



## **By-Laws and Procedures**



**The State University of New York**

### **KEY**

All text is either (1) uncommented and black (including *text from the BoT Policies in bold italics*), (2) commented with the corresponding source, and/or (3) red or orange to indicate a change or addition.

Orange text indicates minor changes in the proposed documents, which DO change the meaning, but in a way that reflects current practice.

Red text indicates major wording differences in the proposed documents, which change the meaning to deviate from current practice.

In the October 2018 "By-Laws and Procedures" document, text that is colored and uncommented indicates a deletion.

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2012-13

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Much of the work on the 2013 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.

University Faculty Senate  
**Updated October 2018**

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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 Sarner of SUNYIT in 1991. This first edition was an exceptional effort by Professor Sarner 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) 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.

Commented [1]: NEW BYLAWS V.1

### 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.

Commented [2]: NEW BYLAWS I.1 (POLICIES A.1)

§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.

Commented [3]: NEW BYLAWS I.2 (POLICIES A.2)

Commented [4]: NEW BYLAWS I.2 (POLICIES A.2), NEW BYLAWS V.1

Commented [5]: NEW BYLAWS V.1

### 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.

Commented [6]: see NEW BYLAWS II.2

Commented [7]: see NEW BYLAWS IV.1

Commented [8]: see NEW BYLAWS II.1(b)

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

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Commented [10]: NEW BYLAWS II.4

when the need arises.<sup>1</sup> The Chancellor appoints two Senators, plus Alternates, from System Administration. Senate seats are on a cycle with approximately one-third of the seats up for election each year. The Senate also includes designated observers from principal SUNY constituent groups.

Commented [11]: NEW BYLAWS VI.1(c)

## 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 and the Convener of the Campus Governance Leaders, chosen in accord with Article VIII, Section B of the Senate's By-Laws, and one Senator from System Administration chosen by the Chancellor.

Commented [12]: NEW BYLAWS IV.2(a)

Commented [13]: NEW BYLAWS IV.2(a)

Commented [14]: see NEW BYLAWS IX.5

Commented [15]: NEW BYLAWS IV.2(a)

Commented [16]: see NEW BYLAWS VII.1(a)

Commented [17]: see NEW BYLAWS V.3

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.

Commented [18]: NEW BYLAWS VIII.2(b)

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 Convener 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).

Commented [19]: NEW BYLAWS IV.2(b)iv

Commented [20]: NEW GUIDELINES

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### 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.

Commented [22]: NEW BYLAWS IV.2(b)v

Commented [23]: NEW GUIDELINES

### 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.

Commented [24]: NEW BYLAWS IV.2(b)viii

<sup>1</sup> No one, other than an elected alternate, is eligible to vote (including the Campus Governance Leader), as per a resolution defeated on January 30, 2010.

#### 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.

Commented [25]: NEW BYLAWS IV.2(b)ix

Commented [26]: NEW GUIDELINES

#### 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.

Commented [27]: NEW BYLAWS IV.2(b)vi

#### 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.

Commented [28]: NEW BYLAWS IV.2(b)vii

#### 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.

Commented [29]: NEW BYLAWS IV.2(b)ii

Commented [30]: NEW GUIDELINES

#### 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.

Commented [31]: NEW BYLAWS IV.2(b)iii

Commented [32]: NEW BYLAWS IV.2(b)iii

#### j. Communications Committee

The committee will seek to implement and continually enhance methods of internal and external communication in order to disseminate news in a timely manner. Media techniques can include traditional press releases and social media platforms, as well as informal methods such as senator reports to local senates. The goal will be to inform our constituents across SUNY and, when applicable, news outlets, legislators and others about faculty and staff concerns and views on topical and continuing issues. The committee shall be made up of the vice president/secretary of the University Faculty Senate and a chair appointed by the UFS president. The president will also appoint others and that can include those with a theoretical insight, as well as those with the necessary talents and/or competencies in applied communication areas such as reporting, editing, photography, producing and other skills.

Commented [33]: NEW BYLAWS IV.2(b)i, NEW GUIDELINES

Commented [34]: NEW GUIDELINES

## 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) 3201543  
Website: www.suny.edu/faculty senate  
suny.ufs.us

## 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 member of the Executive Committee, and initiated into the policies, procedures, and operations of the Senate and its Committees.

Commented [35]: NEW S.R. VII.1(d)

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 Faculty Senate Office provides information on accommodations, directions, parking, etc. The host campus also makes provision for taping the entire Plenary.

Commented [36]: NEW S.R. VII.1(c)

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
- Resolutions

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.

