

**The Faculty Senate
The City College of New York**



Proposed: February 19, 2015
Adopted: February 19, 2015
Vote:

Plenary Meeting

February 19, 2015
Shepard Hall 250

AGENDA

Call to order	2:00 PM
Approval of the minutes from Plenary Meeting of December 18, 2014	2:05 PM
Remarks of the Chair	2:05 – 2:15 PM
Reports from Faculty Senate Committees	2:15 – 3:15 PM
i. College Wide Resources	
ii. Diversity	
iii. Faculty Affairs	
iv. Senate Affairs	
Elections to the Senate Committees, University Faculty Senate	3:15 – 3:30
Report of the Ombuds	3:30 – 3:35 PM
Old Business	
New Business	
Adjournment	3:40 PM

**The Faculty Senate
The City College of New York**



Proposed: February 19, 2015
Adopted: February 19, 2015
Vote: **Unanimous**

**Minutes of the
Faculty Senate Plenary
December 18, 2014
Shepard Hall 250
The City College of New York**

Present: Provost Trevisan; Senior Associate Provost Cintron; Chief of Staff H. Balmer; Executive Counsel Occhiogrosso; **Deans:** G. Barabino, J. Mercado, Chief Librarian C. Stewart, E. Weitz

Senators: A. Agrawal, D. Akins, M. Binz-Scharf, K. Block, P. Brass, H. Carter, W. Crain, B. Cronin, J. Davis, P. De, A. Dhawan, V. Diyamandoglu, A. Estevez, A. Feigenberg, K. Foster, J. Gallagher, A. Gilerson, J. Gonzalez, M. Gunner, M. Gutman, E. Handy, K. Hubbard, D. Jeruzalmi, M. Juarez, B. Judell, B. Kim, A. Krakowski, R. Koder, A. Kornhausser, J. Levinson, D. Lohman, R. Menon, R. Miller, G. Mitchell, C. Moore, J. Moore, F. Moshary, S. O'Donnell, S. Pittson, A. Ratner, S. Reshadi, S. Rings, S. Rosenbaum, S. Schaller, J. Tarbell, T. Thayer, D. Troeger, J. Valle, T. Watson

Guests: J. Dorn, C. Li, C. Riobo, R. Stark, A. Undieh

Excused: R. Calichman, MT. Chang, C. Dalglish, A. Kisery, G. Milstein, D. Weissman

1. The meeting was called to order (2:08 p.m.)

2. The minutes of the November 20, 2014 meeting were approved (2:10 p.m.)

3. Remarks of the Chair—Prof. Jeruzalmi (2:10 p.m.)

- Announcement of the closing of the childcare and development center. Clarification of the closure: 1912 building not up to code. The Center will shut down starting in June for at least one year. Funding is in hand for renovations. CCNY will subsidize parents for differential childcare costs. There is a commitment to reopen the center after renovations are complete. The funding is for those currently utilizing the system. No information available about future usage.

- Action required from previous meeting: Renata Miller nominated to the University Faculty Senate. No other nominations. The nomination of Renata Miller was unanimously approved by voice vote (2:14 p.m.)

4. A proposal to establish a Program in Translational Medicine leading to a Master's of Science Degree (GSOE and SDSBE) was presented by Prof. Mitchell Schaffler.

Motion to approve the proposal for the Program in Translational Medicine made and seconded. Motion approved by voice vote: 39 in favor, 2 opposed and 2 abstentions (2:33 p.m.).

5. Reports from Faculty Senate Committees (2:34 p.m.)

A. Report of the Senate Affairs Committee (2:34 p.m.)

Discussion of Phase II of the revision of the Faculty Senate Bylaws. Focus on the proposed change to Article II Membership and Elections, making representation departmental rather than divisional, which requires a change to the Governance Plan. Discussion of which should occur first: the revision of the governance plan or the bylaws. Discussion of the method for electing Senators.

B. Report of the Senate Executive Committee

Prof. Fred Moshary presented the nominees for the newly formed Faculty Senate Auxiliary Committee on Diversity (3:03 p.m.)

Motion to approve nominees unanimously approved (3:11 p.m.)

6. Discussion of email from Ms. Denise C. Dyce, Director of Labor Relations at the City College of New York, titled “Faculty Senate Internal Investigation: Findings and Conclusions.”

Among the items discussed in connection with the email were: the lack of due process in the investigation of the Faculty Senate by the Administration; the ways that faculty senators are selected; whether the Faculty Senate has been insensitive, discriminatory, or racist toward members of minority groups; the lack of knowledge on the part of many Senators of the subject of the investigation; how minutes of faculty senate meetings should be taken; the formation and role of the Senate Executive Committee; and the need to move on from these recent controversies while remaining sensitive to the concerns they have raised.

7. Discussion of Resolution to Stop Racism (3:58 p.m.).

Two resolutions concerning racism in policing were put before the Senate, one authored by Alan Feigenberg and another by Joseph Davis, were presented as a single item. As the latter was not present at the meeting, it was suggested that the two motions be separated and only the Feinberg resolution be considered.

A motion to divide the question into its two original parts was adopted unanimously (4:06 p.m.)

Motion to adopt the Feigenberg resolution passed with one opposed (4:07 p.m.)

Motion to table the Davis resolution passed unanimously (4:08 p.m.)

8. Report of the Ombuds (4:08 p.m.)

The problem of bullying on campus, including cyber bullying, was raised.

There being no old or new business, **the meeting was adjourned at 4:09 p.m.**

Respectfully submitted,

Anne Kornhauser

(filling in for Andras Kisery, secretary, who thanks Anne Kornhauser for her help)

To Faculty Senate
From Kevin Foster, CWRC
Date Feb 19, 2015
Re A View of the Budget Numbers

We welcome the continued efforts of the Provost to make budget information available. However the raw numbers presented are sometimes difficult to understand without making comparisons.

Given the continued discussions about the imperatives of focusing on enrollments, it seems reasonable to look at budget figures as dollars per student. Below we present 6 separate measures of this ratio in the divisions, using two different measures of the numerator (whether tax-levy budget gross or net of grant overhead) and three different measures of the denominators (FTEs classified by major in Fall 13, FTEs classified by where they take courses in Fall 13, enrollment in 14-15 academic year). Each measure gives a slightly different perspective; there is no master view. The focus on tax-levy academic allocations is a first step.

The relevant comparison is probably annual tuition paid per FTE. This is approximately \$6500 for fulltime in-state undergrads, so we can make a guess of how much tuition at different divisions covers the cost of instruction. None of these costs include non-academic costs, which are 30% of the tax-levy budget.

Table 1:

	\$ gross per FTE major	\$ net per FTE major
Education	\$ 4,612	\$ 4,414
Colin Powell School	\$ 5,749	\$ 5,345
IAS (CWE)	\$ 7,749	\$ 7,749
Engineering	\$ 8,148	\$ 6,648
Architecture	\$ 8,509	\$ 8,509
Humanities & Arts	\$ 9,880	\$ 9,880
Sciences	\$ 10,990	\$ 8,828
Biomed	\$ 24,943	\$ 23,469
Gateway		

I've left in "Gateway" to recall that there are more than 1400 FTEs without declared majors (more than several of the schools!) who are not counted here.

