



UNIVERSITY
FACULTY SENATE



PROPOSED

Bylaws

October 2019

The State University of New York

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Table of Contents

University Faculty Senate Bylaws	4
ARTICLE I. ESTABLISHMENT AND PURPOSES (<i>BoT Policies</i> Article VII Title A)	4
ARTICLE II. MEMBERSHIP	4
ARTICLE III. OFFICERS	5
ARTICLE IV. ORGANIZATION	6
ARTICLE V. SCOPE AND FUNCTIONS	9
ARTICLE VI. DUTIES AND RESPONSIBILITIES	10
ARTICLE VII. MEETINGS	12
ARTICLE VIII. REPORTS AND RESOLUTIONS	13
ARTICLE IX. NOMINATIONS AND ELECTIONS	14
ARTICLE X. DISCIPLINARY PROCEDURES	15
ARTICLE XI. PARLIAMENTARY AUTHORITY	15
ARTICLE XII. ADOPTION AND AMENDMENT	15

NOTE: Items in bold and italics are portions of the Senate Bylaws that are taken directly from the State Code and are part of the ***Policies of the Board of Trustees of the State University of New York***, available online at <https://govt.westlaw.com/nycrr/Browse/Home/NewYork/NewYorkCodesRulesandRegulations?guid=10778b660ab3911dd9e3f9b6a3be71c54> under Part 331 (which is Article VII as published by the Board of Trustees). Although portions have not been ratified by campuses, as per the process described in the *BoT Policies* themselves, it is assumed that their presence in state code means that they are authoritative. Note that although the Title letters match in State Code and as published by the Board of Trustees, the section numbers do not; this document refers to the section numbers as published by the Board of Trustees.

University Faculty Senate Bylaws

ARTICLE I. ESTABLISHMENT AND PURPOSES (*BoT Policies Article VII Title A*)

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 *BoT Policies*.

- 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.*

ARTICLE II. MEMBERSHIP

- 1. Composition.** (*BoT Policies Article VII Title B §1*) *The Senate shall consist of the chancellor of the university, two university 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 1100; a third representative for units whose professional staff is greater than or equal to 1100 but less than 1600; and a fourth representative for units whose professional staff is greater than or equal to 1600.*
- 2. Election and Appointment.** (*BoT Policies Article VII Title B §2*) *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.** (*BoT Policies Article VII Title B §3*) *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; 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.

- (a) There are no term limits for the position of Alternate Senator. Term limits for the position of Senator do not include time served in the position of Alternate Senator.
- (b) Campuses may elect more Alternate Senators than Senators, as long as their terms align.

4. ***Reelection. (BoT Policies Article VII Title B §4) 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 consecutive three-year terms.***
5. ***Vacancies. (BoT Policies Article VII Title B §5) 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 which 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 terms will be filled by a new election.***
6. ***Leadership.*** The President and Vice President/Secretary of the Senate shall have all the rights and responsibilities of membership, including a vote. The Immediate Past President, Immediate Past Vice President/Secretary, and chairs of the standing committees who are not senators shall have all the rights and responsibilities of membership without a vote.
7. ***Official Observers.*** While not members, the Senate recognizes the following Official Observers with full parliamentary privileges at plenary meetings with the exception of voting rights:
 - (a) The Chairperson of the Board of Trustees of the State University of New York or their appointed designee
 - (b) The President of the Faculty Council of Community Colleges of the State University of New York or their appointed designee
 - (c) The President of the Student Assembly of the State University of New York or their appointed designee
 - (d) The Chair of the University Faculty Senate of the City University of New York or their appointed designee
 - (e) Campus Governance Leaders

ARTICLE III. OFFICERS

1. ***President. (BoT Policies Article VII Title C §1) Before July 1st of each odd-numbered year, the Senate shall elect one of its elected members or the current vice president/secretary as president of the Senate for a term of two years. Upon election as president of the Senate, an 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 [BoT Policies Article VII] 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 provided however that a president initially elected to fill less than half of a term arising from a vacancy is eligible to serve two additional successive full terms.

(a) Upon election of the Vice President/Secretary as President of the Senate, the Vice President/Secretary shall vacate that position.

