison
Nina Tamrowski, Onondaga Community College
Bryant Barksdale, SUNY Student Assembly

Handbook design by Carol Donato
University Faculty Senate
March, 2013

Much of the work on the revision of this publication was done by Drs. Rochelle Mozlin and Sharon Cramer (UFS Parliamentarian) and Ms. Carol Donato, Executive Assistant to the Senate. The Governance Committee expresses its gratitude for their contributions.

Table of Contents

I) Foreword	5
II) Introduction	9
A) Brief History of the Senate	
B) Organization	
1) Organization of the Senate	
2) Standing Committee Structure	
(a) Executive Committee	
(b) Governance Committee	
(c) Graduate Academic Programs and Research Committee	
(d) Student Life Committee	
(e) Undergraduate Academic Programs and Policies Committee	
(f) University Operations Committee	
(g) University Programs and Awards Committee	
C) Senate Office	
D) Activities of the Senate	
1) Fall Planning Meeting	
2) Senate Plenary meeting	
3) Faculty Senate Bulletin	
E) Financing the Senate	
F) Official Observers	
III) Guidelines of the University Faculty Senate	18
A) Senators and Alternate Senators	
B) President of the Senate	
1) General	
2) Date Lines	
3) Presidential Initiatives	
C) Vice-President/Secretary of the Senate	
1) Vice Presidential Duties	
2) Secretarial Duties	
(a) Executive Committee	
(b) Plenaries	
D) Standing Committee Chairs	
1) Summer Planning Meeting	

2)	Operating Procedures for Committees and Committee Chairs	
	(a) Committee Organization and Functions	
	(b) Committee Meetings	
	(c) Fall Planning Meeting	
	(d) Relations with the Executive Committee	
	(e) Chair's Powers and Responsibilities	
	(f) Plenary Sessions	
E)	Executive Committee	
F)	Committee Reports and Resolutions	
G)	Form of a Resolution	
H)	Coding of Resolution	
I)	Reimbursement Procedure	
IV)	Senate By-Laws	33
V)	Appendix	52
	A) Past Senate Presidents	
	B) Past Senate Vice-Presidents/Secretary	
	C) Senate Publications	
	D) Awards	

Please note that throughout this Handbook, all references to the *Policies of the Board of Trustees* refer to the 2006 Edition (July 26, 2006) and are cited as the *Policies* and appear in bold type.

I. Foreword

This edition of the Bylaws and Procedures Handbook of the State University of New York University Faculty Senate (UFS) reflects amendments and updates that have occurred since a significant overhaul in 2007. Most of what follows is adapted from the Foreword that was prepared by then-UFS President Carl Wiezalis.

This Handbook is intended to be a reference and repository of the policies, procedures, rules and regulations, and precedents of behavior which are foundational to the structure and operation of the State-wide faculty governance body of the State-operated colleges/universities legally referred to as the SUNY University Faculty Senate. It is the hope of the leadership of the University Senate that you will find this document to be helpful to your understanding of our governance body and your functioning as a Senator, Alternate Senator, Campus Governance Leader or committee member or member of the faculty/staff.

History

The first Bylaws and Procedures Handbook of the UFS was developed by Senator Ron Sarnier of SUNYIT in 1991. This first edition was an exceptional effort by Professor Sarnier and his colleagues to organize the documents, procedures and practices of the University Faculty Senate into a central volume, easily available to faculty interested in UFS activities and responsibilities. This first document served the Senate well until 1994, when the Task Force on Bylaws Revisions presented its report for adoption. After the adoption of those Bylaws, the Senate Executive Committee decided to appoint a Senate Procedures Taskforce to codify and update the procedures and practices that had evolved over the years into a new and enlarged Bylaws and Procedures Handbook. Karen Markoe (Maritime College) and Carl Wiezalis (Upstate Medical University) were asked to Co-chair this 1994-95 Senate Procedures Task Force. This Task Force spent the academic year bringing together a

disparate body of information to the University Faculty Senate that extended beyond procedures and Bylaws to include a brief history of the Senate; guidelines for officers, member and committee chairs; lists of former officers; publication; and recipients of Senate awards. For the first time we had a single publication that provided a thorough introduction and overview to the University Faculty Senate.

The 1994 edition of the UFS Bylaws and Procedures Handbook served the organization very well for over a decade. But in 2005 the Executive Committee of the Senate decided it was time to revisit the Handbook with an eye on correcting weakness and omissions.

Consequently, the Governance Committee, under Chair Ron Sarner, was asked to undertake a complete review, modification and updating of the document.

The Executive Committee decided to segregate the Bylaws review aspect of the Handbook from the work of the Governance Committee and charge a separate committee to address that complex and time-consuming effort. Edward Alfonsin (Emeritus-Potsdam), Robert Fluck (Upstate Medical University), and William Baumer (University at Buffalo) served as co-chairs of this *ad hoc* committee. The 2007 Bylaws were ratified after a second reading at the Winter Plenary of the UFS at Stony Brook University in January 2007.

The adoption of a number of changes in the Bylaws as well as the Policies and Procedures since 2007 prompted the Executive Committee to charge the Governance Committee in 2011 to update the Handbook. This edition, completed in September 2013, is the final result of that effort. The Senate is grateful for the leadership of Rochelle Mozlin (SUNY Optometry), Sharon Cramer (Buffalo State, emerita), and the members of the Governance Committee that has led to this update.