Allocating students by major brings inaccuracies since students take classes outside of their major (unfair to 'service' departments).

CityFacts has a Course Load Matrix showing how declared majors distribute across divisions – for undergrads at least. I assume that grads take classes only within their home division. This gives:

Table 2:

	\$ gross per FTE served		\$ net per FTE served	
Humanities & Arts (+GenEd)	\$	3,463	\$	3,463
Colin Powell School	\$	6,130	\$	5,699
Education	\$	6,149	\$	5,885
Architecture	\$	9,608	\$	9,608
Engineering	\$	12,213	\$	9,965
Science	\$	12,514	\$	10,053
IAS (CWE)	\$	14,851	\$	14,851
BioMed				

I group students taking "Gen Ed" classes into Humanities. A significant problem with these figures is that BioMed is not listed as offering any classes in the course load matrix in CityFacts therefore that row is blank.

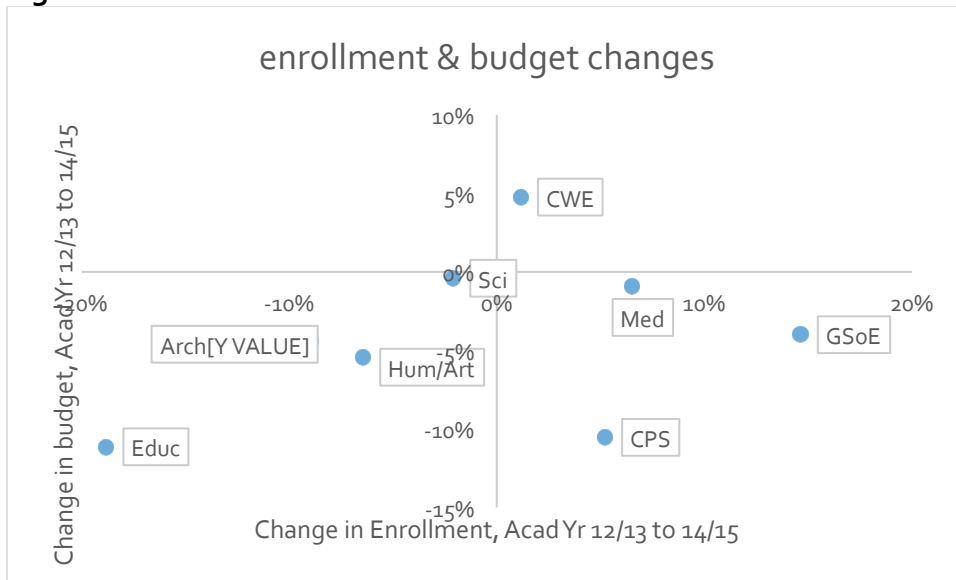
We can look at the figures by enrollment, using enrollment figures from CUNYfirst. These give more up-to-date figures. However there are a number of issues: I do not give different weights for credit hours nor for undergrad/grad, so these are not directly equivalent to FTE. I divide enrollments by 8 on the assumption that a fulltime student would take four 3-credit classes in each semester.

Table 3:

	gross \$/enrollment 2014		net \$/enrollment 2014	
Humanities & Arts (w GenEd)	\$	3,975.82	\$	3,975.82
Social Science	\$	4,001.32	\$	3,707.60
Education	\$	6,609.84	\$	6,313.33
Sciences	\$	7,061.27	\$	5,610.85
Engineering	\$	12,734.46	\$	10,286.25
Architecture	\$	14,364.31	\$	14,364.31
IAS (CWE)	\$	16,100.00	\$	16,100.00
Biomed	\$	27,457.10	\$	25,834.63

We can further look at changes over time, to find if there is much relationship between budget and enrollment. While there are fluctuations from year to year, we might see stronger trends as we look over longer horizons. I happen to have budget information for the 2012-13 academic year, so I compare the 2-year changes in enrollment and budget in the figure below.

Figure 1:



We can look at departments, where I chose some of the larger departments as well as bunching together some schools (such as Education, Medical and Architecture), to compare enrollments and faculty.

Table 4:

Dept/Div	Acad Yr 14-15	FT 1149	Adj 1149	FT Faculty 2013 from CityFacts	Adjuncts 2013 from CityFacts
PSY	8917	26	41	32	49
ENGL/WHUM + .5FIQWS	8722	29	88	23	90
MATH	8431	17	40	20	42
Ed	6715	39	75	36	130
ART	5783	15	76	13	70
CHEM	4309	25	31	22	40
ECO	4306	13	17	13	12
MUS	4020	13	26	12	33
PSC/IR/INTL	3644	16	23	11	18
BIO	3391	24	43	24	33
Med	3256	*	*	33	50
SPCH/THTR	3239	5	25	5	34
MCA	3157	14	39	14	32
EE	2884	27	12	26	16
Arch	2684	39	50	21	46
PHYS	2574	19	25	24	34
CSC	2559	18	9	20	12
ME	2506	15	6	15	15
PHIL	2362	10	9	8	11

I give two measures of faculty: the 2013 figures from CityFacts and my own calculations based on fall 2014 number of unique names teaching in a CUNYfirst query.

I hope these data can be improved in future and can serve as the basis for better informed discussions.

Notes on Data

FTE is defined in CityFacts; FTE numbers are from Fall 2013 CityFacts; I've aggregated FTEs by counting MA students as 1.6 more than undergrads since that's about the tuition differential, and PhD students by 1.45 since that's their tuition differential. Then double them to get annual (which is not quite correct).

The budget numbers are based on pictures I snapped of Felix's and Maurizio's slides. They gave percentages, which I back-calculated into dollars. These are surely approximations so don't read too much into trailing digits.

Where indicated, the number of faculty is from CityFacts. Reporting is by department, I did my best to allocate to divisions. In other calculations for faculty numbers, I counted the number of unique individuals with a particular title teaching within a department using reports from CUNYfirst.

I am happy to share my data upon request to kfoster@ccny.cuny.edu

**The Faculty Senate
The City College of New York**



Proposed: February 19, 2015
Adopted: February 19, 2015
***Vote: 31:5:4**
(requires 35 for approval)

Resolution for a Budget Process

Whereas the City College Governance Plan provides for a Faculty Senate standing committee “on financial planning which participates in the formation of a tentative budget by the President for the Chancellor, and participates in the formulation of the long-range economic policies of The College. It shall participate in the planning for the allocation of the actual budget when it is received”;

Whereas the Bylaws of the City College Faculty Senate establish the College-Wide Resources Committee to fulfill this role;

Whereas the basis for college-wide budgeting has not been articulated in recent years to the faculty except insofar as budgets have been termed “historical”;

Whereas lack of budgetary transparency leads to programmatic decisions that are made independent of an understanding of their financial implications;

Whereas reasoned budget planning is essential to supporting and advancing the research and teaching missions of the College;

Therefore be it resolved that the Faculty Senate requests that the Provost publish a document that establishes how college-wide budgeting will be conducted henceforth;

Be it further resolved that this protocol should:

1. enumerate factors to be considered in budget allocations to divisions and schools (for example: student enrollment, indirect recovery costs, targets for research activity, and pedagogical needs);
2. include a method for principled as well as strategic decision-making, using these factors;
3. incorporate academic planning on the departmental as well as divisional and school level; and
4. include a detailed justification for administrative allocations;

Be it further resolved that this protocol should include provision for participation of the Faculty Senate’s College-Wide Resources Committee;

Be it further resolved that this protocol should allow for faculty to review and comment on a draft budget before it is finalized;

Be it further resolved that Faculty Senate asks the Provost to present this document to the College-Wide Resources Committee by March 31, 2015 so that it can review it prior to sharing it with the Faculty Senate at its April 16, 2015 plenary meeting.

