

SUNY University Faculty Senate Bylaws, Standing Rules, and Guidelines

The University Faculty Senate (UFS) is established by the [Policies of the Board of Trustees \(BoT\) of the State University of New York](#). The official, legally approved version of the *BoT Policies* is codified in New York State law, Title 8, Chapter 7, Subchapter B, and can be found at:

<https://govt.westlaw.com/nycrr/Browse/Home/NewYork/NewYorkCodesRulesandRegulations?guid=I0778b660ab3911dd9e3f9b6a3be71c54&transitionType=Default&contextData=%28sc.Default%29>

Be advised that other versions of the *BoT Policies* are available but many have not gone through the full legal approval process. The portion of the Policies establishing the UFS is Part 331 of Subchapter B. The *Policies* as printed by the BoT refer to Article VII instead of Part 331. In what follows, we will:

- use the colloquial title (e.g., Article VII) instead of the official title (e.g., Part 331) because the former is more readily available and widely referred to;
- provide links to a BoT provision being referred to colloquially from the above (official) website;
- include portions of the UFS Bylaws that are taken directly from the State Code and are part of the *BoT Policies* in ***bold and italics***;
- include portions of the UFS Guidelines that are taken directly from the UFS Bylaws in ***bold and italics***.

The Bylaws lay out the founding, constitutive, basic rules for the UFS. The procedure for revising the Bylaws can be found in Article XII. The official list of SUNY campus names is maintained by SUNY System's Office of the Secretary of the University; upon notification to the UFS Vice President/Secretary, any changes to this list will immediately be incorporated into Bylaws IV.1.a-e. Revisions to the Bylaws immediately change the corresponding portions of the Standing Rules and Guidelines.

The Standing Rules lay out the operational rules for the UFS and the Executive Committee. To revise the Standing Rules requires a simple majority vote during a single UFS plenary session (see Bylaws Article XII.3). Revisions to the Standing Rules immediately change the corresponding portion of the Guidelines.

The Guidelines lay out the rules for administration of UFS, document current practices and procedures of the UFS, and set parameters for Executive Committee action. They may be modified at any time by simple majority vote of the Executive Committee.

BYLAWS	STANDING RULES	GUIDELINES
--------	----------------	------------

Table of Contents

The UFS Bylaws, Standing Rules, and Guidelines use the same system of enumeration, according to the following structure:

SUNY University Faculty Senate Bylaws, Standing Rules, and Guidelines	1
Article I: Establishment and Purposes	3
Article II: Membership	3
Article III: Officers	7
Article IV: Organization	9
Article V: Scope and Functions	17
Article VI: Duties and Responsibilities	19
Article VII: Meetings	27
Article VIII: Reports and Resolutions	31
Article IX: Nominations and Elections	35
Article X: Disciplinary Procedures	38
Article XI: Parliamentary Authority	39
Article XII: Adoption and Amendment	39

BYLAWS	STANDING RULES	GUIDELINES
--------	----------------	------------

Article I: Establishment and Purposes

BYLAWS	STANDING RULES	GUIDELINES
I.1. The University Faculty Senate, hereafter called the Senate, is established by the <i>Policies of the Board of Trustees</i> of the State University of New York, hereafter called the <i>BoT Policies</i> .	I.1. (reserved)	I.1. (reserved)
I.2. Name. (BoT Policies Article VII Title A §1) <i>There shall be a University Faculty Senate of State University of New York.</i>	I.2. Name (reserved)	I.2. Name (reserved)
I.3. Purposes. (BoT Policies Article VII Title A §2) <i>The Senate shall be the official agency through which the University Faculty engages in the governance of the University. The Senate shall be concerned with effective educational policies and other professional matters within the University.</i>	I.3. Purposes (reserved)	I.3. Purposes (reserved)

Article II: Membership

BYLAWS	STANDING RULES	GUIDELINES
II.1. Composition. (BoT Policies Article VII Title B §1) <i>The Senate shall consist of the chancellor of the university, two university representatives having university-wide responsibilities, and representatives from each State-operated unit and contract college in numbers determined as follows:</i> <i>(a) One representative from each unit, independent of the size of the professional staff.</i>	II.1. Composition (reserved)	II.1. Composition (reserved)