Commented [37]: NEW S.R. IV.2(b)iii

### 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 release time from campus responsibilities, and the Vice President/Secretary half-time release. 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.
- 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.
- Elected leaders of the governance bodies of the campuses defined in Article VIII, Section B1 of the bylaws of the SUNY Faculty Senate, recognized as "Campus Governance Leaders." (On campuses where there are separate governance bodies for faculty and professional staff, both leaders are to be included.)

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.

Additionally, at each Plenary, Campus Governance Leaders meet as a sector during the sector meetings at the Plenary, prepare and present questions for the Chancellor. They can propose resolutions to the body following the process described in Article X, Section B, regarding resolutions. Term limits for Campus Governance Leaders are determined by local campus bylaws

Commented [38]: NEW BYLAWS II.7

Commented [39]: NEW BYLAWS II.7

Commented [40]: NEW BYLAWS II.7(e), IV.3

Commented [41]: NEW BYLAWS II.7

Commented [42]: NEW BYLAWS VIII.2(a)

## 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.

Commented [43]: NEW BYLAWS VI.1(c)

Commented [44]: NEW BYLAWS II.2 (POLICIES B.2), NEW BYLAWS VI.1(c)

Commented [45]: NEW BYLAWS VI.1(c)

In addition, Senators serving as sector representatives to the Executive Committee and the Convener of the Campus Governance Leaders (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.

Commented [46]: NEW BYLAWS VI.4

Commented [47]: NEW S.R. VI.4

## 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 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.

Commented [48]: POLICIES C.1

Commented [49]: NEW BYLAWS VI.2(a)

Commented [50]: NEW BYLAWS VI.2(i)

Commented [51]: NEW BYLAWS III.1 (POLICIES C.1), OLD BYLAWS VII.A

Commented [52]: NEW BYLAWS VI.1(b)

Commented [53]: NEW BYLAWS VI.2(b)

Commented [54]: NEW BYLAWS V.2

Commented [55]: NEW BYLAWS VI.2(e), VIII.2(f), OLD BYLAWS VII.A, X.B

Commented [56]: NEW BYLAWS III.4

### 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.

Commented [57]: see NEW BYLAWS VI.2(i)

Commented [58]: see NEW BYLAWS VI.2(h), VI.6(d)

- 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.

Commented [59]: NEW S.R. VII.1(f)

Commented [60]: NEW S.R. VI.2(a)

Commented [61]: NEW S.R. VII.1(f)

## 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.

Commented [62]: see NEW BYLAWS III.2

Commented [63]: see NEW BYLAWS VI.3(b)

Commented [64]: NEW BYLAWS III.4

### 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.

Commented [65]: NEW BYLAWS VI.3(d)

#### 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.

Commented [66]: see NEW BYLAWS VI.3(f)

Commented [67]: see NEW BYLAWS VI.2(d)

Commented [68]: NEW BYLAWS VIII.2(g), see NEW BYLAWS VI.3(e)

## 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.

Commented [69]: NEW S.R. IV.2(b)i

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#### 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/subcommittee 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.

Commented [71]: NEW S.R. VI.5(a)

#### 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

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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.

Commented [73]: NEW S.R. VI.5(b)

- 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 written report of its deliberations to the Executive Committee.
- During the Fall Planning Meeting the committee's activities for the year are scheduled in such a way so as to distribute its action items among the plenary sessions, thus averting a legislative logjam at the Spring Plenary meeting.

#### d. Relations with the Executive Committee

- Typically, Chairs attend meetings of the Executive Committee which occur at the Plenary Sessions. If Chairs are not senators, their expenses to attend such meetings are paid by the Senate budget.
- Where appropriate, Chairs are invited to attend joint meetings with the CUNY Faculty Senate Executive Committee.
- Chairs are encouraged to communicate with their counterpart Committee Chairs from CUNY and the Faculty Council of Community Colleges, as appropriate.
- The Executive Committee may assign additional tasks to the Committee.
- Proposals for conferences, surveys, etc. must be reviewed by the Executive Committee; where there are significant budgetary implications, approval of the Executive Committee is required. Requests for approval must include a proposed budget for the activity.
- Chairs of Standing Committees may request a meeting with the Executive Committee.