- 2. Vice President/Secretary. (BoT Policies Article VII Title C §2) Before July 1st 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. Upon election as vice president/secretary, the elected member shall vacate the position as representative of his or her unit in the Senate and shall serve as a voting member of the Senate. 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 president of the Senate during that officer's absence or inability to act. The vice president/secretary of the Senate may be re-elected for a second term, but may not thereafter be eligible for a successive term provided however that a vice president/secretary initially elected to fill less than half of a term arising from a vacancy is eligible to serve two additional successive full terms.***
- 3. Vacancies. (BoT Policies Article VII Title C §3) 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.***
- 4. Immediate Past Officers.*** At the end of their terms, if not reelected, the President and the Vice President/Secretary each serve as Immediate Past President and Immediate Past Vice President/Secretary, respectively, until the next immediate past term begins. If an immediate past officer is unavailable to serve, the position remains vacant for that term.
- 5. Terms for all positions elected within the Senate shall commence on July 1st.***

ARTICLE IV. ORGANIZATION

- 1. Sectors.*** The institutions comprising the state-operated and statutory colleges of the State University of New York, and subdivisions thereof, shall be organized into the following Sectors. Each sector shall have an elected Sector Representative on the Executive Committee. Each sector shall also have an Alternate Sector Representative, who serves with full parliamentary rights in the event the Sector Representative cannot attend an Executive Committee meeting or plenary meeting. Sector Representatives and alternates shall be current senators from their respective sector, and shall serve for terms of one year.

(a) University Colleges Sector

- State University College at Brockport (The College at Brockport)
- State University College at Buffalo (Buffalo State College)
- State University College at Cortland (Cortland 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 (College at 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)
- State University of New York Empire State College (Empire State College)

(b) Health Science Centers Sector

- State University of New York College of Optometry (College of Optometry)
- State University of New York Downstate Health Sciences University
- State University of New York Health Science Center at Syracuse (Upstate Medical University)
- Health Science Center at State University of New York at Buffalo
- Health Science Center at State University of New York at Stony Brook

(c) Colleges of Technology/Agriculture Sector

- 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 Farmingdale (Farmingdale State College)
- State University of New York College of Agriculture and Technology at Morrisville (SUNY Morrisville)

(d) Specialized and Statutory Colleges Sector

- 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 Polytechnic Institute (SUNY Poly)
- New York State College of Ceramics at Alfred University
- New York State College of Agriculture and Life Sciences at Cornell University
- New York State College of Human Ecology at Cornell University
- New York State College of Veterinary Medicine at Cornell University

- New York State School of Industrial and Labor Relations at Cornell University

(e) University Centers Sector

- 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 (SUNY Buffalo)
- State University of New York at Stony Brook (Stony Brook University)

2. Committees. (BoT Policies Article VII Title D §2) 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 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. Committee members shall be eligible for reappointment.

(a) *Executive Committee.* The Executive Committee of the Senate shall be composed of voting and non-voting members. The **voting** members shall be the President of the Senate, who serves as Chairperson of the Executive Committee; the Vice President/Secretary; one of the two University-wide Representatives whom the Chancellor shall designate to serve; and five sector representatives. The **non-voting** members shall be the Convener of the Campus Governance Leaders, the chairpersons of the standing committees, the Immediate Past President, and the Immediate Past Vice President/Secretary.

(b) *Standing Committees.* The Senate shall have the following additional standing committees:

i. *Communications*

The committee will implement and enhance methods of internal and external communication in order to disseminate news and information in a timely manner.

ii. *Equity, Inclusion and Diversity*

The committee will identify and address issues pertaining to equity, inclusiveness, and access, as they are reflected in the curriculum, student body, and personnel of the State University.

iii. *Ethics and Institutional Integrity*

The committee will consider and make recommendations in areas of ethics, integrity, conduct, and the general well-being of all stakeholders in the University. The committee will not serve as a disciplinary body nor will it take part in judicial proceedings.

iv. *Governance*

The committee will provide guidance on matters of governance, at both the University and local governance levels. The committee will conduct comprehensive reviews of the Senate Bylaws, Standing Rules, Guidelines, and Governance Handbook.

v. *Graduate Academic Programs and Research*

The committee will provide guidance on matters relating to graduate academic programs and the development and sustainability of faculty research and other scholarship that further the institution's mission beyond classroom and curricular activities.

vi. *Operations*

The committee will identify and address issues pertaining to University personnel policies, including equal employment practices and affirmative action; the development and administration

of the budgetary and planning activities of the University; and matters related to libraries, computing, and telecommunications.

vii. *Programs and Awards*

The committee will advance intercampus educational and scholarly interests of the faculty through the development and strengthening of University-wide programs, grants, and awards.

viii. *Student Life*

The committee will identify and address issues pertaining to educational, developmental, social, cultural, and recreational policies, programs, issues, and services that affect the quality of student life and the campus environment.

ix. *Undergraduate Academic Programs and Policies*

The committee will provide guidance on matters relating to undergraduate academic programs and policies throughout the University.