We would be remiss if we did not recognize and thank Carol Donato, Executive Assistant of the University

Faculty Senate, who provides exceptional support for all of the organizational and committee work of the UFS. She is a full partner in the day-to-day work of the Senate. The UFS would be diminished without her loyal and dedicated investment in our work and in our aspirations.

Peter L.K. Knuepfer, President
University Faculty Senate
2013



II. Introduction

A. History of the Senate

The University Faculty Senate held its first meeting in Albany on December 15, 1953, five years after SUNY was founded. The idea for a university-wide faculty governance organization was raised in 1950 at the State Teachers College Faculties Association and a committee chaired by Professor J. Murdock Dawley from the Fredonia campus was given the task of exploring the possibility of forming such an organization. The following year, on December 7, 1951, at the Paris Hotel in New York City, representatives from 29 SUNY units formed a committee to write a constitution. On March 19, 1953, the document was completed and submitted to the SUNY campuses for ratification. After three-quarters of the campuses ratified the constitution, the SUNY Board of Trustees approved the creation of the University Faculty Senate on October 8, 1953, and shortly thereafter, the Senate met. The original language called for the President of SUNY (now the Chancellor) to be the presiding officer of the Senate, with the body electing its own Vice Chair and Secretary. At this historic first meeting, the President of SUNY, William Carlson, presided; J. Murdock Dawley was elected Vice Chair, and Loren Petty (Cornell Agriculture) was elected Secretary.

Each campus had equal representation and one vote in the Senate's formative stage, but in short order a proportional system of representation was adopted. A committee structure was utilized, with the number of committees changing over the years. Currently there are six standing committees.

The Faculty Senate serves as a resource on governance for the University. It serves as a deliberative body on educational policies for the SUNY system. In this capacity it issues publications including proceedings, directories, and handbooks on matters such as budget,

program revision, and presidential searches. It serves as a repository for documents and for tapes of Plenary Sessions.

B. Purpose

The Policies of the Board of Trustees (Article VII. Title A §1, 2) state:

§ 1. *Name.* There shall be a University Faculty Senate of State University of New York.

§2. *Purposes.* The senate shall be the official agency through which the University Faculty engages in the governance of the University. The Senate shall be concerned with effective educational policies and other professional matters within the University.

C. Organization

1. Organization of the Senate

Representation on the Senate is by elected Senators and alternates from the four University Centers, the five Health Science Centers and Colleges, the thirteen Colleges of Arts and Science, the five upstate Colleges of Technology, and the nine Specialized and Statutory Colleges. The number of Senators from each campus is determined by a weighted formula.

As of 2013 there were 55 Senators. The term is for three years with a two term maximum; after an intervening term, one may seek additional term(s). Alternate Senators are also elected to substitute for the elected Senator when the need arises.¹ The Chancellor appoints two Senators, plus Alternates, from System Administration. Senate seats are on a cycle with

¹ No one, other than the Senator or an elected alternate, is eligible to vote (including the campus Governance Leader), as per a resolution defeated on January 30, 2010.

approximately one-third of the seats up for election each year. The Senate also includes designated observers from principal SUNY constituent groups.

2. Standing Committee Structure

The charges of the Standing committees are reviewed annually at the Fall Planning Meeting. Members of standing committees (except the Executive Committee), including the Chairs, are selected by the Executive Committee and serve one-year terms. Reappointment is a common practice, with three years being the usual period of service.

a. Executive Committee

The Senate's Executive Committee is chaired by the President of the Senate. Other members include the Vice-President/Secretary and five elected Senators, chosen in accord with Article VIII, Section B of the Senate's By-Laws, and one Senator from System Administration chosen by the Chancellor.

The Executive Committee prepares the Senate's agenda, acts for the Senate (whenever possible) if the Senate is not in session, reacts to items submitted by the Chancellor, individual campuses, and undertakes such other responsibilities that are in the best interests of the Senate. It meets approximately seven times a year.

Within the Executive Committee, discussions, including review of all resolutions that come before the University Faculty Senate, take place. All formal votes by the Executive Committee are taken only by the members identified above and in the Bylaws.

At the UFS Fall Planning meeting, Plenaries, and Summer Planning Meeting, the Executive Committee members are commonly joined by the chairs of the UFS Standing and Ad Hoc Committees, as well as the Convenor of the Campus Governance Leaders, the

editors of the *Bulletin* and the UFS Parliamentarian. Their participation facilitates discussion of business or other action items of all Committees. This larger group has been functioning since 2001 to enhance communication among all constituencies and facilitate business or other action items of the Standing Committees.

b. *Governance Committee*

The Committee shall concern itself with University-wide governance and shall provide guidance on matters of campus governance. The Committee shall interact with local governance leaders of the University. The Committee shall undertake a comprehensive review of the Governance Handbook every 4 years (with the next revision scheduled for 2016-17).

c. *Graduate Academic Programs and Research Committee*

The Committee serves as a source of professional advice and guidance to the Senate on matters relating to the quality, operation, and encouragement of graduate programs and research. To these ends, the Committee may be concerned with the procedures, criteria, and support of existing and new graduate programs within the University. The Committee may review and recommend policies and procedures relating to moral and ethical concerns of research and graduate studies and other matters involving the furtherance of research and graduate studies within the University.