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#### e. Chair's Roles

- Chairs attend all Plenary Sessions.
- Committee Chairs send copies of meeting minutes to the Senate President, the Vice President/Secretary of the Senate, and to other Standing Committee Chairs. Action items need to be received by the Senate Office at least seven working days in advance of the Plenary.
- Chairs are appointed annually by the Executive Committee. A chair need not be a Senator. It is customary to appoint a member in good standing of a committee as that committee's chair.
- Chairs normally serve no more than three consecutive years; after their last year as chair of a committee they may be invited to serve one year on the same committee as the immediate past chair.
- Co-chairs are appointed when special circumstances warrant.
- Chairs may request special appointments to their committees where particular expertise is needed.
- Prior to the annual meeting where committees are constituted, the Chair prepares and sends to the Senate President a summary report and a confidential evaluation of each member's performance and willingness to be re-appointed.
- Meetings with the Chancellor or correspondence to the Chancellor or to the Trustees are made through the Senate President.
- Committee chairs enjoy parliamentary privileges at Plenary sessions but no voting privileges.

Commented [76]: see NEW BYLAWS VI.5(c)

Commented [77]: NEW BYLAWS VII.1(a), VIII.2(c)

Commented [78]: NEW S.R. IV.2(a)i

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Commented [80]: NEW BYLAWS VI.2(g)

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#### f. Plenary Sessions

- Written reports, to be distributed to Senators, are required from each Committee at every Plenary Session.
- The Chair is expected provide these reports to the Senate Office 7 working days prior to each Plenary to be included in Executive Committee meeting packets. The Senate Office will provide copies of the final reports as handouts during the Plenary meeting. Chairs are expected to present an oral report and to respond to questions and suggestions from the Senate.
- Any action items not sent to the Senate Office in time for the last mailing prior to the meeting are brought to the Executive Committee at its Thursday evening meeting before the Plenary.

Commented [82]: NEW BYLAWS VI.5(d), see NEW BYLAWS VIII.1(a)

Commented [83]: see NEW BYLAWS VIII.1(a)

Commented [84]: NEW BYLAWS VI.5(e), NEW S.R. VI.5(b), see NEW BYLAWS VIII.1(b)

## E. Executive Committee

Responsibilities and procedures of the Executive Committee include:

- Meeting **the Thursday** before each Plenary Session of the Senate and at the Fall Planning Meeting, and usually about three other times during the year (October/November, January, and May). Executive Committee members are also invited to the Summer Planning Meeting.
- Conducting the business of the Senate when the Senate is not in session.
- Holding a joint meeting of the outgoing and incoming Executive Committees in accordance with the By-laws Article VIII. Section D2 (a) to select Standing Committee Chairs and members. This meeting is prior to or part of the Summer Planning Meeting and is usually held in late May/June.
- Guiding the activities of the Senate's Standing Committees.
- Advising the President on the creation and direction of ad hoc committees.
- Approving the agenda for Senate Plenary meetings.
- Receiving and reacting to resolutions and reports from Senate Committees prior to their presentation to the Senate.
- Advising and guiding the President in matters related to Senate business.

**Commented [85]:** NEW S.R. VII.1(e)

**Commented [86]:** NEW S.R. VII.1(e)

**Commented [87]:** see NEW BYLAWS V.3

**Commented [88]:** NEW BYLAWS VI.6(b), VII.1(a), OLD BYLAWS IV.B, VIII.B.2(e)

## F. Committee Reports and Resolutions

Communications and committee deliberations normally take the form of written reports and resolutions.

A report summarizes the work of a committee and indicates the direction of further deliberation. Apart from acceptance, the report requires no action on the part of the Senate.

A resolution represents recommended action by the SUNY Faculty Senate. To be considered by the Senate, resolutions should address University-wide concerns *within the scope of Faculty Senate activities* as defined by the Policies (Article VII, Title A, Section 2), and the By-Laws of the Senate.

**Commented [89]:** NEW BYLAWS VIII.1(a)

**Commented [90]:** NEW BYLAWS VIII.2(a)

## G. Form of a Resolution

The text of the resolution is preceded by a rationale which lists the reasons for the concern over the issues at hand, the problems involved, and the particular solution sought.

All resolutions must clearly state the specific action the Senate or other entities are expected to take, as well as the individuals or groups who should be informed of this action (usually the Chancellor).

Resolutions should be presented on behalf of the Senate, and each resolution, together with its supporting rationale, must be submitted separately from the committee report or any other materials.

Resolutions are directed to:

- The President of the University Faculty Senate
- The Executive Committee of the University Faculty Senate
- The Chancellor
- The Chancellor for transmission to campus presidents
- Senators to transmit to their campuses
- Senators to refer to campus governance bodies

Resolutions may be forwarded by a campus. Resolutions that originate on a campus must be passed by the campus governance body. Each campus resolution should be transmitted to **the President of the Senate**. The Senator from that campus **should try** to have the resolution passed by the governance body early enough to reach the Senate Office at least **7 working days** before a scheduled Plenary, allowing it to be placed on the agenda and distributed in the Meeting packets. **Resolutions received in time for the Executive Committee**

**Commented [91]:** NEW BYLAWS VIII.2(a)

**Commented [92]:** NEW BYLAWS VIII.2(b,c)

**Commented [93]:** see NEW BYLAWS VII.1(a), VIII.2(c)

meeting the night before the Senate Plenary session may be incorporated into the New Business section of the Agenda.