(c) Ad hoc committees shall be created by either of the following procedures.

- i. The President in consultation with the Executive Committee may appoint and charge ad hoc committees.
- ii. Upon a two-thirds vote of the Senate, the President, in consultation with the Executive Committee, shall appoint and charge ad hoc committees.

3. *Campus Governance Leaders.* Elected leaders of the governance bodies of the state-operated and statutory campuses, recognized as Campus Governance Leaders, shall have an elected Convener on the Executive Committee. They shall also have an Alternate Convener, who serves in the event the Convener cannot attend an Executive Committee meeting or plenary meeting. The Convener and alternate must be serving as campus governance leaders at the time of election, and shall serve for terms of one year. On campuses where there are separate governance bodies for academic and professional employees, both leaders are included.

ARTICLE V. SCOPE AND FUNCTIONS

1. Senate

The Senate is the principal shared governance body for the state-operated and statutory campuses of the State University of New York. The Senate serves as a deliberative body on educational policies and other professional matters and as a resource on governance for University academic and professional employees. The Senate provides feedback to the Chancellor, Provost, and other senior administrative officers of SUNY on policies and initiatives coming from SUNY System Administration. The Senate collaborates with campus governance organizations across the system on governance matters affecting campuses and SUNY in general. The Senate does this through the development of white papers and reports that address issues impacting our campuses or higher education more generally, and through the passage of resolutions advocating for specific policies. The Senate issues publications including proceedings and handbooks on matters such as budget, program revision, and presidential searches.

2. Officers

- (a) The President's core role is to set a strategic vision for the Senate and effectively conduct system-wide consultation and shared governance. The President represents academic and professional

employees as a non-voting member of the SUNY Board of Trustees. The President serves as the primary liaison to Senate partner organizations and their leaders, including SUNY System Administration, the Faculty Council of Community Colleges, the SUNY Student Assembly, the CUNY University Faculty Senate, United University Professions, and state-operated campus governance bodies.

- (b) The Vice President/Secretary's core role is to coordinate and record Senate and Standing Committee activities to help ensure that system-wide consultation and shared governance are conducted effectively.
- (c) The immediate past officers provide continuity and guidance, as needed, to the President, Vice President/Secretary, Executive Committee, and the Senate.

3. *Executive Committee*

The Executive Committee shall advise and assist the President and Vice President/Secretary's coordination of Senate and Committee activities regarding system-wide consultation and shared governance. The Executive Committee shall work collaboratively with committees, sectors, other groups, or individuals bringing forward resolutions to the Senate in order to maximize quality and relevancy. The Executive Committee may act on behalf of the Senate in emergency situations when the Senate is not in session.

4. *Committees*

Committees shall investigate and report upon issues within their committee's purview and propose resolutions to the Senate. Committee chairs shall serve as a resource for the Senate President or other members of the Senate and local campus governance bodies.

5. *Sectors*

Sectors focus on issues particular to various types of institutions in the system. Senators from each sector meet together at Senate plenaries, share news and information from their campuses, and identify trends and concerns. Sectors formulate questions for the SUNY Chancellor at Senate plenaries and may propose resolutions to the Senate. Sectors may issue reports or otherwise communicate to the Senate.

6. *Campus Governance Leader Group*

Campus Governance Leaders focus on issues of local shared governance which are common among state operated campuses. They meet together at Senate plenaries to share news and information from their campuses, identify trends and concerns, formulate questions for the SUNY Chancellor, and may propose resolutions to the Senate. The campus governance leaders provide the Senate with insight on implementation of Senate initiatives on their individual campuses.

ARTICLE VI. DUTIES AND RESPONSIBILITIES

1. *Senators and Alternate Senators*

- (a) Bring to the Senate matters of concern from their constituent campuses, and report fully and regularly to their constituents on the activities of the Senate.