d. *Student Life Committee*

The Committee will be concerned with significant educational, developmental, social, cultural, and recreational policies, programs, issues and services that affect the quality of student life and the campus environment of the State University of New York.

e. Undergraduate Academic Programs and Policies Committee

The Committee provides advice and guidance to the Senate on matters relating to undergraduate programs and policies throughout the University. To these ends, the Committee may review such areas as existing and proposed curricula, standards for academic degrees, teaching techniques and evaluation, special undergraduate programs, articulation among units of the State University of New York, and the various aspects of international education and development.

f. University Operations Committee

The Committee shall be concerned with the effective participation of the professional staff in University personnel policies including equal employment practices and affirmative action, The Committee shall also be concerned with the development and administration of the budgetary and planning activities of the University, and to provide advice and guidance on matters related to libraries, computing, and telecommunications.

g. University Programs and Awards Committee

The Committee will concern itself with the enhancement of intercampus educational and scholarly interests of the faculty through the development and strengthening of University-wide programs, grants and awards.

h. Committee on Diversity and Cultural Competence

The Committee on Diversity and Cultural Competence will concern itself with issues pertaining to equity, inclusiveness and access, as they are reflected in the curriculum, student body, and personnel of the State University. Among the activities of this committee will be collecting and disseminating information, organizing periodic meetings and workshops, and providing

guidance and recommendations to the Senate so that it may act with the best intentions of all people in mind.

i. Committee on Ethics and Institutional Integrity

The committee will study and make recommendations to the SUNY University Faculty Senate President regarding issues of professional behavior, ethical conduct and institutional integrity as they relate to faculty, students, administrators and other personnel in SUNY and higher education. The committee will gather information and serve as a resource for the Senate and the University. The Committee will not serve as a disciplinary body nor will it take part in judicial proceedings.

D. The Senate Office

The Senate Office is currently located at System Administration, State University Plaza in Albany. It serves as the Albany office for the Senate President. The complete address and phone numbers are:

University Faculty Senate
State University of New York
State University Plaza
Albany, NY 12246
Office Phones: (518) 320-1376
(800) 547-1548
Fax Number: (518) 320-1543
Website: www.suny.edu/facultysenate

E. Activities of the Senate

1. Fall Planning Meeting

Each September, the University Faculty Senate holds a planning meeting attended by members of the Executive Committee, members of standing committees, and others by invitation. The Planning Meeting provides new committee members with an opportunity to be introduced

to members of the Executive Committee, and initiated into the policies, procedures, and operations of the Senate and its Committees.

The agenda for the meeting also includes meetings between the Executive Committee and each of the Standing Committees. The purpose is to review the activities of the Senate planned for the year. The Committees plan their activities for the year according to a set of priorities determined in consultation with the Executive Committee.

Prior to adjournment, all committees meet together for a summary session with the Executive Committee. The chair of each committee reports on its major activities and priorities for the year.

2. Senate Plenary Meetings

Three Plenary Sessions of the University Faculty Senate, each lasting two days, are held each academic year, in the fall, winter, and spring. Rotation among the campuses as sites for these meetings with each campus hosting a meeting approximately every tenth year, provides an opportunity to visit other campuses. Senators receive electronic and/or paper materials prior to each Plenary session. The host institution also provides information about the campus and surrounding area. The Senate Office provides information on accommodations, directions, parking, etc. The host campus also makes provision for taping the entire Plenary.

Senate meetings include a session with the Chancellor with a question and answer period.

The Plenary Session agenda usually includes:

- Chancellor's Report
- President's Report
- Executive Committee Report and Action Items

- Reports of the other Standing Committees and Action Items
- Presentations on important higher education issues
- Sharing of Concerns

The Fall Plenary typically includes reports on the Fall Planning Meeting, Members of the Board of Trustees are invited to Plenary meetings and often engage in discussion with the Senate.

3. Faculty Senate Bulletin

The Executive Committee shall be responsible for the Faculty Senate Bulletin and shall be its editorial board. One or two editors are assigned by the Executive Committee.

F. Financing the Senate

The Senate budget is derived from assessments made against the campuses. Each campus assessment is based upon the number of senators from that campus. The Senate budget supports the Senate Office, the committee structure, Senate Plenary Meetings, the Fall and Summer Planning Meetings, and other Senate activities and workshops. The President receives full released time from campus responsibilities. The salary for the UFS. President is shared by the Senate budget and the home campus of the President. Expenses of Senators to attend plenary sessions are the responsibility of their respective home campuses.

G. Official Observers

The Policies of the Board of Trustees (Article VII.A,2) denotes the Senate as the official agency through which the University Faculty engages in the governance of the University. In addition to its own deliberations and discussions of matters concerning governance, the Senate recognizes the need to communicate effectively with other constituencies and representatives of other

governance bodies within SUNY. The Senate also enjoys an ongoing reciprocal relationship with the leadership of the community colleges and the Faculty Council of Community Colleges and the City University of New York Faculty Senate and the SUNY Student Assembly. The chairs of all three organizations are often invited guests at Senate functions.

The University Faculty Senate officially recognizes the following Official Observers:

- The chairperson or designee of the Board of Trustees of the State University of New York.
- A designee of the Council of Presidents of the State University of New York.
- The President or appointed designee of the Faculty Council of Community Colleges of the State University of New York.
- The President or appointed designee of the Student Assembly of the State University of New York.
- The Chair of the Faculty Senate of the City University of New York.

