

12-11-1989

Revision to Faculty Senate By-Laws

The College at Brockport, College Senate

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Resolution 9 1989-90

President
Faculty Senate
Campus

TO: President John E. Van de Wetering
FROM: The Faculty Senate Meeting on 12-11-89
(Date)
RE: I. Formal Resolution (Act of Determination)
II. Recommendation (Urging the fitness of)
X. III. Other (Notice, Request, Report, etc.)
SUBJECT: Revisions to Faculty Senate By-laws

STATE COLLEGE OF NEW YORK
JAN 24 1990
FACULTY SENATE
SUNY BROOKPORT, NY 14420

Signed Diane S. Ellison Date Sent 12-19-89
(For the Senate)

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

DISTRIBUTION: See Attached
NOTE: Contact Faculty Senate
for Revisions

Distribution Date 12/20/89 Signed: [Signature]
(President of the College)

PROPOSALS FOR AMENDMENT OF THE FACULTY BY-LAWS

1. Delete Article One, Section E, 3.

Rationale: Giving Vice Presidents individual Senate votes doesn't seem the best way to invite input and inevitably raises questions about the vote for other high ranking administrators.

2. Appendix A Standing Rules of the Senate, Article Two, 1, delete "Senate Standing Committee on Long-Range Planning." Add in its place "Executive Committee." In 3 of the same Article, delete "faculty" in the first sentence and "Long Range Planning Committee" in the third sentence. Add in the place of Long Range Planning Committee "Executive Committee." Finally, add to Article Five, Section A, in the Faculty By-laws after "Committees," "the Chairperson of the Budget Subcommittee,".

Rationale: Facilitating and enhancing the power and scope of the permanent Budget Subcommittee. Freeing the Long Range Planning Committee of supervision of the subcommittee.

3. Article Six, Section E, add as 4: "The president of the Senate with approval of the Executive Committee may designate an appropriate administrator to serve as an ex-officio member of any of the Senate's committees or subcommittees."

Rationale: Facilitates Senate and administration working together and sharing information.

4. Article Six, Section K: delete the present section and replace with the following:

Section K: Committee on Planning and Priorities

Purpose: This Committee shall act for the Senate in all matters pertaining to planning and priorities, whether long-range or short-range. When called upon by either the Senate President or the President of the College, it shall make recommendations for priorities in academic planning.

Membership: Consistent with the prerogatives of the Senate President and Executive Committee, it is desirable that Senate members of the Committee serve two year, over-lapping terms. Unless serving as the Chair of another Standing Committee, the past chairperson of the Committee on Planning and Priorities should serve a term of one year as an ex-officio member of the committee."

Rationale: To focus the committee functions and provide a continuity of members and leaders.

5. Article Six, Section P: delete the present section and replace with the following:

*Section P: Committee on Recruitment, Admissions, and Retention

Purpose: This Committee shall act for the Senate in a continuing study and review of College policies for recruiting, admitting, and retaining both undergraduate and graduate students. It shall work with the appropriate administrative officials and shall make recommendations to the Senate pertaining to any of these areas."

Rationale: To refocus the committee functions.

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6. The following changes relate to the functions and operations of the Committee on Nominations, Elections and Committees. These changes were first submitted by the Chair of that committee in order to clarify the functions and operations of the committee. The By-laws Revision Committee endorses the changes as reflecting actual operation of the nominations and elections process.

A. Article One, Section F, 1: delete the second sentence.

B. Article One, Section F, 2: delete and replace the first sentence with the following:

"The Committee on Nominations and Elections shall annually publish to the Voting Faculty by April 1 the Committee's recommendations on units of representation."

C. Article Three, Section G, 4: delete "through the Standing Committee on Nominations, Elections and Committees" from the first sentence so it reads "...The President shall notify..."

D. Article Three, Section G, 6: delete from the third sentence "approval of members of the Senate Standing Committee on Nominations, Elections and Committees,".

E. Article Six, Section E, 1: in the first sentence delete all follows "...Standing Committees of the Senate."

F. Article Six, Section E, 2: delete "the Committee on Nominations, Elections and Committees" and replace with "the President". Add a second sentence: "Appointment will be made upon the recommendation of the Executive Committee and approval of the Senate."

