

BYLAWS OF THE FACULTY SENATE

THE CITY COLLEGE
of
THE CITY UNIVERSITY OF NEW YORK

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BYLAWS OF THE FACULTY SENATE

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 Board of Higher Education, 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 which 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 Board of Higher Education 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 Board of Higher Education.
- Section 4. The Faculty Senate and its committee 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 Board of Higher Education, which on being submitted to the President of the College, shall be forwarded, together with his comments thereon, by the President without delay to the Board of Higher Education.

- 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 Board of Higher Education, 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 board of Higher Education. 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 Board of Higher Education, 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

Section 1. Members

The Faculty Senate shall be composed of:

- a. Senators who shall be persons of faculty rank elected at large from each 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 Vice Provosts, all full deans, the Registrar, the Director of Admissions and Records, the Chief Librarian and the Ombudsman.
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 ten or more persons of faculty rank in his School or Division. He must indicate in writing his willingness to serve as a Senator.
- c. Senators shall be elected by persons of faculty rank in the following constituencies:
Division of Humanities, CLAS
Division of Science, CLAS
Division of Social Science, CLAS
Department of Special Programs, CLAS
School of Architecture
School of Engineering
School of Nursing
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 consonant with the formula below.
- f. The number of Senators shall be determined annually in accordance with a formula which would yield the following representation if elections were to be made by departments among their own members:

Section 2. Nominations and Elections

<u>(Full-Time faculty rank, incl. Chairman)</u>	<u>Number of Senators</u>
1 - 10	1
11 - 25	2
26 - 50	3
51 and over	4

- g. Any Senator elected from a particular constituency retains that seat for the duration of the term for which he was elected independent of any 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. The Elections Committee shall designate each year a period between March 1 and April 10 in which nominations shall be held.
- i. Elections shall be held two weeks after the nominations are closed and must be completed before the May meeting of the Faculty Senate.
- j. Senators shall be elected by the Hare system of proportional Representation applied separately to each constituency.

Section 3. Senatorial Tenure

- a. Senators 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 reorganization meeting and shall terminate with the close of the regular meeting in May.
- c. A vacancy in an unexpired term shall 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.
- d. A Senator who goes on leave may choose to continue Senate participation during the term of leave by indicating that choice in writing to the Secretary of the Senate prior to the commencement of the leave shall be made by the methods specified in subsection c, above.

- e. 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 p.m. and 6 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.

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 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 shall be responsible for taking minutes of each meeting and for their distribution.
- d. The Secretary 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. There shall be a Treasurer of the Senate who shall be elected by majority vote at the annual reorganization meeting. His term of office shall be one year.
- b. A Senator shall be elected as Treasurer for not 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 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 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 5. Nominations for these offices shall be made from the floor at the reorganization meeting in May.

- Section 6. The Presiding Officer shall appoint a Senator to act as Parliamentarian.
- Section 7. The term of office for all elected and appointed officers is for one year commencing with the reorganization meeting and extending through the regular meeting the following May.

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 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.
- 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 designee, may speak for no more than two minutes.
 5. The election shall be by preferential ballot. Each senator shall number his preferences in descending order, using for his 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 voting members.

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 officio, without vote;
 4. One graduate student appointed by the Graduate Student Association, ex officio, without vote;
 5. The Vice President for Academic Affairs, ex officio, without vote;
 6. The Director of Academic Development, 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 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 for Administrative Affairs 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 Security, ex officio, without vote
 5. The Dean of General Studies, ex officio, without vote;
 6. The Vice Provost for Student Affairs, or his designated representative ex officio, without vote;
 7. The Vice President for Administrative Affairs, 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 for Administrative Affairs, ex-officio, without vote.

ARTICLE IV SENATE COMMITTEES

Section B. DUTIES AND COMPOSITION 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 for Administrative Affairs 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 Evening Student Senate;
5. The chairmen of the auxiliary committees; ex officiis, without vote;
6. The Vice Provost 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 Provost for Student Affairs;
 - b. The Vice President for Administrative Affairs;
 - 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 Board of Higher Education.

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 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 COMMITTEES

- 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 ombudsman.
- b. Shall circulate notices concerning the nomination and election of Senators and of the ombudsman.
- c. Shall certify to the Senate, at the May meeting, the names of elected Senators and of the ombudsman.
- 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 or the Faculty Welfare Trustees.

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 does not 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 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 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 Board of Higher Education 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. Forty percent of the elected membership, excluding those senators who are on official leave, shall constitute a quorum. However, in order for a motion to be carried, it must receive an affirmative vote of more than twenty-five percent of the elected membership, excluding those senators who are on official leave.
- 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 Board of Higher Education, the College Library and each College department, where they shall be available for inspection and for duplication and distribution.
- Section 6. The Senate may go into Executive Session with the exclusion of all Visitors by two-thirds vote of the members present and voting.

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. At any given meeting, a motion to reconsider a motion already adopted shall require the affirmative vote of a majority of the voting membership which has signed in.

Section 7. A secret ballot shall be ordered on request of five senators.

Section 8. When adopted, these Bylaws shall supersede all previous procedures Of the Senate.

Section 9. Unless otherwise indicated in these Bylaws, the Faculty Senate will Operate under Robert's Rules of Order.

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.