These Official Observers are welcome to attend all sessions of the Senate Plenary meetings and to participate as fully as they wish. As Official Observers they have full parliamentary privileges with the exception of voting rights.

III. Guidelines of the University Faculty Senate

A. Senators and Alternate Senators

In accordance with *Article VI of the By-Laws*, each Senator shall attend all Plenary Meetings of the University Faculty Senate and shall make oral and written reports to the campus governance body. Senators should have established local campus lists on which to post copies of reports. On campuses with multiple Senators, an equitable division of labor is established to meet these responsibilities.

The University Faculty Senate has recommended that a University Faculty Senator be a member of the local campus governance executive committee and a voting member of the campus governance body.

The Alternate shall perform all duties of the Senator in the Senator's absence. In the event that neither the Senator nor the Alternate Senator is able to attend a plenary meeting, no other campus member, including the Campus Governance Leader (CGL), can vote or otherwise serve in their place.

In addition, Senators serving as sector representatives to the Executive Committee (see By-Laws Article VIII, Section B) shall have the following responsibilities;

- Represent the sector as a member of the Executive Committee.
- Facilitate/chair the Sharing of Concerns session for that sector at Plenary meetings.
- Prepare and present an oral report of the Sharing of Concerns session for delivery to the full Plenary.
- Deliver to the Senate Office, Vice President/Secretary and to the Editor of the Faculty Senate Bulletin, within two weeks of each Plenary, a publishable copy of the report of the Sharing of Concerns session for inclusion with the archived meeting information.

- Distribute a copy of each report to all members of that Sector.

B. President of the Senate

1. General

- The presidency is a full-time position during the length of the term which is two years. The individual serving as president can run for re-election for a second term.
- The President has final responsibility for Senate Plenaries, the Fall Planning Meeting, Summer Planning Meeting, the operations of the Senate Office, and the day-to-day running of the Senate
- The President presides at all Senate meetings and Executive Committee meetings.
- The President maintains regular communication with the Executive Committee.
- The President is a non-voting member of the SUNY Board of Trustees.
- The President represents the faculty and professional staff at all meetings at which the faculty and professional staff are officially represented. These include, but are not limited to, meetings of the Faculty Council of Community Colleges.
- The President invites guests to the Fall Planning Meeting, Senate plenaries, Senate-sponsored conferences and, on occasion, to Executive Committee meetings as well.
- The President meets regularly with the Chancellor, Vice-Chancellors, where appropriate, and the SUNY System Liaison to the Executive Committee.
- The President has oversight of the Faculty Senate Bulletin and other Senate publications and the University Faculty Senate website.
- The President has ongoing responsibility to monitor the effectiveness of the implementation of policies and practices which originated with the Senate and its Standing Committees.

- The President obtains written responses to Senate resolutions in a timely manner.
- The President supervises the staff of the Senate Office.
- At the end of her/his term, if not reelected, the President serves as immediate past President of the Senate until a new Past-President is identified, by virtue of the completion of the President's term of office.

2. Date Lines

- The President ensures that all emailings and mailings, including materials for the Plenary meetings, are sent in a timely fashion.
- The President informs each campus through its Senator and Campus Governance Leader when the campus is due to elect a Senator and Alternate Senator.
- The President sends out thank you letters for all service to the Senate including service on a Senate committee. These letters are copied to the campus president. Outgoing chairs will also receive a certificate of appreciation.
- The President oversees the timely appointment of the Election Committee each year. The Election Committee chair, in turn, is responsible for transmitting to the President information with respect to the nominees for Senate offices as well as the results of Senate elections.
- The President solicits information from committee chairs concerning service on Standing Committees prior to the Executive Committee meeting in which Standing Committees of the Senate are constituted and notifies Senators and campus governance leaders about staffing Senate Committees.
- The President confers with campus Senators as well as the Campus Governance Leader to arrange for Senate meetings on campus. After a date is informally agreed upon, at least one year prior to the

meeting, the President of the Senate formally requests from the campus President that such a meeting take place.

- Where appropriate, the President invites Standing Committee chairs to joint meetings of the SUNY Faculty Senate Executive Committee with the City University of New York Faculty Senate Executive Committee

3. Presidential Initiatives

- The President prepares a preliminary calendar of all meetings at least a year in advance. After approval by the Executive Committee, the President informs the Chancellor's office of the dates of upcoming Senate events. This information is then posted on the UFS website.
- The President ensures that each Standing Committee includes a Senator who is interested in the work of the committee, knowledgeable of Senate procedures and adept at drafting resolutions.
- The President informs the Executive Committee of any extraordinary vacancies that occur on the Standing Committees and may bring forth nominations to fill such vacancies.

C. Vice-President/Secretary of the Senate

The Vice President/Secretary is a part-time position with primary responsibility for the official records of the Senate.

1. Vice-Presidential Duties

The Vice President/Secretary serves as President in the absence of the President at the Fall Planning Meeting, Senate Plenaries, or Executive Committee meetings.

- In the absence of the President, the Vice President/Secretary serves as a representative of

the President at meetings as the President of the Senate requests.