- (b) Report back to the Executive Committee what actions their campuses have taken in response to resolutions that call for campus action.
- (c) Attend all plenary meetings of the Senate; an elected alternate shall perform this duty of the Senator in the Senator's absence. In the event that neither the Senator nor an Alternate Senator is able to attend a plenary meeting, no other substitute, not even the Campus Governance Leader (CGL), may vote or otherwise serve in their place.

2. *President*

- (a) As the Presiding Officer of the Senate, has final responsibility for planning and conducting all meetings for the conduct of Senate business.
- (b) As the Chairperson of the Executive Committee, maintains regular communication with the Executive Committee and presides at Executive Committee meetings.
- (c) As a non-voting *ex officio* member of all Senate committees, facilitates communication among all committees.
- (d) Ensures publication and distribution of all Senate documents and proceedings and maintenance of a shared repository.
- (e) Communicates the resolutions of the Senate to the persons or bodies to whom those resolutions are directed and requests written responses. The President has ongoing responsibility to monitor the effectiveness of the implementation of resolutions, policies, and practices which originate with the Senate.
- (f) Represents the Senate to the Chancellor, the Board of Trustees, and other external constituencies, and serves on SUNY task forces and SUNY committees as requested.
- (g) The President or designee is the only member authorized to speak in the name of the Senate. Meetings or correspondence in an official Senate capacity with the Chancellor, SUNY System Administration, or Board of Trustees must be arranged through the President.
- (h) Consults with current standing committee chairs prior to the appointment of incoming standing committee chairs and makes nominations to the Executive Committee.
- (i) Oversees the operations and supervises the staff of the Senate Office.
- (j) By February 1 of each year, notifies the senators, campus governance leaders, and administrative heads of those units in which vacancies will occur on July 1 of the need for an election of Senator(s) and alternate(s), and that the results of the election must be reported to the President of the Senate by May 15.
- (k) May assign duties to the Vice President/Secretary and standing committee chairs.
- (l) May be assigned other duties by the Senate and Executive Committee.

3. *Vice President/Secretary*

- (a) Serves as President of the Senate during that officer's absence or inability to act.
- (b) Assists the President as requested.
- (c) Manages the submission and review of resolutions.
- (d) Makes and keeps minutes of Executive Committee meetings.
- (e) Is responsible for the preparation and publication of a post-plenary-meeting report.

4. *Sector Representatives and Convener of the Campus Governance Leaders*

- (a) Represent their sector as a member of the Executive Committee.
- (b) Facilitate and chair meetings of the sector or CGL group.

(c) In consultation with the sector or CGL group, prepare and present questions for the Chancellor for delivery to the full plenary meeting.

5. *Committee Chairs*

- (a) Plan, organize, and conduct committee activities to achieve annual goals.
- (b) Represent their committee as members of the Executive Committee.
- (c) Attend all meetings for the conduct of Senate business.
- (d) Provide written reports prior to each plenary meeting.
- (e) Provide oral reports as requested by the President or Vice President/Secretary.

6. *Executive Committee*

- (a) Acts on behalf of the Senate when the Senate is not in session and exercises such other powers and duties as may be conferred upon it by the Senate. Any action so taken must be included in the President's report at the next plenary meeting.
- (b) Approves the agenda for Senate meetings.
- (c) Appoints standing committee chairs.
- (d) Appoints standing committee members in consultation with current and incoming standing committee chairs.
- (e) Advises the President on creating and staffing *ad hoc* committees of the Senate and also directing the activities of such committees.
- (f) In extraordinary circumstances may, in consultation with the President, reconstitute a committee's membership.
- (g) May assign additional tasks to standing committees.

ARTICLE VII. MEETINGS

1. *Meetings. (BoT Policies Article VII Title D §1) 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.*

- (a) *Agenda.* At least seven (7) calendar days prior to a plenary meeting of the Senate, the President shall prepare the proposed agenda, in consultation with the Executive Committee, and send it 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. Requests for changes may be submitted to any member of the Executive Committee in writing or electronic text by any member of the Senate no later than three (3) days before a meeting of the Senate. The agenda shall be approved by the Executive Committee prior to the opening of the Senate meeting; the Executive Committee may modify the proposed agenda. The Senate may, by two-thirds vote, modify the agenda approved by the Executive Committee.
- (b) *Floor Resolutions.* Resolutions arising out of discussion during the normal course of business shall require a majority vote to be considered.