Commented [94]: NEW BYLAWS VIII.2(d)

See Form of a Resolution Page 38.

## H. Coding of Resolutions

The disposition of each resolution brought to the Plenary will be recorded as follows:

The first number in the code indicates the meeting number; the second indicates the resolution number; the third represents the disposition. The numbers are followed by the source of the resolution.

An example: 116-01-1 Executive means: At the 116th regular meeting of the Faculty Senate the first resolution introduced was adopted, and it was submitted by the Executive Committee.

The third number showing the disposition of the resolution is as follows:

1. indicates adoption of a resolution; a resolution passed unanimously has the word without dissent added to the code;
2. indicates defeat of a resolution;
3. indicates recommittal of a resolution or referral to another committee;
4. indicates tabling of a resolution;
5. indicates indefinite postponement of a resolution.

## I. Reimbursement Procedure

Travel expenses of Senators to the three Plenary Sessions are provided through local campus budgets; therefore Senators must adhere to campus budget procedures to secure reimbursement for travel and lodging. Senators who simultaneously serve as Committee Chairs have their travel to the Plenary Sessions funded through their local campus.

Travel to Plenary Sessions by Executive Committee members and Committee Chairs who are not Senators, as well as Campus Governance Leaders is supported by the Senate. Those requiring air travel for Plenary Sessions need to contact the Senate Office. Necessary approvals will be obtained and arrangements made by the Senate Office.

Expenses for travel in connection with meetings of Senate Committees or the Fall Planning Meeting are paid by the Senate. Travel must be in a cost-effective manner consistent with State policies, rules, and regulations. Travelers need to keep all receipts, including those for lodging, meals, transportation, and tolls. Reimbursement rates and travel restrictions change frequently; The Faculty Senate website and Campus business offices have information on current rates.

Use of rental cars is encouraged for travel supported by the Senate. The State of New York has a contract with Enterprise Rent A Car. Contact the Senate Office or refer to the Faculty Senate website for more information

At the completion of the trip, a New York State Travel Voucher and a Statement of Automobile Travel (if applicable), are filed with the Senate Office. These forms are available on the Faculty Senate website and usually at meetings. Please see instructions on the Faculty Senate website and complete the forms accordingly. Contact the Senate Office with questions and concerns about travel.

Other travel expenses for those committee members who are appointed by the Executive Committee of the University Faculty Senate are funded through the Senate's budget and will be reimbursed by the Senate Office. Likewise, expenses of persons invited as consultants to committees shall be paid by the Senate. The Senate

will also assume responsibility for funding the travel expenses of its representatives who are observers at meetings or committees of other agencies or constituencies if approved by the President of the Senate.

Travel expenses of observers at meetings of the University Faculty Senate or its committees shall be funded by the agencies or constituencies that the observers represent.

## J. Nominating Committee Duties

UFS Bylaws Article III Sections C and D are concerned with the election of the UFS officers. Section C establishes the Nominating Committee which is composed of all senators in their final term. Section D is concerned with the conduct of the election.

- The Nominating Committee is responsible for solicitation of statements of interest and curriculum vita from all candidates.
- The Nominating Committee Chair is responsible for the distribution of the statements of interest and curriculum vita to all UFS officers, senators, alternate senators, committee chairs, and campus governance leaders. The statements and curriculum vita must be distributed as per bylaws (III.C.1), one month prior to the Plenary, and this will officially begin the campaign period.
- The Nominating Committee is responsible for arranging an appropriate time on the agenda at the plenary at which an election will be held for a question and answer period with the candidates.
- The Nominating Committee Chair will facilitate the question and answer panel, ensuring that equal time for opening statements is given to each candidate. Plenary agenda time allotted will be no more than 15 minutes times the number of candidates.
- The Nominating Committee oversees campaigning and electioneering.
  - Candidates are limited to sending out one broadcast email to all senators, committee chairs, and campus governance leaders during the campaign period.
  - Candidates may reply to questions privately on an individual basis.
  - No additional campaigning shall be allowed.
- The Nominating Committee will oversee election processes, including choosing the method for distributing and counting ballots.
  - Individual non-registered audience response devices for electronic balloting are available from the UFS Office.
- The Nominating Committee Chair will be the primary contact between the nominees and the UFS officers, senators, alternate senators, committee chairs, and campus governance leaders throughout the campaign. All correspondence should be copied to the UFS Staff Assistant to maintain records and to ensure follow-up.