- The Vice President/Secretary represents the Senate on Committees (e.g. Senate Committees) as requested by the President of the Senate,
- The Vice President/Secretary assists with preparation of the agenda for Executive Committee Meetings and Plenaries if requested by the President.
- The Vice President/Secretary assists the President with policy/procedure issues as requested.
- At the end of her/his term, if not reelected, the Vice President/Secretary serves as immediate past Vice President/Secretary of the Senate until a new past Vice President/Secretary is identified, by virtue of the completion of the Vice President/Secretary's term of office.

2. Secretarial Duties

a. Executive Committee

- The Vice President/Secretary makes and keeps minutes of Executive Committee meetings.
- The Vice President/Secretary prepares and sends minutes of Executive Committee meetings to the Senate Office Secretary sufficiently prior to the next meeting of the Executive Committee to permit adequate time for duplication and distribution.

b. Plenaries

- The Vice President/Secretary summarizes the Plenary meeting (makes and keeps the minutes, committee reports, action items, important discussions).
- The Vice President/Secretary receives publishable copies of all reports (i.e. Committee and Sector Sharing of Concerns reports) and resolutions and ensures they are posted on the Faculty Senate website.
- The Vice President/Secretary requests a copy of presentations made to the Senate by the Chancellor or other System Administration representatives, trustees, or by others.

D. Standing Committee Chairs

1. Summer Planning Meeting

The Summer Planning Meeting is for incoming Committee Chairs to meet with outgoing Committee Chairs and members of the Executive Committee.

The meeting is a conversation about the relations and activities in which the Chairs will engage throughout their tenure. For example, some issues such as the relationship of the Standing Committees to the Executive Committee, and relations external to the Senate such as with the Chancellor's office, the Trustees or the collective bargaining agent are complex matters requiring ongoing discussion and consultation with the Senate President and the Executive Committee. Furthermore, the meeting provides an opportunity for the outgoing Chair to provide the incoming Chair with a summary of the prior year's committee accomplishments and ongoing, incomplete initiatives.

2. Operating Procedures for Committees and Committee Chairs

a. Committee Organization and Functions

- Prior to the Summer Planning Meeting, the Chair is provided with a list of committee members including the dates of initial appointment.
- Each Committee should identify a secretary as soon as practical in order to record the business of the committee, Minutes of meetings should be sent to all members of that committee, to the Chairs of the other Senate committees, and to the Vice President/Secretary of the Senate and to the Senate Office.
- Committees may choose to organize into subcommittees. Actions of subcommittees require approval by a majority of the full committee.
- All action items, reports and activities have to be approved by a majority of the Committee before being reported out or acted upon by the Executive Committee or the Senate.
- The immediate past Chair may serve as an ex-officio resource person without vote. While service of a past Chair is appreciated, it is not required. Chairs are encouraged to discuss the workings of the Committee with former Chairs.

b. Committee Meetings

- At the Fall Planning Meeting, Chairs should plan an agenda for the initial meeting of the committee. Subsequent meeting times for the year (usually well before plenary sessions) should be scheduled. Standing committees usually meet three times in addition to the Fall Planning Meeting. Some of these meetings may be face-to-face, while others may be electronic/via conference call. The decision about preferred meeting format for each committee/sub-committee meeting is to be decided by the committee members and the committee Chair.
- Chairs are expected to notify the University Faculty Senate Office of the time and place of all Committee

and subcommittee meetings. Committees should meet in a location that is as convenient as possible for the committee members, where possible on a SUNY campus. Prudence should be exercised with respect to travel costs including lodging. The use of e-mail, interactive listservs, video and telephone conference calls are encouraged to facilitate the work of the committee in a cost-effective manner. The University Faculty Senate pays for costs associated with committee meetings. The Senate Office will assist in setting up conference calling options during committee meetings, if requested to do so.

- Arrangements for committee meetings held at System Administration in Albany, at a Community College, or at CUNY in New York City are made through the Senate Office. The Senate Office needs to know about all meetings. Courtesy notes inviting the host campus president to greet the committee are always appreciated.

c. Fall Planning Meeting

- The Executive Committee meets with each standing committee Chair, individually or as a group, during the Fall Planning Meeting. Chairs present an oral report of the Committee's action plan during the Fall Planning Meeting wrap-up session so that members of all committees are aware of plans for the year. Chairs are also responsible for submitting a written report to the Vice President/Secretary within two weeks of that meeting.
- During the Fall Planning Meeting the Senate Office is responsible for providing orientation materials to committee members of the requirements and procedures attendant to state travel and the workings of the Senate Office.
- At the Fall Planning Meeting, the Committee conducts a review of the committee charge, previous goals, actions and accomplishments and presents a

such case the Vice-President/Secretary shall become a nonvoting member of the Senate and the unit shall be represented by a regularly elected successor.

§ 3. Vacancies. A vacancy in the office of President or Vice-President/Secretary shall be filled for the unexpired term in the same manner as the original election, at the next succeeding meeting of the Senate following the occurrence of the vacancy. In the interim, the Executive Committee shall elect one of its members to serve in an acting capacity until the vacancy is filled.

Section B. Elections. Election to the offices of the Senate and its Executive Committee for terms beginning July 1 shall be held during the Spring Meeting of the Senate. The order of elections shall be: officer positions, then elected members of the Executive Committee.

Section C. Nominating Committee.