2. *Special Meetings of the Senate*

- (a) *Calling Special Meetings.* Special meetings of the Senate may be called by the Executive Committee or by the Chancellor. Within three (3) calendar days of receipt of a petition by at least one-fourth of the members of the Senate, the President shall call a special meeting to be held within two weeks of

the call. The petition shall state the matters to be addressed by the special meeting. Times and places, or electronic means, for special meetings shall be selected in consultation with the Executive Committee.

- (b) *Agenda for Special Meetings.* The agenda for a special meeting of the Senate shall be contained in the call for the meeting. The agenda shall be distributed at least three calendar days prior to the meeting, unless such advance notification is precluded by emergency conditions. Additional items may be added to the agenda by the vote of three-fourths of the voting members participating.
- (c) *Electronic Meetings.* The Senate may conduct special meetings by electronic means. The quorum for a special meeting by electronic means shall be two-thirds of the members of the Senate.

- 3. *Special Meetings of the Executive Committee.* A special meeting of the Executive Committee may be called by a majority of the Executive Committee or the President. The meeting shall occur within ten (10) calendar days, at a time and place, or by electronic means, as designated by the President.
- 4. *Committee Meetings.* When feasible, members of a committee may participate in meetings through electronic means by which all participants can communicate with all other participants. Committees may conduct votes by mail, including electronic polling, which must be open for a minimum of three days.

ARTICLE VIII. REPORTS AND RESOLUTIONS

1. Reports.

- (a) Written Committee reports will be published in the proposed plenary meeting agenda.
- (b) Each committee shall make an oral report to a plenary meeting at least once each academic year. The President will consult with the committee chairs to determine which oral committee reports are included on each proposed plenary meeting agenda. After each report the floor will be opened to comments and questions.

2. Resolutions.

- (a) Resolutions may be brought to the Senate by committees, by sectors and the Campus Governance Leader Group, by individuals with parliamentary privileges, and by senators on behalf of their campuses provided that the resolution has been passed by the campus governance body.
- (b) Proposed resolutions shall be reviewed by the Executive Committee with sufficient time to allow the author(s) to react to the review, not less than five days before the proposed plenary meeting agenda is published.
- (c) Author(s) shall provide resolutions to the Senate Office for publication in the proposed plenary meeting agenda. Changes to published resolution(s) may be made by amendments on the Senate floor.
- (d) A resolution not published in the proposed plenary meeting agenda requires a majority vote to be considered.
- (e) The President shall communicate the resolutions adopted by the Senate to the persons or bodies to whom they are directed and shall monitor their disposition and implementation.

(f) All adopted resolutions will be publicly available after a plenary meeting.

ARTICLE IX. NOMINATIONS AND ELECTIONS

1. *Composition of the Nominations and Elections Committee.* All Senators in the last year of their terms shall constitute the Nominations and Elections Committee. Senators seeking election as President or Vice President/Secretary shall recuse themselves from serving on this committee. If a sector is not represented in this group, that sector shall name a member to the committee. The committee chair shall be appointed by the President from among the members of the committee.
2. *Elections.* It shall be the responsibility of a Nominations and Elections Committee to conduct elections of the officers of the Senate (President and Vice President/Secretary). Elections for terms beginning July 1 shall be held during the spring meeting of the Senate.
3. *Nominations and Campaign Procedures.* The Nominations and Elections Committee shall meet at the winter meeting of the Senate for regular elections or as needed to fill vacancies. The Committee shall seek to nominate at least two candidates for the appropriate officer's position. In preparation for the election, candidates will receive guidelines for campaigning from the Nominations and Elections Committee. The Chairperson of the Nominations and Elections 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 are due at the Senate office in time for distribution at least four weeks prior to the spring meeting of the Senate. Facilitated by the chair of the Nominations and Elections Committee, at a plenary meeting during which there is an election, time will be offered to the candidates to answer questions from the voting members.
4. *Elections of Officers.* 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 ballot without reporting the tally, 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 tying candidates will be announced and the election will be repeated with no candidates removed from the ballot. If there is only one candidate for an officer position and if there is no objection from the floor, the candidate may be elected by acclamation.
5. *Sector Representatives and Convener of the Campus Governance Leaders.*
 - (a) *Nominations.* Candidates for Sector Representative and for Convener of the Campus Governance Leaders and alternates shall be nominated by and from their respective sector or group. Additional nominations for candidates from that Sector or Group may be accepted from the floor. The Senate shall vote upon and elect the representatives and alternates.
 - (b) Sector representatives and the Convener of the Campus Governance Leaders shall be eligible for re-election for no more than three consecutive terms.
 - (c) *Vacancies.* Should an intraterm vacancy of a Sector Representative or the Convener of the Campus Governance Leaders occur, their alternate shall serve as the Interim Sector Representative or Interim Convener of the Campus Governance Leaders until an election can be held at the next plenary meeting.