**Commented [95]:** NEW BYLAWS IX.3, OLD BYLAWS III.C.1

**Commented [96]:** NEW S.R. IX.3(b)

**Commented [97]:** NEW BYLAWS IX.3, OLD BYLAWS III.C.1

**Commented [98]:** NEW S.R. IX.3(d)

**Commented [99]:** NEW S.R. IX.3(c)

**Commented [100]:** NEW BYLAWS IX.2, OLD BYLAWS III.D

**Commented [101]:** NEW S.R. IX.3(a)

# IV. University Faculty Senate Bylaws

State University of New York

## ARTICLE I: ESTABLISHMENT AND PURPOSES

**Section A. Establishment.** The University Faculty Senate, hereafter called the Senate, is established by the *Policies of the Board of Trustees of the State University of New York*, hereafter called the *Policies*, in Article VII, Title A as:

§ 1. **Name.** There shall be a University Faculty Senate of the 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.

## ARTICLE II: SENATE MEMBERSHIP AND ELECTIONS

**Section A. Membership.** The Senate is composed of the President; Vice-President/Secretary; and Senators as specified in Article VII, Title B of the *Policies*. The immediate past President and immediate past Vice-President/Secretary shall be nonvoting Members of the Senate for one term of two years by reason of office. Committee Chairpersons who are not Senators shall be nonvoting Members of the Senate by reason of office. Members of the Senate, elected or appointed, fulfill the purpose of the body, but no Member has the authority to speak in its name, other than the President or designee specified in these Bylaws.

**Section B. Appointment and Election of Senators.** The appointment and election of Senators shall conform to Article VII, Title B of the *Policies*.

§ 1. **Composition.** The Senate shall consist of the Chancellor of the University, two representatives having University-wide responsibilities, and representatives from each State-operated unit and contract college in numbers determined as follows:

- a) One representative from each unit, independent of the size of the professional staff.
- b) Additional representatives shall be authorized from units on the basis of the number of full-time professional staff according to the following: a second representative for units whose full-time professional staff is greater than or equal to 600 but less than 1,100; a third representative for units whose professional staff is greater than or equal to 1,100 but less than 1,600; and a fourth representative for units whose professional staff is greater or equal to 1,600.

§ 2. **Election and Appointment.** The Chancellor of the University shall appoint the two University representatives and the two alternate University representatives having University-wide responsibility. The professional staff of each State-operated unit and contract college shall, by secret ballot and majority of those voting, elect their own representatives and alternates in a manner that shall be further specified in the bylaws of each unit's faculty, provided that the alternate representatives shall serve for the same term as the representatives for whom they are alternates. Alternate representatives shall serve in the absence or inability to act for the representative for whom they are alternates and, in that event, such alternate representatives shall exercise all the powers and duties of the representatives for whom they are alternates.

§ 3. **Terms.** The University representatives shall serve at the pleasure of the Chancellor of the University. Each representative of a State-operated unit or contract college shall serve for a term of three years;

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Commented [103]: NEW BYLAWS II.6

Commented [104]: NEW BYLAWS II.1 (POLICIES B.1)

Commented [105]: NEW BYLAWS II.6

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provided however, that no such representative shall serve as a member of the Senate after termination of employment in the unit from which the representative was elected.

**§ 4. Reelection.** An elected representative who has served a full three-year term or major fraction thereof shall be eligible to serve a second consecutive three-year term. Representatives shall not be eligible to serve again as members of the Senate until the expiration of one year from the end of their last preceding term. Representatives who have served only a minor fraction of one three-year term may serve for two additional three-year terms.

**§ 5. Vacancies.** If a leave of absence or other reason will prevent a Senator or alternate from performing the duties of the office for a period of one academic year or longer, the position will be declared vacant and a new election will be held to fill the remainder of the unexpired term. An individual currently serving as an alternate may run in the election for a Senate seat that has been vacated in this manner. In the event that both the Senator and the alternate are simultaneously unable to represent the campus for a period in excess of four months during the academic year, both offices will be declared vacant and the unexpired term will be filled by a new election.

**Section C. Notice of Vacancies.** By February 1st of each year, the President of the Senate shall send to the Senators and administrative heads of those units for which vacancies will occur on July 1 a notice to this effect, with a request that the election of a Senator and alternate be held, and the results of the election transmitted to the President of the Senate by April 1st.

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#### Section D. Membership by Reason of Office.

**§ 1. Immediate Past President and Immediate Past Vice-President/Secretary.** The immediate past President and immediate past Vice President/Secretary shall serve as nonvoting Members of the Senate by reason of office.