***This resolution did not obtain the necessary 35 votes for passage, nevertheless, the Chair rules that the resolution represents the sense of the Faculty Senate.**

Session Name: 15-021915-FS-Vote-Clicker 2-19-2015, 3-18 PM-Budget

Date Created: 2/19/15, 2:06:14 PM

Active Participants: 37 of 68

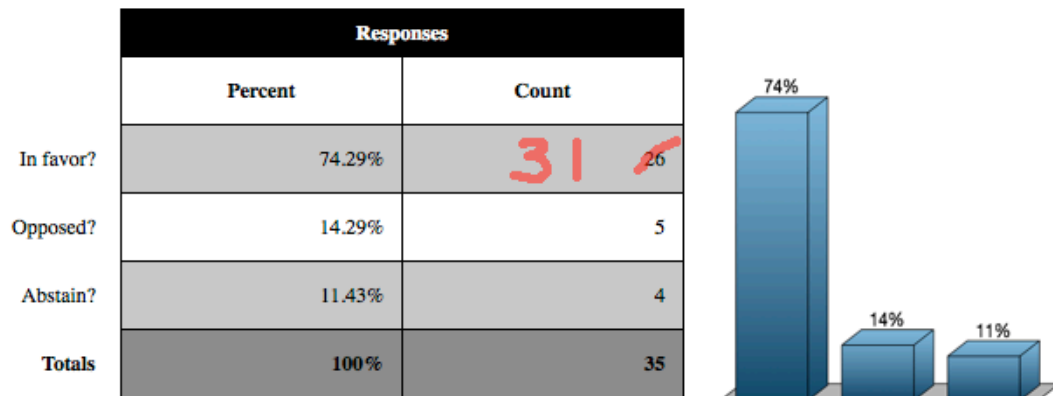
Average Score: 0.00%

Questions: 1

Results by Question

+5 votes in favor were recorded from Senators whose clickers were not functional.

1. Shall the matter be adopted? (Multiple Choice)



BYLAWS OF THE FACULTY SENATE

THE CITY COLLEGE
of
THE CITY UNIVERSITY OF NEW YORK

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Bylaws revisions Phase 1 proposed to the Faculty Senate: April 24, 2014

Bylaws revisions Phase 1 approved by the Faculty Senate: November 20, 2014

Mark up for review of proposed revisions, Phase 2: December 2, 2014, rev. Feb-3-2015

Mark up for review of proposed revisions, Phase 3: TBA

Date in effect: March 1, 2015

BYLAWS OF THE FACULTY SENATE

NOTES

1. All titles within the Bylaws of the Faculty Senate refer to the current organizational structure. It is to be understood that if a position takes on a new title, it is to be the new title, which is to fill the appropriate role.
2. When ~~Chairman~~ Chair or other such title is used, it is not to be understood as a designation of gender but a convenient shorthand term.

ARTICLE I POWERS AND FUNCTIONS

- Section 1. The Faculty Senate shall be the authentic voice of the Faculty of The City College of the City University of New York in all matters concerned with policies, operations, planning and problems of college-wide import.
- Section 2. The Faculty Senate shall have the power, under the City University of New York (CUNY h/a) Board of Trustees, to consider and make decisions in all college-wide matters including:
- a. the academic status, role, rights and obligations and freedoms of the faculty;
 - b. the allocations of resources for educational objectives; for research and scholarly activities, and for the development and maintenance of the physical plant of the College;
 - c. student activities;
 - d. the appointment and retention of the principal administrative officers at the College level;
 - e. the establishment and location of new units of the College and the appointment of principal administrative officers thereof;
 - f. the Faculty responsibilities (*i.e.*, admissions policy, retention standards, credits, curriculum and degree requirements, the granting of degrees, and personnel matters) for inter-School or College-wide Centers, Programs and Institutes that are not wholly within the purview of the Curriculum Committees or Faculties of the various Schools;
 - g. the relations between the College and the local community, and between the College and governmental units and agencies;
 - h. the general public relations of the College.
- Section 3. Decisions reached by the Faculty Senate shall not be reversed by the President or the CUNY Board of Trustees except in circumstances and for reasons promptly communicated to the Senate. Following such communication, the Faculty Senate shall have the opportunity for further consideration and transmittal of its views to the President or to the CUNY Board of Trustees.
- Section 4. The Faculty Senate and its committees shall be fully advised, shall routinely receive, and shall be free to seek information from students and student organizations, faculty members and Departments, Schools and Divisions, the Review Committee, officers of administration, and such other sources as may be appropriate, such as the Council of Presidents, on all matters germane to the programs and operations of the College. It may address communications to the CUNY Board of Trustees, which on

being submitted to the President of the College, shall be forwarded, together with his or her comments thereon, by the President without delay to the CUNY Board of Trustees.

- Section 5. The Faculty Senate shall initiate policy recommendations, shall review and comment upon changes in policy initiated by the College administration, the Council of Presidents and the CUNY Board of Trustees, and shall routinely present faculty views to the President before, as, and after matters of policy are considered and decided.
- Section 6. The Faculty Senate shall not assume the prerogatives and powers appropriate to the several Faculties of the constituent Schools and of the College of Liberal Arts and Science. Decisions within each school as to matters of curriculum and instructions are reserved to these Faculties, and decisions as to the academic standing and progress of students and the conferring of degrees rest with these several Faculties, subject only to the CUNY Board of Trustees. The Faculty Senate may pass such matters in review before its appropriate committees or in plenary session; but it may not infringe upon the powers explicitly reserved to the several academic Faculties. In this regard, questions of jurisdiction shall be resolved by the President on recommendation of the Provost.
- Section 7. In the event of disagreement between the Senate and either the College administration or the CUNY Board of Trustees, the Senate shall elect a committee to meet with the administration or the Board to present the position of the Senate on the question and to report to the Senate for appropriate action.

ARTICLE II MEMBERSHIP AND ELECTIONS

Section 1. Members

The Faculty Senate shall be composed of:

- a. Senators and Alternates who shall be persons of faculty rank elected at large from each ~~department school~~ or other constituency as specified in Section 2, Nominations and Elections.
- b. The following members *ex officio*, without vote: The President, the Provost, the Vice Presidents, the Associate Provosts, all full Deans, the Registrar, the Director of Admissions and Records, the Chief Librarian and the Ombuds. Also: five members of the Executive Committee of the Undergraduate Senate and two members of the Executive Committee of the Graduate Council.
- c. At any time the Faculty Senate may modify its *ex officio*, non-voting membership by a two-thirds vote of the membership of the Senate.