G. Article Six, Section F, delete "the Committee on Nominations, Elections and Committees" and replace with "the President".

H. Article Six, Section L: delete the present section and replace with the following:

"Section L: Committee on Nominations, Elections and Committees

Membership: The Committee shall consist of a minimum of three (3) Senate Members. Members of the Committee shall be eligible to serve on other Standing Committees.

Purpose: The Committee shall conduct elections of the Faculty in accordance with these By-laws. In special instances, the President of the Senate or the Chief Administrative Officer of the College may avail himself/herself of the services of the Committee, providing that the Committee is given at least two weeks' notice before balloting commences.

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

1. ARTICLE ONE, SECTION E

Section E: Units of Representation

1. Academic departments shall be recognized as units of representation if they have: (1) a separate personnel roster; (2) a separate operating budget; and (3) a designated chairperson or other administrative head.
2. Administrative units shall be recognized as units of representation if they have: (1) at least five members who are full-time employees of the College according to a current personnel roster; (2) a separate operating budget; and (3) a designated director or other administrative head. Administrative units of fewer than five members may combine with appropriate other units to achieve a size equal to or greater than the minimum, but no member of the Voting Faculty shall be included in more than one unit of representation.
3. The following administrative units shall be defined as units of representation without regard to size: Administrative Services (consisting of the Vice President for Administrative Services and his/her professional staff not otherwise represented); Academic Affairs (consisting of the Vice President for Academic Affairs and his/her professional staff not otherwise represented, and the professional staff, not otherwise represented, of the Office of the President); Student Affairs (consisting of the Vice President for Student Affairs and his/her professional staff not otherwise represented); College Relations and Development (consisting of the Vice President for College Relations and Development and his/her professional staff not otherwise represented); and Adult and Continuing Education (consisting of the Dean of Adult and Continuing Education and his/her professional staff not otherwise represented).

2. APPENDIX A STANDING RULES OF THE SENATE

Article One - Purpose

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

Article Two - Permanent Subcommittee: Budget

1. This Subcommittee is associated with and reports through the Senate Standing Committee on Long-Range Planning.
2. Membership: The Subcommittee shall consist of six (6) members: three (3) teaching faculty, one (1) from each of the three (3) schools; one (1) professional employee; and one (1) librarian. These five (5) members shall be appointed by the Executive Committee of the Senate, which will also designate a member of the Subcommittee as Chair. The Chair shall serve at the pleasure of the Executive Committee, and shall be a member of the Long Range Planning Committee. The sixth (6th) member shall be an administrator designated by the President of the College in consultation with the Senate Executive Committee.

Subcommittee members shall serve three (3) year terms, staggered so that two (2) terms expire at the beginning of each academic year. The Subcommittee shall arrange for this initial staggering of terms at its first meeting, but no later than October 30, 1986.

3. Function: The Subcommittee shall engage in an ongoing study of the College's use of faculty resources, and shall serve as a resource on all matters relating to the College budget. Any motions requiring expenditures of funds must also be referred to this Subcommittee for comment. The Subcommittee shall, in consultation with the Chief Administrative Officer of the College or his/her designee, and through the Long Range Planning Committee and the Senate, make recommendations regarding resource allocations to the Chief Administrative Officer of the College.

Article Five - The Executive Committee of the Senate**Section A: Composition**

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

3. ARTICLE SIX, SECTION E

Section E: Membership

1. All voting Senators except the President, the President-Elect and the Secretary shall serve on Standing Committees of the Senate through appointment by the Committee on Nominations, Elections and Committees with the approval of the Senate. Senators shall serve on only one Standing Committee of the Senate, unless otherwise specified. Student members, chosen from a list submitted by the Brockport Student Government, shall be invited to participate as deemed appropriate by each committee. Student members shall not be counted in the numbers specified below.
2. In soliciting and selecting members for all committees, including replacements, the Committee on Nominations, Elections and Committees shall give due consideration to Faculty Senators' expressed preferences and shall spread representation among Senate units of representation as widely as possible, consistent with the effective conduct of Senate business.
3. Unless otherwise specified, each committee shall consist of a minimum of five (5) members, and shall include at least three (3) Senators. The chairperson of each committee shall be a Faculty Senator. Maximum committee size may be determined by the chairperson, subject to approval by the Executive Committee.