ARTICLE X. DISCIPLINARY PROCEDURES

1. A senator, officer, or official observer may be censured or suspended, and an officer may be removed from office for cause, according to the disciplinary procedures described in the current edition of *Robert's Rules of Order Newly Revised*, as augmented in this Article.
2. Upon receipt of a written request signed by a senator or official observer, the Executive Committee shall initiate an investigation if it is determined to be warranted.
3. Unless provided otherwise by resolution of the Senate, the investigating committee shall be the Executive Committee, or a subcommittee thereof selected by the Executive Committee. If the accused is a member of the Executive Committee, they shall be excluded from the investigating committee.
4. Regardless of how the investigation is initiated, the report of the investigating committee shall be made to a closed session of the full Senate, as described in *Robert's Rules*.
5. A senator cannot be expelled by action of the Senate. If a senator is censured or suspended, the President of the Senate shall notify the Campus Governance Leader(s) and the President of that senator's campus.

ARTICLE XI. PARLIAMENTARY AUTHORITY

1. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws, standing rules, and any special rules of order the Senate may adopt.
2. A Parliamentarian shall be appointed by the President after consultation with the Executive Committee for a two-year term with no term limits.
3. The Parliamentarian serves as the Senate's parliamentary procedures consultant, advising the President, other Senate leaders, senators, and members of Senate bodies on the drafting and interpretation of bylaws and rules of order, and the planning and conduct of meetings.

ARTICLE XII. ADOPTION AND AMENDMENT

1. ***Adoption. (BoT Policies Article VII Title E §1) The Senate may adopt, amend or repeal such bylaws as it deems advisable, consistent with Article VII [of the BoT Policies], governing its activities and procedures.***
2. *Changes to Bylaws.*
 - (a) A proposed change to these Bylaws shall be submitted to the Executive Committee, which shall consider the proposed change and form a recommendation.

- (b) The proposed change and the recommendation from the Executive Committee shall be included in the proposed agenda for the next plenary meeting that is at least three weeks after the submission. Discussion and points of clarification are in order at this meeting.
- (c) The proposed change shall be moved, as originally proposed, and acted upon at the following plenary meeting. Adoption of a motion to change these Bylaws shall require a two-thirds vote of members present and voting.

3. *Standing Rules.* Standing Rules may be adopted, amended, or repealed in accordance with the current edition of *Robert's Rules of Order Newly Revised*.

4. *Changes to ARTICLE VII: UNIVERSITY FACULTY SENATE in the BoT Policies.*

(a) Procedure. (BoT Policies Article VII Title F §1) 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 the 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.

- (b) The President of the Senate shall work with the appropriate constituents on each State-operated unit and contract college to coordinate the ratification process.
- (c) Changes to the *BoT Policies* concerning the Senate, once effective, shall immediately change the corresponding portion of these Bylaws to match.



PROPOSED

Standing Rules

October 2019

The State University of New York

STANDING RULES

[Explanatory Note: Standing rules are adopted, amended, and rescinded in the same way as regular motions. Specifically, they are amended or rescinded by a two-thirds vote, or by a majority vote after notice, or by a vote of a majority of the full Senate membership. They may be suspended by a majority vote when the effect of the suspension is within a single meeting.]

I. ESTABLISHMENT AND PURPOSES (reserved)

II. MEMBERSHIP (reserved)

III. OFFICERS (reserved)

IV. ORGANIZATION

1. *Sectors* (reserved)
2. *Committees* (reserved)
 - (a) *Standing Committee Chair Appointment*
 - i. Standing Committee chairs are appointed annually by the Executive Committee. A chair need not be a Senator. The Executive Committee shall take committee experience into account.
 - ii. Co-chairs may be appointed when special circumstances warrant.
 - (b) *Committee Operations*
 - i. Committees may organize subcommittees. Activities and deliverables from a subcommittee require approval of a majority of the full committee.
 - ii. All action items, reports, and activities must be approved by the committee before being reported out or acted upon by the Executive Committee or the Senate.
 - iii. The committee report for the fall plenary must include the action plans formed at the fall planning meeting.
3. *Campus Governance Leaders* (reserved)