Section 2. Nominations and Elections

- a. Each department may nominate persons of faculty rank.
- b. Any person of faculty rank may be nominated by a petition signed by 30 percent of persons of faculty rank in his or her department or constituency up to a maximum of ten signatures. He or she must indicate in writing his or her willingness to serve as a Senator or Alternate. Voting members of the faculty in the candidate's department are eligible to sign petitions and to vote in the departmental election for senator.
- c. Senators and Alternates shall be elected by persons of faculty rank in all departments of the following constituencies:
 - Division of Humanities and the Arts, CLAS
 - Division of Science, CLAS
 - Colin Powell School for Civic and Global Leadership (formerly Division of Social Science), CLAS
 - Department of SEEK Counseling and Student Support Services, CLAS
 - Division of Interdisciplinary Studies at the Center for Worker Education, CLAS
 - Bernard and Anne Spitzer School of Architecture
 - Grove School of Engineering
 - School of Education
 - Sophie Davis School of Biomedical Education
 - Library Department
- ~~d. Any Center, Program or Institute, or College-wide department which has been ten or more full-time persons of faculty rank~~

assigned to it shall be considered a School for the purpose of electing representatives to the Faculty Senate.

- ~~e.~~ Full-time members of faculty rank who are members of Centers, Programs or Institutes, who are themselves not represented by the above provisions, shall collectively elect a senator or senators but do not belong to a department, are entitled to representation in the Senate according to consonant with the formula below.
- d. ~~f.~~ The number of Senators **in each department** shall be determined annually **on February 15th** in accordance with **this** a formula that would yield the following representation if elections were to be made by departments among their own members:

(Full-time faculty rank, including the Chair)	Number of Senators
1 - 10	1
11 - 25	2
26 - 50	3
51 and over	4

- e. **Each department shall hold its election in the month of April. The chair of the department will preside and count the votes unless the chair is a candidate in which case another member of the department will take charge of running the election. The candidate who receives the majority of votes will be declared the winner of the election. If the number of candidates renders a majority impossible, winning a plurality of votes will suffice. Petitions and ballots must be retained and delivered by the newly elected (or re-elected) Senator to the office of the Faculty Senate by April 30th.**
- ~~f.~~ ~~g.~~ Within each constituency, the candidate who receives the most votes without being elected a Senator shall be designated an Alternate. An Alternate shall vote in the absence of a regular member from his or her constituency. **If there is no runner up to the election, then the department will elect or designate an Alternate and inform the Senate office of the result.**
- ~~g.~~ ~~h.~~ Any Senator or Alternate elected from a particular constituency retains that seat for the duration of the term for which he/she was elected **independent regardless** of any **subsequent** change in the number of representatives from that constituency. However, if the constituency is abolished by transfer of all or some of its members to other constituencies already represented in the Senate, that Senator's seat shall be abolished at the end of the academic year in which this change occurs.
- ~~h.~~ ~~i.~~ The Elections Committee shall designate each year a period between March 1 and April 10 in which nominations shall be held.
- ~~i.~~ ~~j.~~ Elections shall be held **at least** two weeks after the nominations are closed and must be completed before the May meeting of the Faculty Senate.
- ~~k.~~ ~~Senators shall be elected by the Hare system of proportional Representation applied separately to each constituency.~~

Section 3.

Senatorial Tenure

- a. Senators and Alternates shall be elected for a term of three years. ~~The seats shall be allocated so that one third of the senate will be elected each year.~~

- b. The term of office of an elected **Senator** shall commence with **the Reorganization Meeting** and shall terminate with the close of the **Plenary regular** meeting in May.
- c. ~~A vacancy in an unexpired term shall be filled by the Alternate for that division, whose vacancy shall in turn be filled by the person who, in the same constituency as the vacating senator, received the highest number of votes, provided that this is more than half of the quota (number of votes required to elect candidates) which was used in the preceding election. In the event that no one received such a number of votes, the Committee on Nominations shall announce to the constituency that a vacancy exists. The Committee shall then bring to the senate the name(s) of a candidate or candidates from the same constituency. Further nominations may be made from the floor by members of the said constituency. The Senate shall elect a replacement who will serve for the remainder of the vacancy or until the next election, whichever comes first. Vacancies for Alternates will be handled in the same way. Should a Senator be unable to complete his or her term, the Alternate will replace him or her, having been selected according to the method described in Section 2-c. Should no Alternate be available, nominations will be solicited from the constituency and also taken at the next Plenary meeting, and the Senate will elect a replacement to complete the remainder of the term. Should the department fail to designate an Alternate, the seat will remain vacant for the duration of the Senator's term.~~
- d. A Senator who goes on leave may choose to continue Senate participation during the term of leave. ~~The Senator must by~~ **indicating** that choice in writing to the ~~Chair Secretary~~ of the Senate prior to the commencement of the leave. **An Alternate shall be named through** ~~made by~~ the methods specified in **Subsection c**, above.
- e. **A Senator is expected to make every effort to attend each Plenary meeting. After a Senator has two consecutive absences, the Senate office will notify that Senator's constituency and it will decide upon the best course of action.** ~~The seat of a Senator who is absent without excuse for two consecutive regular meetings of the Faculty Senate shall be declared vacant by the Executive Committee and an interim successor shall be selected by the above method.~~
- f. A Senator who has a class, a laboratory section, or other regularly scheduled obligation between the hours of 2:00 p.m. and ~~4:00~~ **6:00** p.m. on the regularly scheduled Senate meeting days of the third Thursdays of September, October, November, December, February, March, April or May, shall be considered on leave for the semester or remainder thereof, unless an exemption is granted for the Senator by the Executive Committee for that semester or the remainder thereof.

Section 4. Elections Appeals

- a. Appeals should be filed in writing with the Senate Affairs Committee. An appeal of decision of the Senate Affairs Committee may be made to the Faculty Senate Executive Committee. An appeal of the Faculty Senate Executive Committee decision may be made to the Faculty Senate.
- b. Every effort shall be made to file an appeal in a timely manner so as not to disrupt the business of the Faculty Senate.
- c. Every effort shall be made to provide written documentation supporting the concerns stated in the appeal.

ARTICLE III OFFICERS

Section 1. Presiding Officer

- a. The **Chairman** of the Executive Committee, or the **Chairman's** designee, shall preside over meetings of the Senate.

Section 2. Secretary

- a. There shall be a Secretary of the Senate who shall be elected from the Senate by majority vote at the annual **Reorganization Meeting**. His or her term of office shall be one year.
- b. The Secretary shall serve as a member of the Executive Committee, ex officio and without vote, unless elected to the Executive Committee.
- c. The Secretary **or his or her designee** shall be responsible for taking minutes of each meeting. ~~and for their distribution.~~
- d. The ~~Secretary~~ **Senate office** shall also be responsible for keeping all records of business or communications, and the preparation and distribution of all materials received by the **Senate**.
- e. If the Secretary is absent, the Presiding Officer shall appoint a Secretary pro tempore.