BYLAWS	STANDING RULES	GUIDELINES
<p><i>(b) Additional representatives shall be authorized from units on the basis of the number of full-time professional staff according to the following: a second representative for units whose full-time professional staff is greater than or equal to 600 but less than 1100; a third representative for units whose professional staff is greater than or equal to 1100 but less than 1600; and a fourth representative for units whose professional staff is greater than or equal to 1600.</i></p>		
<p>II.2. Election and Appointment. <u>BoT Policies Article VII Title B §2</u> <i>The chancellor of the university shall appoint the two university representatives and the two alternate university representatives having university-wide responsibility. The professional staff of each State-operated unit and contract college shall, by secret ballot and majority of those voting, elect their own representatives and alternates in a manner that shall be further specified in the bylaws of each unit's faculty, provided that the alternate representatives shall serve for the same term as the representatives for whom they are alternates. Alternate representatives shall serve in the absence or inability to act for the representative for whom they are alternates and, in that event, such alternate representatives shall exercise all the powers and duties of the representatives for whom they are alternates.</i></p> <p>II.2.a. (reserved)</p> <p>II.2.b. (reserved)</p>	<p>II.2. Election and Appointment. According to BoT Policies, alternate senators “<i>shall serve for the same term as the representatives for whom they are alternates.</i>”</p> <p>II.2.a. (reserved)</p> <p>II.2.b. (reserved)</p>	<p>II.2. Election and Appointment (reserved)</p> <p>II.2.a. In order to comply with the Bylaws, senators and alternate senators for a campus must be grouped by their terms. As the role of the alternate is to have a person able to step in when the senator is unavailable, no single person may serve in both senator and alternate senator roles simultaneously, nor can an alternate senator serve simultaneously as alternate for two different senators.</p> <p>II.2.b. A campus governance leader may serve as senator or alternate senator, if elected to each position.</p>

BYLAWS	STANDING RULES	GUIDELINES
<p>II.2.c. (reserved)</p> <p>II.2.d. (reserved)</p> <p>II.2.e. (reserved)</p>	<p>II.2.c. (reserved)</p> <p>II.2.d. (reserved)</p> <p>II.2.e. (reserved)</p>	<p>II.2.c. On campuses with multiple alternate senators for a single term, there must be a clear system for determining which alternate senator serves when a senator is unable.</p> <p>II.2.d. If a campus has multiple senators with the same term, alternate senators for that term may either be designated to specific senators or pooled for the term as a whole.</p> <p>II.2.e. Governed by their own campus policies and practices, campuses may use various methods for aligning senator and alternate senator terms. The elections for both positions should occur simultaneously, i.e., concurrent elections. Examples of election methods include the following:</p> <ul style="list-style-type: none"> • Electing an alternate paired to a specific senator; • Electing senators independently from alternates; • Having one election in which each voter votes for multiple candidates, whereby the senator and alternates are selected according to the order of number of votes received (1st alternate, 2nd alternate, etc.). Note, however, that <i>BoT Policies</i> require a candidate to receive more votes than one-half of those voting in order to serve.
<p>II.3. Terms. (BoT Policies Article VII Title B §3) <i>The university representatives shall serve at the pleasure of the chancellor of the university. Each representative of a State-operated unit or contract college shall serve for a term of three years; provided, however, that no such representative shall serve as a member of the Senate after termination of employment in the unit from which the representative was elected.</i></p> <p>II.3.a. There are no term limits for the position of Alternate Senator. Term limits for the position of</p>	<p>II.3. Terms (reserved)</p> <p>II.3.a. (reserved)</p>	<p>II.3. Terms (reserved)</p> <p>II.3.a. (reserved)</p>