V. SCOPE AND FUNCTIONS (reserved)

VI. DUTIES AND RESPONSIBILITIES

1. *Senators and Alternate Senators* (reserved)
 2. *President*
 - (a) Inform the Chancellor's office of the dates of upcoming plenary meetings and events.
 - (b) During the fall planning meeting, briefs committee chairs on the current priorities of the Executive Committee and coordinates annual work plans among the committees.
 3. *Vice President/Secretary*
 - (a) Coordinates action items from the standing committees to avoid a legislative logjam at plenary meetings.
4. *Sector Representatives and Convener of the Campus Governance Leaders*
 - (a) Within two weeks of each plenary, deliver to the Senate office and Vice President/Secretary a publishable copy of the report of the sector meetings.
 - (b) Distribute a copy of each report to all members of that sector.

5. *Committee Chairs*
 - (a) Notify the Senate office of the time and place of all committee and subcommittee meetings.
 - (b) Deliver oral reports at the fall planning meeting, and as scheduled or requested at each plenary.
6. *Executive Committee* (reserved)

VII. MEETINGS

1. *Meetings*
 - (a) *Agenda* (reserved)
 - (b) *Floor Resolutions* (reserved)
 - (c) *Regular Meetings of the Senate*. There are three plenary meetings of the Senate each year, all face-to-face.
 - (d) *Fall Planning Meeting*. The fall planning meeting is attended by all committee members and others by invitation.
 - (e) *Regular Meetings of the Executive Committee*. The Executive Committee meets in a summer planning meeting and prior to the fall planning meeting and each plenary meeting.
 - (f) The President prepares a preliminary calendar of these meetings at least a year in advance, subject to approval by the Executive Committee. The annual schedule is posted on the Senate website.
2. *Special Meetings of the Senate* (reserved)
3. *Special Meetings of the Executive Committee* (reserved)
4. *Committee Meetings*. A committee may approve any motion (e.g., to forward a resolution or approve a report) outside of a meeting under the following conditions.
 - (a) Amendments to such motions are not permitted, and
 - (b) Seventy two hours have elapsed since the chair has sent the full text of the motion to all committee members by either voice or electronic communication, and
 - (c) A favorable vote is received, by either voice or electronic communication, from two thirds of those voting, and
 - (d) Seventy two hours after the motion has been sent to all committee members, non-responding members are considered to have abstained, and
 - (e) The committee chair includes a tally of the vote (separately counting responding and non-responding abstentions) in the written committee report for the upcoming Senate plenary meeting, or in an addendum to it if the vote takes place too late to be included.

VIII. REPORTS AND RESOLUTIONS

1. *Reports* (reserved)
2. *Resolutions*
 - (a) The Vice President/Secretary shall set the deadline for submission of proposed resolutions for Executive Committee review.
 - (b) After Executive Committee review, committee chairs, sector representatives, and the Convener of the Campus Governance Leaders may modify resolutions from their body without consultation if they judge the modifications to be in accordance with the body's intent.

IX. NOMINATIONS AND ELECTIONS

1. *Composition of the Nominations and Elections Committee* (reserved)
2. *Elections* (reserved)
3. *Nominations and Campaign Procedures*

- (a) The Nominations and Elections 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 must be copied to the Senate office to maintain records and to ensure follow-up.
- (b) The Nominations and Elections Committee Chair is responsible for the distribution of the statements of interest and curricula vitae to all UFS officers, senators, alternate senators, committee chairs, and campus governance leaders.
- (c) The Nominations and Elections Committee oversees campaigning and electioneering.
 - i. Candidates are limited to sending out one broadcast email to all senators, committee chairs, and campus governance leaders only after the distribution of statements of interest.
 - ii. Candidates may reply to questions privately on an individual basis.
 - iii. No additional campaigning shall be allowed.
- (d) The Nominations and Elections Committee Chair is responsible for facilitating the question and answer panel at the Plenary, ensuring that candidates are treated equitably. Plenary agenda time allotted will be no more than 15 minutes times the number of candidates.
- 4. *Elections of Officers* (reserved)
- 5. *Sector Representatives and Convener of the Campus Governance Leaders* (reserved)

X. DISCIPLINARY PROCEDURES (reserved)

XI. PARLIAMENTARY AUTHORITY (reserved)

XII. ADOPTION AND AMENDMENT (reserved)