Section 3. Treasurer

- a. The Treasurer of the Senate shall be elected by majority vote at the annual **Reorganization Meeting**. His or her term of office shall be one year.
- b. A Senator **may not** be elected as Treasurer for more than three successive terms.
- c. The Treasurer shall receive and disburse all Senate funds and maintain appropriate records of all income and expenditure. **He or she shall prepare a financial report for each regular meeting and shall submit a complete financial statement to the Senate at the last regular meeting of the academic year.**
- d. The Treasurer shall be responsible for preparing a proposed annual Senate budget for submission to the Executive Committee.

Section 4. Sergeant at Arms

- a. ~~There shall be a Sergeant at Arms of the Senate who shall be elected by majority vote at the annual reorganization meeting. His or her term of office shall be one year.~~
- b. ~~The Sergeant at Arms shall assist the Presiding Officer in the maintenance of an orderly meeting.~~

Section 4. Nominations for **the Executive Committee, the Secretary, and the Treasurer** shall be made from the floor at the **annual Reorganization Meeting** in May. **The Provost of the College shall preside over the Reorganization Meeting of the Faculty Senate.**

Section 5. The Presiding Officer shall appoint a Senator to act as Parliamentarian.

Section 6. The term of office for all elected and appointed officers is one year commencing with the **Reorganization Meeting** and extending through the regular meeting the following May.

Marta Gutman 2/2/2015 9:41 PM

Comment [1]: The treasurer is already required to make a report (this issue was raised during the last plenary meeting)

ARTICLE IV SENATE COMMITTEES

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ARTICLE IV SENATE COMMITTEES

SECTION B. DUTIES and COMPOSITION OF COMMITTEES

1. EXECUTIVE COMMITTEE

I. Duties

- a. Shall transact such business of the Senate as may be necessary between meetings.
 1. Any action taken by the Executive Committee during a period when the Senate cannot be convened (a) shall require a majority vote of the members of the Committee; (b) shall be reported to the Senate at its next meeting.
- b. Shall remain on call during its entire term in office.
- c. Shall prepare an Agenda for all meetings of the Senate.
- d. Shall keep minutes of its meetings and shall report its actions regularly to the Senate.
- e. Shall notify the members of the Senate of the time and place of all special meetings.
- f. Shall review and coordinate the structure and activities of the committees of the Senate.
- g. Shall sit on the President's Policy Council.
- h. With consent of the Senate, shall select the faculty members of ad hoc committees appointed to advise with the President in the selection of Directors for College-wide Centers, Programs, Institutes and similar offices.
- i. Shall prepare and distribute an annual report.
- j. Upon authorization by the Senate, the Executive Committee shall be responsible for
 1. Implementing the policies of the Senate;
 2. Hiring and assigning staff for Senate functions;
 3. Disbursing budgeted and other funds;
 4. Retaining counsel;
 5. Exercising such further powers and duties as may be conferred upon it by the Senate.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES and COMPOSITION OF COMMITTEES

1. EXECUTIVE COMMITTEE

II. Chairman of the Executive Committee

- a. Shall preside over meetings of the Senate.
 1. Shall designate another member of the Senate to preside in his or her absence.
- b. Shall convene and chair meetings of the Executive Committee.
- c. Shall be a member ex officio, without vote, of all Senate committees other than the Executive Committee.
- d. Shall sit on the Review Committee.
- e. Shall sit on the Faculty Committee on Personnel Matters.
- f. Shall serve as chairman of the Executive Council.
- g. Shall carry out all other responsibilities appropriate to the office of the chairman.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION OF COMMITTEES

1. EXECUTIVE COMMITTEE

III. Composition

- a. Shall be composed of seven senators. Alternates are not eligible to serve on the Executive Committee.
- b. The Secretary of the Faculty Senate and the Faculty Ombudsman shall serve as members of the Executive Committee ex officio without vote.
- c. Members of the Executive Committee shall be elected for a term of one year at the Reorganization Meeting of the Senate in May.
- d. Members of the Executive Committee shall be elected as follows:
 1. Nominations shall be made from the floor.
 2. Names of Senators not present at the Reorganization Meeting may be placed in nomination provided the nominees give written consent.
 3. Nominations shall remain open until no member wishes to place a name in nomination.
 4. Upon the close of nominations, each candidate, or his or her designee, may speak for no more than two minutes.
 5. The election shall be by preferential ballot. Each senator shall number his or her preferences in descending order, using for his or her first choice the highest figure of the number of vacancies to be filled (e.g., 4 to 1, or 3 to 1). Only ballots marked for the number of preferences equal to the number vacancies shall be counted. Senators receiving the highest totals shall be declared elected.
- e. The Executive Committee shall elect from among its members a chairman who shall serve for the term of one year.
- f. The Executive Committee shall elect its own Secretary.
- g. A quorum shall consist of the majority of the total number of voting members that the Executive Committee would have were there no vacancies.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES and COMPOSITION OF COMMITTEES

2. EDUCATIONAL POLICY COMMITTEE

I. Duties

- a. Shall consider and make recommendations to the faculty on questions of educational policy which are not wholly within the purview of the Faculties or Faculty Councils of the various Schools. Such questions shall include the creation and approval of new Schools or new Centers, Programs or Institutes involving more than one School, or likely to have impact on College resources.
- b. Reports and recommendations emanating from this committee shall be brought before the Faculty Senate and, as approved or modified by the Senate, be referred to the Provost for appropriate action.
- c. Shall oversee the activities of the Auxiliary Committee on the Library.

II. Composition

- a. Shall be composed of:
 1. A faculty representative elected from each of Curriculum Committees of the several Schools.
 2. Five members of the Faculty Senate;
 3. Two undergraduate students appointed by the Undergraduate Senate, ex officiiis, without vote;
 4. One graduate student appointed by the Graduate Student Association, ex officio, without vote;
 5. The Provost, ex officio, without vote;
 6. The Senior Associate Provost of Academic Affairs, ex officio, without vote;
 7. The chairman of the Executive Committee of the Faculty Senate, ex officio, without vote.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES and COMMITTEES

2.A. LIBRARY COMMITTEE

I. Duties

- a. Shall advise the Chief Librarian on matters concerning the operation of the Library.
- b. Shall review policies and procedures pertaining to the operation of operation of the Library, and shall make recommendations to the Senate as it deems advisable.

II. Composition

- a. Shall be composed of:
 1. One Senator, who shall be chairman;
 2. The Chairmen of the Library Committees of the several Schools of the College;
 3. Two librarians elected by the Library staff;
 4. One undergraduate student elected by the Undergraduate Senate;
 5. One graduate student elected by the Graduate Student Association;
 6. The Chief Librarian, ex officio, without vote.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION OF COMMITTEES

3. COLLEGE-WIDE RESOURCES COMMITTEE

I. Duties

- a. Shall keep in review the areas of the College involving administrative affairs and institutional resources.
- b. Shall participate in the creation of the tentative budget by the President for the Chancellor.
- c. Shall participate in planning for the allocation of the actual budget when it is received.
- d. Shall participate in the formulation of the long-range economic policies of the College.
- e. Shall oversee the activities of the Auxiliary Committee on Physical Plant, the Auxiliary Committee on Research, and the Auxiliary Committee on Campus Security.
- f. Shall appoint and oversee additional Auxiliary Committees when they are needed to deal with other areas within the category of Institutional Resources.