BYLAWS	STANDING RULES	GUIDELINES
<p>Senator do not include time served in the position of Alternate Senator.</p> <p>II.3.b. Campuses may elect more Alternate Senators than Senators, as long as their terms align.</p>	<p>II.3.b. (reserved)</p>	<p>II.3.b. (reserved)</p>
<p>II.4. Reelection. (BoT Policies Article VII Title B §4) <i>An elected representative who has served a full three-year term or major fraction thereof shall be eligible to serve a second consecutive three-year term. Representatives shall not be eligible to serve again as members of the Senate until the expiration of one year from the end of their last preceding term. Representatives who have served only a minor fraction of one three-year term may serve for two additional consecutive three-year terms.</i></p>	<p>II.4. Reelection (reserved)</p>	<p>II.4. Reelection (reserved)</p>
<p>II.5. Vacancies. (BoT Policies Article VII Title B §5) <i>If a leave of absence or other reason will prevent a senator or alternate from performing the duties of the office for a period of one academic year or longer, the position will be declared vacant and a new election will be held to fill the remainder of the unexpired term. An individual currently serving as an alternate may run in the election for a Senate seat which has been vacated in this manner. In the event that both the senator and the alternate are simultaneously unable to represent the campus for a period in excess of four months during the academic year, both offices will be declared vacant and the unexpired terms will be filled by a new election.</i></p>	<p>II.5. Vacancies (reserved)</p>	<p>II.5. Vacancies (reserved)</p>
<p>II.6. Leadership. The President and Vice President/Secretary of the Senate shall have all the rights and responsibilities of membership, including a vote. The Immediate Past President, Immediate Past Vice President/Secretary, and chairs of the standing committees who are not senators shall have all the rights and responsibilities of membership without a vote.</p>	<p>II.6. Leadership (reserved)</p>	<p>II.6. Leadership (reserved)</p>

BYLAWS	STANDING RULES	GUIDELINES
<p>II.7. Official Observers. While not members, the Senate recognizes the following Official Observers with full parliamentary privileges at plenary meetings with the exception of voting rights:</p> <ul style="list-style-type: none"> (i) The Chairperson of the Board of Trustees of the State University of New York or their appointed designee (ii) The President of the Faculty Council of Community Colleges of the State University of New York or their appointed designee (iii) The President of the Student Assembly of the State University of New York or their appointed designee (iv) The Chair of the University Faculty Senate of the City University of New York or their appointed designee (v) Campus Governance Leaders 	<p>II.7. Official Observers (reserved)</p>	<p>II.7. Official Observers (reserved)</p>

Article III: Officers

BYLAWS	STANDING RULES	GUIDELINES
<p>III.1. President. (BoT Policies Article VII Title C §1) <i>Before July 1st of each odd-numbered year, the Senate shall elect one of its elected members or the current vice president/secretary as president of the Senate for a term of two years. Upon election as president of the Senate, an elected member shall vacate the position as the representative of his or her unit in the Senate. The president of the Senate shall preside at all meetings of the Senate and shall exercise such other powers and duties as may be vested in the president by this Article [BoT Policies Article VII] and the bylaws of the Senate. The president shall be an ex officio member of all Senate committees. The president of the Senate may be reelected for a second term, but may not thereafter be eligible for a successive term provided however that a president initially elected to fill less than half of a term</i></p>	<p>III.1. President (reserved)</p>	<p>III.1. President (reserved)</p>

BYLAWS	STANDING RULES	GUIDELINES
<p><i>arising from a vacancy is eligible to serve two additional successive full terms.</i></p> <p>III.1.a. Upon election of the Vice President/Secretary as President of the Senate, the Vice President/Secretary shall vacate that position.</p>	<p>III.1.a. (reserved)</p>	<p>III.1.a. (reserved)</p>
<p>III.2. Vice President/Secretary. (BoT Policies Article VII Title C §2) <i>Before July 1st of each even-numbered year, the Senate shall elect one of its elected members to serve as vice president/secretary for a term of two years. Upon election as vice president/secretary, the elected member shall vacate the position as representative of his or her unit in the Senate and shall serve as a voting member of the Senate. The vice president/secretary shall take and keep minutes of the Senate and shall exercise such other powers and duties as the Senate shall provide in its bylaws. The vice president/secretary shall serve as president of the Senate during that officer's absence or inability to act. The vice president/secretary of the Senate may be re-elected for a second term, but may not thereafter be eligible for a successive term provided however that a vice president/secretary initially elected to fill less than half of a term arising from a vacancy is eligible to serve two additional successive full terms.</i></p>	<p>III.2. Vice President/Secretary (reserved)</p>	<p>III.2. Vice President/Secretary (reserved)</p>
<p>III.3. Vacancies. (BoT Policies Article VII Title C §3) <i>A vacancy in the office of president or vice president/secretary shall be filled for the unexpired term in the same manner as the original election, at the next succeeding meeting of the Senate following the occurrence of the vacancy. In the interim, the executive committee shall elect one of its members to serve in an acting capacity until the vacancy is filled.</i></p>	<p>III.3. Vacancies (reserved)</p>	<p>III.3. Vacancies (reserved)</p>
<p>III.4. Immediate Past Officers. At the end of their terms, if not reelected, the President and the Vice President/Secretary each serve as Immediate Past President and Immediate Past Vice President/Secretary, respectively, until the next immediate past term begins.</p>	<p>III.4. Immediate Past Officers (reserved)</p>	<p>III.4. Immediate Past Officers (reserved)</p>