§ 1. Annual Nominations. All Senators in the last year of their terms shall constitute the Nominating Committee. The President shall designate the Chairperson of this committee from among those eligible to serve on the committee. The committee shall include at least one member from an institution in each of the groups specified in Article VIII, Section B of these *Bylaws*. The committee shall meet at the Winter Meeting of the Senate and shall seek to nominate at least two candidates for the appropriate officer's position. The Chairperson of the Nominating Committee shall request that each candidate prepare and submit for distribution to Members of the Senate a vita and statement of candidacy, each not to exceed one page. These shall arrive at the Senate office at least four weeks prior to the spring meeting of the Senate.

§ 2. Nominations for Vacancies. When an Officer of the Senate vacates his or her position during a term, the Executive Committee shall appoint an Intraterm Nominating Committee composed of members of the

immediately previous nominating committee who continue to serve as elected Members of the Senate or who are elected Members of the Senate serving the final year of their terms, and appoint one as chairperson. The committee shall include at least one member from an institution in each of the groups specified in Article VIII, Section B of these *Bylaws*. The intraterm committee shall have the duties specified in § 1. of this Section C.

Section D. Conduct of Elections. It shall be the responsibility of the Nominating Committee or Intraterm Nominating Committee to conduct all elections for Officers of the Senate and Members of the Executive Committee at meetings of the Senate.

Section E. Method of Elections. Elections shall be by secret ballot of the Senate as a whole, and a majority of the votes cast shall be required for election. If no candidate for an office or position receives a majority of the votes cast, then the candidate who received the lowest number of votes shall be removed from the slate, and the election repeated until a candidate receives a majority of the votes cast. If there is only one candidate for a position as Member of the Executive Committee, and if there is no objection from the floor, the Senate may authorize the Vice President/Secretary to cast a single ballot for that candidate.

Section F. Nominations for Members of the Executive Committee.

§1. Nominations. Candidates for the elected positions on the Executive Committee shall be nominated by their respective groups of institutions specified in Article VIII, Section B, of these *Bylaws*. Additional nominations from the floor for each position to be filled shall then be accepted. Any nominee for a group's Executive Committee position shall be a Member of the Senate representing an institution in that group.

§2. Vacancies. An intraterm vacancy on the Executive Committee shall be filled by the Executive Committee following a call for nominations by the Senators from the group of institutions represented by the position. The Senators of that group shall consult and propose one or more nominees for consideration by the Executive Committee, and may do so by electronic means. The Executive Committee shall elect such a nominee to serve until the next regular meeting of the Senate, at which meeting an election shall be held to fill the vacancy for the remainder of the term.

ARTICLE IV: REGULAR MEETINGS OF THE SENATE

Section A. Meetings. In accordance with Article VII, Title D, Section 1 of the *Policies*:

The Senate shall meet at least twice a year at such times and places as shall be determined by the Executive Committee. Special meetings of the Senate may be called in accordance with the provisions of the *Bylaws*.

Section B. Meetings Agenda. At least ten calendar days prior to a regular meeting of the Senate, the President shall send the proposed agenda to the Members of the Senate. The agenda for all Senate meetings shall provide, as a priority order of business, an opportunity for the Chancellor to report to the Senate. The agenda shall be approved by the Executive Committee prior to the opening of the Senate meeting; the committee may modify the proposed agenda by adding or deleting items. Requests for changes may be submitted to the Executive Committee in writing or electronic text by any Member of the Senate no later than three days before a meeting of the Senate. The Senate may, by two-thirds vote, modify the agenda approved by the Executive Committee. Floor resolutions arising out of discussion during the normal course of business shall require only a majority vote to be considered.

ARTICLE V: SPECIAL MEETINGS OF THE SENATE

Section A. Calling Special Meetings. Special meetings of the Senate may be called by the Executive Committee and shall be called by the President when petitioned by at least one-fourth of the Members of the Senate. The petition shall state the matters to be addressed by the special meeting. Special meetings may also be called by the Chancellor. Special meetings shall be held at times and places or by electronic means designated by the Executive Committee.

Section B. Agenda for Special Meetings. The agenda for a special meeting of the Senate shall be contained in the call for the meeting. Additional items may be added to the agenda by the vote of three-fourths of the voting Members present.

ARTICLE VI: DUTIES AND RESPONSIBILITIES OF SENATORS

The duties and responsibilities of Senators shall include representation of their constituents, bringing to the Senate matters of concern from their constituent campuses, and reporting fully and regularly to their constituents on the activities of the Senate.

ARTICLE VII: DUTIES AND RESPONSIBILITIES OF SENATE OFFICERS

Section A. President. The President is the Presiding Officer of the Senate, shall preside at all the meetings of the Senate, and shall exercise such other powers and duties as may be vested by this Article and the *Bylaws* of the Senate. The President shall be an *ex officio* member of all Senate committees, shall serve as the Chairperson of the Executive Committee, and have such other duties

as the Senate or Executive Committee shall assign. The President shall communicate the resolutions of the Senate to the persons or bodies to whom those resolutions are directed and shall monitor the disposition and implementation of its actions.

Section B. Vice-President/Secretary. The Vice-President/Secretary shall make and keep the minutes of the Senate, shall exercise such powers and duties as the Senate shall provide in its *Bylaws*, and shall serve as President of the Senate during that officer's absence or inability to act. The Vice-President/Secretary shall preside over the Executive Committee in the absence of the President.