II. Composition

- a. Shall be composed of:
 1. Six members of the faculty;
 2. The Chairmen of the auxiliary committees;
 3. The Vice President of Finance ex officio, without vote.

Auxiliary Committees shall be numbered as follows:

- 3.A. Physical Plant Committee
- 3.B. Research Committee
- 3.C. Campus Security Committee
- 3.D. Institutional Research Committee
- 3.E. Financial Planning Committee

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION OF COMMITTEES

3.A. PHYSICAL PLANT COMMITTEE

I. Duties

- a. Shall confer with and receive reports from the Campus Facilities Officer.
- b. Shall review plans for changes in structure, space allotment and space assignment.

II. Composition

- a. Shall be composed of seven members of the faculty.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION OF COMMITTEES

3.B. RESEARCH COMMITTEE

I. Duties

- a. Shall review applications for and allot research funds to members of instructional staff.
- b. Shall confer with and receive reports from the City College Fund and the Research Foundation.

II. Composition

- a. Shall be composed of seven members.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION OF COMMITTEES

3.C. CAMPUS SECURITY COMMITTEE

I. Duties

- a. Shall keep under continuous review all measures to maintain the security of persons and property on the campus of the City College and to make recommendations to this end to the appropriate authorities.

II. Composition

- a. Shall be composed of:
 1. Six members of the faculty;
 2. Two undergraduate student members chosen by the Undergraduate Senate;
 3. One graduate student member chosen by the Graduate Student Association;
 4. The Director of Public Safety, ex officio, without vote
 5. The Senior Associate Provost of Academic Affairs, ex officio, without vote;
 6. The Vice President for Student Affairs, or his or her designated representative ex officio, without vote;
 7. The Vice President of Finance, ex officio, without vote.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION OF COMMITTEES

3.D. INSTITUTIONAL RESEARCH COMMITTEE

I. Duties

- a. Shall confer with and receive reports from the Director of the Office of Institutional Research on matters concerning the operation of the Office.
- b. Shall review policies, programs and priorities of the Office of Institutional Research and make such recommendations to the Senate Committee on College-Wide Resources as it deems advisable.

II. Composition

- a. Five members of the faculty;
- b. The Director of the Office of Institutional Research, ex officio, without vote;
- c. The Vice President of Finance, ex-officio, without vote.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSTION OF COMMITTEES

3.E. FINANCIAL PLANNING COMMITTEE

I. Duties

- a. Shall participate in the creation of the tentative budget by the President for the Chancellor.
- b. Shall participate in planning for the allocation of the actual budget when it is received.
- c. Shall participate in the formulation of the long-range economic policies of the College.
- d. Shall oversee the activities of the Auxiliary Committee on Campus Security.

II Composition

- a. Shall consist of seven members of the Faculty.
- b. The Vice President of Finance and one member of the Executive Committee of the Faculty Senate shall be members ex officio, without vote.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION OF COMMITTEES

4. Student Affairs Committee

I. Duties

- a. Shall keep in review the area of the College classified in the administrative category of student affairs.
- b. Shall keep under continuous review the standards and conditions of extra-curricular activities as well as regulations affecting freedom of expression and student conduct.
- c. Shall establish structures and procedures, and codify rules and regulations governing conduct and shall be responsible for continual review of the effectiveness of structures, procedures rules, and regulations. All structures, procedures and codes developed shall take effect when approved by the Faculty Senate, and Undergraduate Senate and the Graduate Student Association. (In the event of disagreement, the procedure described in Article XII of the Governance Charter shall be followed.)
- d. Shall appoint and oversee additional Auxiliary Committees when they are needed to deal with other areas within the category of Student Affairs.
- e. Shall appoint all faculty members of its auxiliary committees, except where otherwise provided in these bylaws, for staggered three-year terms.
- f. Shall make interim appointments of student members to its auxiliary committees where such student members have not yet been designated by the appropriate regular procedures.
- g. When the Student Affairs Committee has made interim appointments of student members to its auxiliary committees, it shall notify the officers of the Student Senate of these appointments.
- h. For the purpose of appointing members to its auxiliary committees, a quorum of the Student Affairs Committee shall consist of a majority of its members eligible to vote at the time such action is taken.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION OF COMMITTEES

4. Student Affairs Committee

II. Composition

a. Shall be composed of:

1. Five members of the Faculty;
2. One undergraduate student selected by the Undergraduate Senate;
3. One graduate student selected by the Graduate student Association;
4. One student selected by the Undergraduate Student Senate;
5. The chairmen of the auxiliary committees; ex officio, without vote;
6. The Vice President for Student Affairs, ex officio, without vote;
7. One member of the Senate Executive Committee, ex officio, without vote;

The chairmen of the auxiliary committees need not be members of the Faculty Senate.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION OF COMMITTEES

5. FACULTY STUDENT COMMITTEE ON INTERCOLLEGIATE ATHLETICS

I. Duties

- a. Shall initiate policy and procedures concerning the conduct of intercollegiate athletics at the City College, subject to the approval of the Faculty Senate.
- b. Shall have authority to implement routine matters of policy and procedure approved by the Faculty Senate.
- c. Shall prepare and report on the annual budget which shall be sent for consideration and final decision to both the Faculty Senate and the Undergraduate Senate after consultation with the Vice Provost for Student Affairs. (In the event of any disagreement, the procedure described in Article XII of the Governance Charter shall be followed.)

II. Composition

- a. Shall be composed of:
 1. Two members of the faculty, including at least one Senator.
 2. Three undergraduate students elected by the Undergraduate Senate.
 3. The Chairman of the Department of Physical and Health Education.
 4. The following ex officios, without vote:
 - a. The Vice President for Student Affairs;
 - b. The Vice President of Finance;
 - c. The Director of Athletics;
 - d. The Business Manager;
 - e. A representative of the CCNY Alumni-Varsity Association, to be selected by the CCNY Alumni-Varsity Association.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION OF COMMITTEE

6. FACULTY-STUDENT DISCIPLINE COMMITTEE

I. Duties

- a. Shall hear cases and shall make decisions in accordance with Article 15 of the Bylaws of the CUNY Board of Trustees.