BYLAWS	STANDING RULES	GUIDELINES
If an immediate past officer is unavailable to serve, the position remains vacant for that term.		
III.5. Terms for all positions elected within the Senate shall commence on July 1st.	III.5. (reserved)	III.5. (reserved)

Article IV: Organization

BYLAWS	STANDING RULES	GUIDELINES
<p>IV.1. Sectors. The institutions comprising the state-operated and statutory colleges of the State University of New York, and subdivisions thereof, shall be organized into the following Sectors. Each sector shall have an elected Sector Representative on the Executive Committee. Each sector shall also have an Alternate Sector Representative, who serves with full parliamentary rights in the event the Sector Representative cannot attend an Executive Committee meeting or plenary meeting. Sector Representatives and alternates shall be current senators from their respective sector, and shall serve for terms of one year.</p> <p>IV.1.a. University Colleges Sector</p> <ul style="list-style-type: none"> ● State University College at Brockport (The College at Brockport) ● State University College at Buffalo (Buffalo State College) ● State University College at Cortland (Cortland College) ● State University College at Fredonia (SUNY Fredonia) 	<p>IV.1. Sectors (reserved)</p> <p>IV.1.a. University Colleges Sector (reserved)</p>	<p>IV.1. Sectors. SUNY groups state-operated and statutory campuses into types by University Centers and Doctoral Degree Granting Institutions, University Colleges, and Colleges of Technology. UFS sectors differ from these groups, being the University Colleges (also referred to as Comprehensive Colleges), Health Science Centers, Colleges of Technology/Agriculture, Specialized and Statutory Colleges, and University Centers. The SUNY group of University Centers and Doctoral Degree Granting Institutions is divided into the UFS sectors of Health Science Centers, University Centers, and some Specialized and Statutory Colleges. The SUNY group Colleges of Technology also includes some campuses in the UFS Specialized and Statutory sector, as well as the UFS Colleges of Technology/Agriculture sector.</p> <p>IV.1.a. University Colleges Sector (reserved)</p>

BYLAWS	STANDING RULES	GUIDELINES
<p><i>Executive Committee. The chairperson and members of the standing committee shall be appointed by the Executive Committee and shall serve for terms of one year commencing July 1st of each year. Committee members shall be eligible for reappointment.</i></p> <p>IV.2.a. Executive Committee. The Executive Committee of the Senate shall be composed of voting and non-voting members. The voting members shall be the President of the Senate, who serves as Chairperson of the Executive Committee; the Vice President/Secretary; one of the two University-wide Representatives whom the Chancellor shall designate to serve; and five sector representatives. The non-voting members shall be the Convener of the Campus Governance Leaders, the chairpersons of the standing committees, the Immediate Past President, and the Immediate Past Vice President/Secretary.</p> <p>IV.2.b. Standing Committees. The Senate shall have the following additional standing committees:</p> <p>IV.2.b.i. Communications The committee will implement and enhance methods of internal and external communication in order to disseminate news and information in a timely manner.</p> <p>IV.2.b.ii. Equity, Inclusion and Diversity The committee will identify and address issues pertaining to equity, inclusiveness, and access, as they</p>	<p>IV.2.a. Executive Committee (reserved)</p> <p>IV.2.b. Standing Committees (reserved)</p> <p>IV.2.b.i. Communications (reserved)</p> <p>IV.2.b.ii. Equity, Inclusion and Diversity (reserved)</p>	<p>IV.2.a. Executive Committee (reserved)</p> <p>IV.2.b. Standing Committees (reserved)</p> <p>IV.2.b.i. Communications. The committee will implement and enhance methods of internal and external communication in order to disseminate news and information in a timely manner. The committee works with the Vice President/Secretary to accomplish this. Media techniques can include traditional press releases and social media platforms, as well as informal methods such as senator reports to local faculty governance bodies. The goal will be to inform our constituents across SUNY and, when applicable, news outlets, legislators, and others about academic and professional employees' concerns and views on topical and continuing issues.</p> <p>IV.2.b.ii. Equity, Inclusion and Diversity. The committee will identify and address issues pertaining to</p>