**§ 2. Chairpersons of Standing Committees.** Those Chairpersons of Standing Committees who are not elected Senators shall serve as nonvoting Members of the Senate by reason of office.

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## ARTICLE III: OFFICERS AND ELECTIONS

### Section A. Election of Senate Officers. In accordance with Policies, Article VII, Title C:

**§ 1. President of the Senate.** Before July 1 of each odd-numbered year, the Senate shall elect one of its elected members as President of the Senate for a term of two years. Upon election as President to the Senate, the elected member shall vacate the position as the representative of his or her unit in the Senate. The President of the Senate shall preside at all meetings of the Senate and shall exercise such other powers and duties as may be vested in the President by this Article and the bylaws of the Senate. The President shall be an ex officio member of all Senate committees. The President of the Senate may be reelected for a second term but may not thereafter be eligible for a successive term.

**§ 2. Vice-President/Secretary.** Before July 1 of each even-numbered year, the Senate shall elect one of its elected members to serve as Vice-President/Secretary for a term of two years. The Vice-President/Secretary shall take and keep minutes of the Senate and shall exercise such other powers and duties as the Senate shall provide in its bylaws. The Vice-President/Secretary shall serve as the President of the Senate during that officer's absence or inability to act. Any regular member of the Senate is eligible to serve as Vice-President/Secretary for one year beyond the expiration of his or her three-year term as a Senate member. In 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.

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### 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.

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Commented [112]: NEW BYLAWS IX.3

Commented [113]: NEW BYLAWS IX.3, OLD GUIDELINES J-1

Commented [114]: NEW BYLAWS IX.3

Commented [115]: NEW BYLAWS IX.3, OLD GUIDELINES J-1

**§ 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. Facilitated by the chair of the Nominating Committee, at a plenary during which there is an election, time will be offered to the candidates to answer questions from the voting members. In conjunction with any election, candidates will receive guidelines for campaigning from the Nominating Committee.

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Commented [117]: see NEW BYLAWS IX.2

Commented [118]: NEW BYLAWS IX.3

**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. In the case of a tie for the lowest number of votes in any round, the election will be repeated with no candidates removed from the ballot. 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.

Commented [119]: NEW BYLAWS IX.4

### 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 or in the case of the Campus Governance Leaders' group the nominee must be a current Campus Governance Leader when elected, meaning that the term of service may take place when the elected Convener is an immediate past Campus Governance Leader.

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Commented [122]: NEW BYLAWS IV.3

**§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.

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## 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.

Commented [124]: NEW BYLAWS VII.1(a)

Commented [125]: NEW BYLAWS VI.6(b), VII.1(a), OLD BYLAWS VIII.B.2(e), OLD GUIDELINES E-6

Commented [126]: NEW BYLAWS VII.1(a)

Commented [127]: NEW BYLAWS VII.1(b)

## 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.

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**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.

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## 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.

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## 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

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Commented [132]: NEW BYLAWS III.1 (POLICIES C.1), OLD GUIDELINES B.1-3

Commented [133]: NEW BYLAWS III.1

Commented [134]: NEW BYLAWS VI.2(c), NEW BYLAWS III.1 (POLICIES C.1)

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Commented [136]: NEW BYLAWS VI.2(l)

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.

**Commented [137]:** NEW BYLAWS VI.2(e), VIII.2(f), OLD BYLAWS X.B

**Commented [138]:** NEW BYLAWS VI.2(e), VIII.2(f), OLD BYLAWS X.B, OLD GUIDELINES B.1•10

**Commented [139]:** NEW BYLAWS III.2

**Commented [140]:** see NEW BYLAWS VI.3(a)

## 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 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; one Senator representing each of the groups of institutions specified in §1 of this Section B with vote, and the Convener of the Campus Governance Leaders without a vote, who shall be elected by the Senate. The President shall serve as Chairperson of the Executive Committee. The elected Senators and the Convener of the Campus Governance Leaders shall serve one year terms commencing July 1 of each year. They shall be eligible for reelection as Members of the Executive Committee serving no more than three consecutive terms. The immediate past President, immediate past Vice President/Secretary, shall serve as nonvoting Members of the Executive Committee, by reason of office.