II. Composition and Functions

- a. Shall be composed of:
 1. Three members selected by lot from a panel of six faculty members;
 2. Three members selected by lot from a panel of six students;
 3. A chairman selected by the six members of the committee from among the remaining members of the panel.
- b. The Chairman shall have the power to vote in case of a tie.
- c. Shall have a quorum of at least two faculty members and two student members.
- d. A panel of six faculty members (with faculty rank) shall be elected at the first regular meeting of the Senate in September.
- e. A panel of six students shall be elected annually at large by students registered at the College.
- f. No member of the committee shall serve for more than two consecutive terms of office.
- g. In case a member chosen by lot resigns or is unable to complete his or her term of office, a replacement shall be selected by lot from the non-seated persons on the appropriate panel.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION OF COMMITTEES

7. ADMINISTRATION COMMITTEE

I. Duties

- a. Shall review the administrative structure and operation of the College.
- b. Shall be consulted on the creation of new college-wide administrative programs, titles or procedures, and the consolidation, modification or deletion of existing ones.
- c. Shall establish liaison with new College-wide administrative programs as they are formed and, when necessary, suggest the creation of an appropriate Senate Committee.
- d. Shall evaluate the performance of administrative personnel. e.

Shall make regular reports to the President and to the Senate on administrative programs, procedures and personnel.

II. Composition

- a. Shall consist of seven members of the Faculty.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION

8. INSTITUTIONAL RESOURCES ADVISORY COMMITTEE

I. Duties

- a. Shall maintain liaison with the administration's Institutional Resources Committee.
- b. Shall assure that faculty input on policy governing institutional resources shall be provided through appropriate channels, and review the implementation of these policies by the Institutional Resources Committee.
- c. Shall receive the bi-weekly minutes of the Institutional Resources Committee.
- d. Shall meet at least twice a semester with the Institutional Resources Committee.
- e. Shall report to the Senate at least once each semester.
- f. In the event that the functions relative to the utilization of college resources, presently performed by the Institutional Resources Committee, are subsequently handled by another body or bodies, this committee of the Senate shall continue its advisory relationship with such body or bodies.

II. Composition

- a. Shall be composed of the Chairmen of the Faculty Senate Executive Committee, the Educational Policy Committee, the Financial Planning Committee, the College-wide Resources Committee, and the Administration Committee.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION OF COMMITTEES

9. ACADEMIC FREEDOM and FACULTY INTERESTS COMMITTEE

I. Duties

- a. Shall investigate allegations of incidents affecting academic freedom and shall make such recommendations to the Senate as it deems appropriate.
- b. Shall keep under continuous review all matters concerning academic freedom, and when appropriate, shall recommend to the Senate such action as it considers desirable.
- c. Shall keep under continuous review such matters as teaching schedules, class sizes, research facilities, and similar questions of faculty concern and when appropriate, shall recommend to the Senate such action as it considers desirable.

II. Composition

- a. Shall consist of seven members.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION OF COMMITTEES

10. COMMUNITY RELATIONS COMMITTEE

I. Duties

- a. Shall recommend policies to guide the College in fulfilling its responsibilities in community relations.
- b. Shall recommend policies which will increase the College's ability to provide educational programs and extension services beyond those offered to the regular student body.
- c. Shall review and analyze the entire College's community-oriented activities and efforts.
- d. Shall recommend means of improving communication between community groups and the faculty.
- e. Shall recommend procedures for the most effective implementation and coordination of the College's activities and programs in the above areas.
- f. Shall receive request for community service which might be met by the College, and refer these to the appropriate body for action.
- g. Shall meet with such Community Advisory Committees as the President may establish under Article XIII of the Governance Charter.

II. Composition

- a. Shall be composed of:
 1. Seven members of the faculty elected by the Faculty Senate.
 2. Two undergraduate students appointed by the Undergraduate Senate;
 3. One graduate student appointed by the Graduate Student Association;
 4. The Vice President for Communications and Public Affairs, Ex officio, without vote.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION OF COMMITTEES

11. SENATE AFFAIRS COMMITTEE

- § A. Bylaws Committee
- B. Elections Committee
- C. Nominations Committee

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION OF COMMITTEES

11.A. BYLAWS COMMITTEE

I. Duties

- a. Shall constantly review and update the Bylaws of the Faculty Senate.
- b. Shall be empowered to make automatic editorial changes in the Bylaws when those changes are of the following nature:
 - 1. where a new title is given to an ex-officio member of the Faculty Senate and any changes accompanying that title have no substantive bearing on the work of the Senate, the title of that position in the Bylaws conferring ex-officio membership shall be corrected accordingly. The Committee shall inform the Senate of such a change.
 - 2. where a change in the name of any division, school, department, center, program or institute, or college-wide department which has ten or more full-time persons of faculty rank assigned to it does not involve any governance change, the Bylaws Committee shall update the Bylaws accordingly and inform the Faculty Senate.
 - 3. when a department ceases to exist at the College the Bylaws Committee will strike all references to it in the Bylaws and inform the Senate of those deletions.

II. Composition

- a. Shall consist of seven senators.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMMITTEES

11.B. ELECTIONS COMMITTEE

I. Duties

- a. Shall take full and complete charge of the nominations and elections to the Senate and to the Office of the Ombuds.
- b. Shall circulate notices concerning the nomination and election of Senators and of the Ombuds.
- c. Shall certify to the Senate, at the May meeting, the names of elected Senators and of the Ombuds.
- d. Shall hear and decide upon complaints and appeals pertaining to elections under its jurisdiction. Appeals from decisions of the Committee can be made to the Faculty Senate Executive committee. Final appeals can be made to the Faculty Senate.
- e. The Committee may, at its discretion, conduct other elections, upon request, on behalf of other instructional staff group, such as the University Senate.

II. Composition

- a. Shall consist of seven Senators.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION OF COMMITTEES

11.C. NOMINATIONS COMMITTEE

I. Duties

- a. Shall prepare slates of nominees for all committees (excepting the Executive Committee and the Committee on Nominations) for the September meeting.

II. Composition

- a. Shall consist of seven Senators.
- b. Shall be elected at the Reorganization Meeting in
- May. c. Shall be nominated from the floor of the Senate.

ARTICLE IV SENATE COMMITTEES

Section C. COMMITTEE MEMBERSHIP

- a. Except as otherwise provided in these Bylaws, each committee shall consist of seven members.
- b. Membership on the Executive Committee, the Nominations Committee and the Bylaws Committee shall be restricted to members of the Senate.
- c. Membership on the other committees of the Senate must include at least one Senator; otherwise members may be drawn from the entire instructional staff.
- d. Committee members shall serve for a term of three years unless otherwise provided in these Bylaws. Their terms shall be so staggered that the term of office of approximately one-third of members shall expire each year.
- e. Student who are members of Senate Committees must be full-time registrants at the City College.
- f. The agenda for the regular meeting of the Faculty Senate in September shall provide for elections to fill all committee vacancies. In these elections, ballots shall be considered valid only if they are marked for as many candidates as there are vacancies to be filled. Except where otherwise provided in these Bylaws, each valid vote for a candidate shall be given equal weight. After each of a committee's vacancies has been filled by this procedure, the nominee receiving the next highest number of votes will be designated as alternate to that committee with a term of one year. Alternates will be full participants in the affairs of their committees but without the power to vote (the latter being limited to regular members). The temporary absence of a voting member shall give the alternate a vote at the meeting or meetings in question. Alternates shall serve for the remainder of the academic year.
- g. Committee members may be re-elected to serve on the same committee.
- h. Within three weeks after the newly elected, or re-elected committee members have been notified of their election, all committees shall elect their chairmen and notify the Secretary of the Senate of their choice. All committee chairmen must be members of the Faculty Senate unless otherwise provided in these bylaws.