6. A. ARTICLE ONE, SECTION F, 1

Section F: Changes in Representation

1. New academic departments or administrative units, or departments or units whose representation is affected by personnel changes, may petition to have such changes recognized by the Senate through the Senate Committee on Nominations, Elections and Committees. Petitions must reach the Committee by February 1 of each year, and be based upon the personnel roster of the immediately preceding October.

4. ARTICLE SIX, SECTION K

Section K: Committee on Long-Range Planning

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

5. ARTICLE SIX, SECTION P

Section P: Committee on College Admissions

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

B. ARTICLE ONE, SECTION F, 2

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

Section G: Term of Office

1. The term of office for all elected members of the Senate shall be two years except as noted below. The general principle shall be that:
 - (a) approximately half of the Senate shall be elected each year; and
 - (b) in units entitled to two or more Senators, approximately half of the Senators shall be elected each year.
2. If a unit gains or loses a Senate seat by reapportionment, the unit shall conduct its elections for Senator according to the above principle. Reapportionment shall be conducted annually according to the procedures of Article One, Section F and is to be effective with the immediate forthcoming spring election.
3. The beginning and ending dates of terms of office for all elected members of the Senate shall coincide with the convening of the first meeting of the Senate in the fall semester, unless otherwise specified herein.
4. When the President of the Senate has received written notice that a Senator will be on leave or otherwise separated from the College for a length of time exceeding one academic semester, or if an elected Senator subsequently becomes President-Elect of the Senate, or if a seat becomes vacant for any other reason, the President, through the Standing Committee on Nominations, Elections and Committees, shall notify the appropriate unit of representation to conduct a special election in accordance with the provisions of these Bylaws. The newly-elected Senator shall assume office upon notice from the President and shall serve until the return of the original Senator. Senators serving in seats lost due to reapportionment shall not be replaced.
5. The President and the Executive Committee shall serve from their installation at the first Senate meeting in the fall semester until the first Senate meeting in the next fall semester, when new officers shall be installed.
6. The agenda for the first Senate meeting of the fall semester shall be prepared jointly by the outgoing Executive Committee and the new Executive Committee. This meeting of the Senate shall be convened by the outgoing President, and shall pass to the new President immediately upon installation. Installation of the President, ratification of the Executive Committee-designate, approval of members of the Senate Standing Committee on Nominations, Elections and Committees, and elections of other Senate officers shall be the first items of the Executive Committee report at this meeting of the Senate.

C. ARTICLE THREE, SECTION G, 4

D. ARTICLE THREE, SECTION G, 6

E. ARTICLE SIX, SECTION E, 1

F. ARTICLE SIX, SECTION E, 2

H. ARTICLE SIX, SECTION L

Section L: Committee on Nominations, Elections and Committees

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

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

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

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

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

Section E: Membership

1. All voting Senators except the President, the President-Elect and the Secretary shall serve on Standing Committees of the Senate through appointment by the Committee on Nominations, Elections and Committees with the approval of the Senate. Senators shall serve on only one Standing Committee of the Senate, unless otherwise specified. Student members, chosen from a list submitted by the Brockport Student Government, shall be invited to participate as deemed appropriate by each committee. Student members shall not be counted in the numbers specified below.
2. In soliciting and selecting members for all committees, including replacements, the Committee on Nominations, Elections and Committees shall give due consideration to Faculty Senators' expressed preferences and shall spread representation among Senate units of representation as widely as possible, consistent with the effective conduct of Senate business.
3. Unless otherwise specified, each committee shall consist of a minimum of five (5) members, and shall include at least three (3) Senators. The chairperson of each committee shall be a Faculty Senator. Maximum committee size may be determined by the chairperson, subject to approval by the Executive Committee.

G. ARTICLE SIX, SECTION F

Section F: Vacancies

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