**Commented [141]:** NEW BYLAWS IV.2(a)

**Commented [142]:** NEW BYLAWS IX.5(a)

**Commented [143]:** NEW BYLAWS IV.2(a)

**Commented [144]:** NEW BYLAWS IV.1

**Commented [145]:** NEW BYLAWS IV.3

**Commented [146]:** NEW BYLAWS III.5

**Commented [147]:** NEW BYLAWS IX.5(c)

**Commented [148]:** NEW BYLAWS IV.2(a)

**Commented [149]:** NEW BYLAWS IV.1

**§1. Elected 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 at Brockport  
State University College at Buffalo / SUNY Buffalo 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

### Group 6. Campus Governance Leaders

Elected leaders of the governance bodies at each institution listed above.

**§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.**

Commented [150]: NEW BYLAWS IV.1(a-e)

Commented [151]: see NEW BYLAWS IV.3

Commented [152]: NEW BYLAWS VI.6(a)

Commented [153]: NEW BYLAWS IV.2

Commented [154]: NEW BYLAWS V.3

Commented [155]: NEW BYLAWS IV.2, VI.2(d), VI.6(c,d)

Commented [156]: NEW BYLAWS IV.2, VI.2(d), VI.6(c,d)

Commented [157]: NEW BYLAWS IV.2

Commented [158]: NEW BYLAWS VI.6(e)

Commented [159]: NEW BYLAWS VI.6(a)

Commented [160]: NEW BYLAWS VI.6(b), VII.1(a), OLD BYLAWS IV.B, OLD GUIDELINES E-6

Commented [161]: NEW BYLAWS VI.6(a)

## 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.

Commented [162]: NEW BYLAWS IV.2(c)

## 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.

**Commented [163]:** see NEW S. RULE VIII.2(a)

**Commented [164]:** NEW BYLAWS VI.2(e), VIII.2(f), OLD BYLAWS VII.A

**Commented [165]:** NEW BYLAWS VI.2(e), VIII.2(f), OLD BYLAWS VII.A, OLD GUIDELINES B.1•10

## 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.

**Commented [166]:** NEW BYLAWS VII.5

**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.

**Commented [167]:** NEW BYLAWS VII.2(c)

**§ 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.

**Commented [168]:** NEW BYLAWS VII.4

## 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.

**Commented [169]:** NEW BYLAWS XI.1

**Commented [170]:** NEW BYLAWS XI.3

## 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.

**Commented [171]:** NEW BYLAWS XII.2(a)

**Commented [172]:** NEW BYLAWS XII.2(b)

**Commented [173]:** NEW BYLAWS XII.2(b)

**Commented [174]:** NEW BYLAWS XII.2(c)

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

Commented [175]: NEW BYLAWS XII.2(b)

§ 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.

Commented [176]: NEW BYLAWS XII.2(c)

**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 in 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.***

## Appendix to Bylaws

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.

# GENERAL APPENDIX

## Past Senate Presidents

Gwen Kay	Oswego	2017-
Peter Kneupfer	Binghamton	2013-2017
Kenneth O'Brien	Brockport	2009-2013
Carl Wiezalis	Upstate	2005-2009
Joseph Hildreth	Potsdam	2001-2005
Vincent Aceto	Albany	1995-2001
James Chen	Geneseo	1991-1995
Karen Markoe	Maritime	1987-1991
Joseph Flynn	Alfred State	1983-1987
William Rogers	Cortland	1981-1983
Emil Hoch	Buffalo State	1979-1981
Shirley Brown	Albany	1977-1979
Harry Pence	Oneonta	1975-1977
Nancy Auster	Canton	1973-1975
Joseph Norton	Albany	1971-1973
Frank Erk	Stony Brook	1969-1971

## Vice-Chairs (Title Change)

John Sherwig	New Paltz	1966-1969
Webb Fiser	Albany	1965-1966
LeRoy Young	Farmingdale	1964-1965
J. Murdock Dawley	Fredonia	1953-

## Past Vice Presidents/Secretaries

Keith Landa	Purchase	2017-
Gwen Kay	Oswego	2014-2017
Edward Feldman	Stony Brook	2012-2014
Norman Goodman	Stony Brook	2006-2012
Achim Koeddermann	Oneonta	2005-2006
James McElwaine	Purchase	2002-2005
Richard Collier	Albany	2000-2002
Gail Hagenah		1998-2000
Mary Ware	Cortland	1996-1998
Carl Wiezalis	Upstate	1994-1996
Roy Larson	Maritime	1992-1994
Alix Robinson	Syracuse	1990-1992
Dennis Malone	Univ Buffalo	1988-1990
Nancy Bunch	ESC	1987-1988
Karen Markoe	Maritime	1984-1987
Ann Egan	Buffalo State	1982-1984
Donald McWherter	Brockport	1980-1982
Emil Hoch	Buffalo State	1977-1979
Shirley Brown	Albany	1974-1977
Walter Weitzman	Potsdam	1972-1974
Ian Henderson	Brockport	1969-1972
William Brophy	Cobleskill	1968-1969
Kenneth Jones	Oswego	1965-1968
Webb Fiser	Albany	1964-1965

