

BYLAWS OF THE FACULTY SENATE

THE CITY COLLEGE  
of  
THE CITY UNIVERSITY OF NEW YORK

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## 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 15<sup>th</sup> in accordance with this a-formula that would yield the following representation if elections were to be made by departments among their own members:

<u>(Full-time faculty rank, including the Chair)</u>	<u>Number of Senators</u>
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 for senator in which case another member of the department will oversee the election. The candidate(s) who receive(s) the most votes will be declared the winner(s) of the election. A tie will be broken by the chair of the department. 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 30<sup>th</sup>.
- 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-e. 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.