ARTICLE VIII: MEMBERSHIP, RESPONSIBILITIES, AND DUTIES OF SENATE STANDING COMMITTEES

Section A. Committees. In accordance with Article VII, Title D, Section 2 of the *Policies*:

The Senate may establish such standing committees as it deems advisable and shall prescribe the functions of such committees. One such committee shall be the Executive Committee. The chairpersons and members of all other standing committees shall be appointed by the Executive Committee and shall serve for terms of one year commencing July 1st of each year. Committee members shall be eligible for reappointment.

Section B. Executive Committee. There shall be an Executive Committee of the Senate which shall be comprised of the President of the Senate; the Vice-President/Secretary; one of the two University-wide Representatives whom the Chancellor shall designate to serve; and one Senator representing each of the groups of institutions specified in §1 of this Section B, who shall be elected by the Senate. The President shall serve as Chairperson of the Executive Committee. The elected Senators shall serve one year terms commencing July 1 of each year. They shall be eligible for reelection as

Members of the Executive Committee. The immediate past President and immediate past Vice-President/Secretary shall serve as nonvoting Members of the Executive Committee by reason of office.

§1Elected Representatives. To determine the elected representative Members of the Executive Committee, the institutions comprising the state-operated and statutory colleges of the State University of New York shall be organized into the following groups, each of which shall be represented by one Member of the Executive Committee (See Article III, Sections B, D, E and F for election procedures):

Group 1. University Colleges

State University College at Brockport / The College Brockport
State University College at Buffalo / SUNYBuffalo State
State University College at Cortland / SUNY Cortland
State University of New York Empire State College /
Empire State College
State University College at Fredonia / SUNY Fredonia
State University College at Geneseo / SUNY Geneseo
State University College at New Paltz / SUNY New Paltz
State University College at Old Westbury / Old Westbury
State University College at Oneonta / SUNY Oneonta
State University College at Oswego / SUNY Oswego
State University College at Plattsburgh / SUNY Plattsburgh
State University College at Potsdam / SUNY Potsdam
State University College at Purchase / Purchase College

Group 2. Health Science Centers

State University of New York College of Optometry /
College of Optometry
State University of New York Health Science Center at
Brooklyn / SUNY Downstate Medical Center
State University of New York at Buffalo Health Sciences Center
State University of New York at Stony Brook Health Sciences
Center
State University of New York Health Science Center at
Syracuse / Upstate Medical University

Group 3. Colleges of Technology/Agriculture

State University of New York College of Technology at Alfred

Alfred State College
State University of New York College of Technology at Canton
SUNY Canton
State University of New York College of Agriculture and
Technology at Cobleskill / SUNY Cobleskill
State University of New York College of Technology at Delhi /
SUNY Delhi
State University of New York College of Technology at
Morrisville / Morrisville State College
State University of New York College of Technology at
Farmingdale / Farmingdale State College

Group 4. Specialized and Statutory Colleges

State University of New York College of Environmental Science
and Forestry / College of Environmental Science and Forestry
State University of New York Maritime College / Maritime
College
State University of New York Institute of Technology at
Utica/Rome / SUNYIT
New York State College of Agriculture and Life Sciences at
Cornell University
New York State College of Ceramics at Alfred University
New York State College of Human Ecology at Cornell
University
New York State School of Industrial and Labor Relations at
Cornell University
New York State College of Veterinary Medicine at Cornell
University

Group 5. University Centers

State University of New York at Albany / University at Albany
State University of New York at Binghamton / Binghamton
University
State University of New York at Buffalo / University at Buffalo
State University of New York at Stony Brook / Stony Brook
University

§2. Responsibilities and Duties. It shall be the responsibility of the Executive Committee to conduct business when the Senate is not in session. In addition, the Executive Committee shall have the responsibility:
(a) To appoint members of such standing committees as may be established by the Senate and to direct the

activities of such committees. The incoming and continuing officers of the Senate (President or Vice-President/Secretary) and the incoming members of the Executive Committee, in consultation with the outgoing members of the Executive Committee, shall select the Chairpersons and members of the Standing Committees. Committee members shall be eligible for reappointment.

(b) To advise the President on creating and staffing *ad hoc* committees of the Senate and also directing the activities of such committees.

(c) To meet when deemed necessary by a majority of the Executive Committee or the Chairperson of the Executive Committee at times and places designated by the Chairperson of the Executive Committee.

(d) To report to the Senate on the Committee's activities since the last meeting of the Senate and on any actions it has taken in the name of the Senate.

(e) To approve the agenda for Senate meetings.

(f) To exercise such other powers and duties as may be conferred upon it by the Senate. Among such duties is its charge to act as the Committee on Committees of the body with power to counsel Standing Committees, Ad Hoc Committees, chairpersons, and committee members.

ARTICLE IX: *AD HOC* COMMITTEES

***Ad Hoc* Committees shall be created by either of the following procedures:**

1. The President in consultation with the Executive Committee shall appoint and charge *ad hoc* committees.

2. The President, by a two-thirds vote of the Senate, and in consultation with the Executive Committee, shall appoint and charge *ad hoc* committees.

ARTICLE X: REPORTS AND RESOLUTIONS

Section A. Reports. All committee reports shall be presented in writing to the Senate at regular meetings

and be received by majority vote. Apart from reception by majority vote, committee reports require no action by the Senate.