## Awards

### ***Friend of the Senate Award***

Theodore Summers  
Richard Miller, October 2004  
Donald Steven, October 2004  
Stephanie Gross, January 2005  
Robert King, April 2005  
Father John Cremins, October 2007  
Kathryn Van Amam, October 2008  
John B. Clark, October 2008  
Maggie Clairmont, November 2008  
Kavita Pandit, October 2009  
Carl Hayden, April 2012  
David Lavallee, January 2014  
Tina Good, April 2015  
Nancy L. Zimpher, April 2017  
Carol Donato, October 2017

### ***Chugh/University Faculty Senate Outstanding Service Award***

Brij Mullick, April 2005  
Dr. Ronald Sarner, April 2006  
Dr. Peter Nickerson, April 2007  
Dr. Maureen Dolan, April 2008  
Dr. Runi Mukherji, April 2009  
Dr. Sharon Cramer, April 2011  
Dr. Janet Nepkie, April 2012  
Dr. Phillip Ortiz, May 2013  
Dr. Rochelle Mozlin, April 2014  
Dr. Edward Feldman, April 2015  
Dr. Kelley Donaghy, May 2016  
Mr. Joseph Hildreth, April 2017

### ***Senator Emeritus Award***

Joe Flynn, April 2002  
Vincent Aceto, October 2005  
Ram Chugh, October 2007  
Edward Alfonsin, April 2009  
Carl Wiezalis, October 2009  
Rose Rudnitski, October 2011  
James McElwaine, May 2013  
Richard Collier, April 2015

### ***Carl P. Wiezalis University Faculty Senate Fellow Award***

Norman Goodman, October 2007  
Joseph Hildreth, April 2009  
Ronald Sarner, April 2015  
Kenneth P. O'Brien, May 2016

## Form of a Resolution

An example of a resolution in an appropriate form follows:

TO: SUNY University Faculty Senate

FROM: Executive Committee

RE: Resolution: Dates for Election of Senators and Alternate Senators

DATE: April 25, 1997

### **RATIONALE:**

WHEREAS to be most useful the Faculty Senate Direction and the SUNY Campus Directory needs to include timely and accurate information about University Faculty Senators and Alternate Senators; and

WHEREAS determination of representatives from each sector type to Faculty Senate Executive Committee occurs at the Spring plenary; and

WHEREAS Senators need to know who among them is eligible for selection:

### **RESOLUTION:**

THEREFORE BE It RESOLVED that the University Faculty Senate directs the Campus Governance leaders to change their local senate/assembly by-laws, if necessary, so that local dates for election of Senators and Alternate Senators comply with SUNY Faculty Senate By-laws' date, April 1, for receiving results of the election of Senators and Alternate Senators (Article III, Section 3).

## Faculty Senate Contacts

**Website:** [www.suny.edu/facultysenate](http://www.suny.edu/facultysenate)

### Committee lists

Expanded Executive Committee  
[ufsecxp@ls.sysadm.suny.edu](mailto:ufsecxp@ls.sysadm.suny.edu)

Senators  
[ufssen-l@ls.sysadm.suny.edu](mailto:ufssen-l@ls.sysadm.suny.edu)

Campus Governance Leaders  
[ufscgl@ls.sysadm.suny.edu](mailto:ufscgl@ls.sysadm.suny.edu)

Diversity Committee  
[dcc-l@ls.sysadm.suny.edu](mailto:dcc-l@ls.sysadm.suny.edu)

Ethics Committee  
[Ethics-l@ls.sysadm.suny.edu](mailto:Ethics-l@ls.sysadm.suny.edu)

Programs and Awards Committee  
[ufsawr-l@ls.sysadm.suny.edu](mailto:ufsawr-l@ls.sysadm.suny.edu)

Governance Committee  
[ufsgov-l@ls.sysadm.suny.edu](mailto:ufsgov-l@ls.sysadm.suny.edu)

Graduate Committee  
[ufmgr-l@ls.sysadm.suny.edu](mailto:ufmgr-l@ls.sysadm.suny.edu)

Operations Committee  
[ufsopr-l@sysadm.suny.edu](mailto:ufsopr-l@sysadm.suny.edu)

Student Life Committee  
[ufsstl-l@ls.sysadm.suny.edu](mailto:ufsstl-l@ls.sysadm.suny.edu)

Undergraduate Committee  
[ufsugr-l@ls.sysadm.suny.edu](mailto:ufsugr-l@ls.sysadm.suny.edu)