ARTICLE IV SENATE COMMITTEES

Section C. COMMITTEE MEMBERSHIP

- i. The term of a member of a committee expires upon the election of a replacement. A committee, however may remove a non-participating member. A committee member shall be construed to be non-participating if he/she is absent without excuse for two consecutive meetings or from one-third of the meeting in any semester. Any member so removed may appeal his or her removal to the Executive Committee. In the event that such a member is removed from the committee the alternate automatically becomes a full member.
- J. Interim vacancies on both the Executive Committee and the Nominations Committee shall be filled by nomination and election at the first regular meeting following the occurrence of the vacancy, and shall be for the remainder of the unexpired term.
- k. Interim vacancies on other committees will be filled for the remainder of the academic year by their respective alternates. In the absence of an alternate, an interim vacancy shall be filled until the next regularly scheduled committee elections by appointment by the Nominations Committee. Such appointments shall be immediately effective but must be confirmed by the Senate at its first subsequent regular meeting. Vacancies occurring after the regular meeting of the Senate in March may remain unfilled.
- l. Whenever elections for committees are held, additional nominations may be made from the floor by members of the Senate.

ARTICLE IV SENATE COMMITTEES

Section D. GENERAL PROVISIONS

1. The Standing Committees of the Faculty Senate shall appoint the members of the Auxiliary Committees under their supervision, unless otherwise provided in these Bylaws, and shall create such new Auxiliary Committees as they shall deem necessary.
 - a. All appointments shall be subject to confirmation by the Faculty Senate.
 - b. The creation of new Auxiliary Committees shall be subject to confirmation by the Faculty Senate.
 - c. The size and representative character of the Auxiliary Committees shall be determined by the appropriate standing Committee unless otherwise provided in these Bylaws.
2. Each standing committee and each Auxiliary Committee shall elect its own chairman and such other officers as it may need.
3. Auxiliary Committees shall keep the appropriate Standing Committee informed of their actions and decisions.

ARTICLE IV SENATE COMMITTEES

Section E. SPECIAL COMMITTEES

1. When a vacancy occurs in the Presidency of the College, the Faculty Senate shall select the faculty members of an ad hoc committee to advise with the CUNY Board of Trustees in filling the Office.
2. When a vacancy occurs in a college-wide office such as Vice President, Vice Provost, Dean of the School of general studies, and Chief Librarian, the Senate shall select the faculty members of an ad hoc committee to advise with the President in filling the vacancy.
3. Ad hoc committees of the Senate may be appointed by the Presiding Officer with the consent of the Senate, or may be elected at the discretion of the Senate, to serve for a definite purpose and for a definite length of time.

ARTICLE V ORGANIZATION AND MEETINGS OF THE SENATE

A. ORGANIZATION

Section 1. At a meeting, which will be held immediately following, and on the same day as the regular meeting in May, the new Senate shall convene to organize itself for the following academic year.

Section 2. The only order of business shall be:

1. Report of the Committee on Elections.
2. Election of the Secretary, The Treasurer, and the Sergeant-at Arms.
3. Election of the Executive Committee and the Committee on Nominations.

Section 3. After nominations for the various positions are closed, the meeting shall recess for fifteen minutes. At the end of the recess the meeting shall reconvene, not in plenary session, but for the purpose of balloting, which shall be completed within thirty minutes.

B. MEETINGS

Section 1. The Senate shall hold eight regular meetings during the academic year. The meetings shall be held on the third Thursday of the following months: September, October, November, December, February, March, April and May. In the event that the date for a meeting occurs on a day when the College is not in session, the Executive Committee shall set another meeting time or cancel the meeting for that month. The Executive Committee may reschedule a regular meeting of the Senate if, in its opinion, such a change would better serve the conduct of business by the Senate. The Executive Committee shall have the authority to cancel one regular meeting in each semester.

Section 2. Notices of each meeting shall be distributed at least seven days prior to the meeting. Such notices shall include the agenda and written statements concerning any policy matter to be presented at the meeting.

Section 3. Special meetings may be called by the President of the College, by the Executive Committee, or by written request of ten senators (submitted to the secretary of the Executive Committees). The purpose of such meeting shall be explicitly stated in the meeting and shall be the only order of business.

ARTICLE V ORGANIZATION AND MEETINGS OF THE SENATE

MEETINGS

- Section 4. A majority of the total number of Senators, not including Alternates, that comprise the plenum if there were no vacancies shall constitute a quorum. In order for a motion to be carried, it must receive an affirmative vote of a majority of the total number of Senators that comprise the plenum. An Alternate designated for each constituency (division or school) shall vote in the absence of a regular member and count toward quorum requirements.
- Section 5. Copies of the minutes of each meeting shall be distributed to each member of the Senate, the President of the College, the Chairman of the CUNY Board of Trustees, and the College Library. They shall also be posted on the Senate web page.

ARTICLE VI ORDER OF BUSINESS

- Section 1. The preferred order of business for a regular meeting shall be as follows:
- Call to Order
 - Approval of Minutes
 - Treasurer's Report
 - Communications
 - Remarks of the President
 - Report of the Executive Committee
 - Report of the Ombudsman
 - Reports of Committees
 - Old Business
 - New Business
 - Adjournment
- Section 2. The order of business as set forth by the Agenda for a given meeting may be altered or suspended on motion and approved by the two-thirds of the members present and voting.
- Section 3. Resolutions may be introduced at any regular meeting of the Senate, but shall require two-thirds vote of the members present for addition to the Agenda.
- Section 4. Resolutions may be submitted to the Secretary of the Executive Committee and the Secretary of the Faculty Senate for inclusion on the Agenda for the next regular meeting of the Senate. To be included on The Agenda, they must be received ten days before the date of the Meeting for which they are intended.
- Section 5. The Agenda for a special meeting may be altered only by consent of three-quarters of the members present and voting.
- Section 6. A record of the final vote of each member shall be maintained in the Senate office.
- Section-7. When adopted, these Bylaws shall supersede all previous procedures

of the Senate.

Section 8. The Faculty Senate will operate in accordance with the current edition of Robert's Rules of Order, except as otherwise required by these bylaws or by law. Senators should note that compliance with the Open Meetings Law and the Freedom of Information Law is required.

ARTICLE VII AMENDMENTS

- Section 1. Amendments to these Bylaws may be proposed by the Executive Committee, by the Bylaws Committee, or by the petition of five Senators at any regular meeting.
- Section 2. Such proposed amendments shall be read and tabled.
- Section 3. Such proposed amendments shall be part of the order of business of either the next regular meeting or a special meeting called for that purpose.
- Section 4. Notice of such amendments shall be distributed to all members with the Agenda for the meeting.
- Section 5. Amendments to these Bylaws require approval of two-thirds of the voting members of the Senate present at a meeting; provided that two-thirds represents a majority of the voting members of the Senate.
- Section 6. Amendments when approved shall become effective at the next regular meeting of the Senate, unless otherwise provided.