Section B. Resolutions. Resolutions are actions adopted by majority vote of the Senate or by larger majority vote when required by these *Bylaws* or the parliamentary authority. Proposed resolutions shall be submitted separately from committee reports or any other materials. The President shall communicate the resolutions of the Senate to the persons or bodies to whom those resolutions are directed and shall monitor the disposition and implementation by those persons or bodies of its resolutions.

ARTICLE XI: QUORUMS AND ACTIONS

Section A. Quorums for Meetings. A quorum for the transaction of business at any meeting of the Senate, its Executive Committee, and of any committee of the Senate shall be a majority of the voting members of the body.

Section B. Actions. Unless specified otherwise in these *Bylaws*, the act of a majority of the members present and eligible to vote at any meeting of the Senate, the Executive Committee, or committees of the Senate, shall be the act of that body.

Section C. Electronic Meetings.

§ 1. The Senate may conduct special meetings and distribute materials to be considered by electronic means. The quorum for a special meeting by electronic means shall be two-thirds of the members of the Senate. With the consent of the majority of the participating Members, a vote on a proposed resolution may be submitted for action to all Members of the Senate by electronic means. This would include the complete text of the proposed resolution with the ballot. Resolutions

are adopted by majority vote of the Senate or by larger majority vote when required by these *Bylaws* or the parliamentary authority.

§ 2. Committees of the Senate may conduct meetings and distribute materials to be considered by electronic means. Members of a committee may similarly participate in meetings they are unable to attend in person. Committees may conduct discussions of and with the consent of two-thirds of their members vote on reports or proposed Senate resolutions by electronic means.

ARTICLE XII: RULES OF PROCEDURE

Procedures at meetings of the Senate and Senate committees shall be governed by the most recent edition of *Robert's Rules of Order, Newly Revised*, except as otherwise provided by these *Bylaws*. The Senate shall have a parliamentarian selected by the President in consultation with the Executive Committee.

ARTICLE XIII: AMENDMENTS

Section A. Procedures for Changes of Bylaws. In accordance with Article VII, Title E, Section 1 of the *Policies*:

The Senate may adopt, amend, or repeal such bylaws as it deems advisable, consistent with this Article VII, governing its activities and procedures.

1. Proposed changes shall be submitted to the Executive Committee not later than one month in advance of any regular meeting of the Senate. Amendments so submitted shall be introduced at one meeting of the Senate and voted on at the following Senate meeting.

2. Amendments submitted in accordance with paragraph 1 above shall be reported to the Senate by the Executive Committee, with recommendation.

3. Amendments offered in accordance with paragraphs 1 and 2 above shall be adopted by a two-thirds vote of the Members present and voting.

Section B. Procedure for Changes to Article VII of the *Policies of the Board of Trustees.* In accordance with Article VII, Title F of the *Policies*:

Proposed amendments to this Article may be recommended to the Board of Trustees by a majority vote of the Senate. The Chancellor shall transmit proposed amendments to the Board of Trustees with recommendations. Amendments, in such form as approved by the Board, shall become effective if ratified by the professional staff of a majority of State-operated units and contract colleges, by secret ballot, within such time period not in excess of one year as may be fixed by the Board of Trustees.

University Faculty Senate Bylaws Appendix

This appendix lists the sections of the *University Faculty Senate Bylaws* that replicate sections of Article VII, "University Faculty Senate", of the *Policies of the Board of Trustees of the State University of New York*. Each replication is identified by the Article, Section and Subsection of the *Bylaws* and the Title and Section of Article VII of the *Policies*. The several replications combined incorporate the entirety of Article VII of the *Policies* in the *Bylaws*.

Article I § 1 replicates Title A § 1.

Article I § 2 replicates Title A § 2. [The Senate represents faculty at the institutions listed in Article VIII.B.1, but does not represent faculty at the SUNY Community Colleges.]

Article II B § 1 replicates Title B § 1.

Article II B § 2 replicates Title B § 2.

Article II B § 3 replicates Title B § 3.

Article II B § 4 replicates Title B § 4.

Article II B § 5 replicates Title B § 5.

Article III A § 1 replicates Title C § 1.

Article III A § 2 replicates Title C § 2.

Article III A § 3 replicates Title C § 3.

Article IV A replicates Title D § 1.

Article VIII A virtually replicates Title D § 2, but the third sentence of VIII A is:

The chairpersons and members of all other standing committees shall be appointed by the Executive Committee and shall serve for terms of one year commencing July 1st of each year.

modifying the third sentence from Title D § 2:

The chairperson and members of the standing committee shall be appointed by the Executive

Committee and shall serve for terms of one year commencing July 1st of each year.

The *Bylaws* would otherwise require the Executive Committee, specified as a standing committee previously in both *Bylaws* VIII.A and *Policies* D.2, to appoint itself and its chair, contravening several other provisions of the *Bylaws*. This meets the *Policies* VII.E requirement that the *Bylaws* be consistent with the *Policies* [cf. the first sentence of *Bylaws* XIII.A].

Article XIII A, 1st sentence only, replicates Title E § 1.

Article XIII B replicates Title F § 1.

These Bylaws incorporate all amendments adopted by the University Faculty Senate at its January 2007 Plenary Meeting.