BYLAWS	STANDING RULES	GUIDELINES
<p>are reflected in the curriculum, student body, and personnel of the State University.</p> <p>IV.2.b.iii. Ethics and Institutional Integrity The committee will consider and make recommendations in areas of ethics, integrity, conduct, and the general well-being of all stakeholders in the University. The committee will not serve as a disciplinary body nor will it take part in judicial proceedings.</p> <p>IV.2.b.iv. Governance The committee will provide guidance on matters of governance, at both the University and local governance levels. The committee will conduct comprehensive reviews of the Senate Bylaws, Standing Rules, Guidelines, and Governance Handbook.</p> <p>IV.2.b.v. Graduate Academic Programs and Research The committee will provide guidance on matters relating to graduate academic programs and the development and sustainability of faculty research and other scholarship that further the institution’s mission beyond classroom and curricular activities.</p>	<p>IV.2.b.iii. Ethics and Institutional Integrity (reserved)</p> <p>IV.2.b.iv. Governance (reserved)</p> <p>IV.2.b.v. Graduate Academic Programs and Research (reserved)</p>	<p><i>equity, inclusiveness, and access, as they are reflected in the curriculum, student body, and personnel of the State University.</i> Among the activities of this committee will be collecting and disseminating information, organizing periodic meetings and workshops, and providing guidance and recommendations to the Senate so that it may act with the best intentions of all people in mind.</p> <p>IV.2.b.iii. Ethics and Institutional Integrity. <i>The committee will consider and make recommendations in areas of ethics, integrity, conduct, and the general well-being of all stakeholders in the University. The committee will not serve as a disciplinary body nor will it take part in judicial proceedings.</i> The committee will review subjects of ethical importance to the University, will consider matters referred to it by the UFS President, will issue occasional white papers, will make recommendations related to ethical issues, and will contribute to a repository of resources on ethical issues.</p> <p>IV.2.b.iv. Governance. <i>The committee will provide guidance on matters of governance, at both the University and local governance levels. The committee will conduct comprehensive reviews of the Senate Bylaws, Standing Rules, Guidelines, and Governance Handbook.</i></p> <p>IV.2.b.v. Graduate Academic Programs and Research. <i>The committee will provide guidance on matters relating to graduate academic programs and the development and sustainability of faculty research and other scholarship that further the institution’s mission beyond classroom and curricular activities.</i> To these ends, the committee shall identify and address issues pertaining to the policies, procedures, operation, criteria, quality, encouragement, and support of existing and proposed graduate academic programs within the University. The Committee shall also review and recommend policies and practices that affect the ability of faculty to conceive, fund, conduct, and/or report</p>

BYLAWS	STANDING RULES	GUIDELINES
<p>IV.2.b.vi. Operations The committee will identify and address issues pertaining to University personnel policies, including equal employment practices and affirmative action; the development and administration of the budgetary and planning activities of the University; and matters related to libraries, computing, and telecommunications.</p> <p>IV.2.b.vii. Programs and Awards The committee will advance intercampus educational and scholarly interests of the faculty through the development and strengthening of University-wide programs, grants, and awards.</p> <p>IV.2.b.viii. Student Life The committee will identify and address issues pertaining to educational, developmental, social, cultural, and recreational policies, programs, issues, and services that affect the quality of student life and the campus environment.</p> <p>IV.2.b.ix. Undergraduate Academic Programs and Policies The committee will provide guidance on matters relating to undergraduate academic programs and policies throughout the University.</p> <p>IV.2.c. Ad hoc Committees. Ad hoc committees shall be created by either of the following procedures. (i) The President in consultation with the Executive Committee may appoint and charge ad hoc committees. (ii) Upon a two-thirds vote of the Senate, the President, in consultation with the Executive</p>	<p>IV.2.b.vi. Operations (reserved)</p> <p>IV.2.b.vii. Programs and Awards (reserved)</p> <p>IV.2.b.viii. Student Life (reserved)</p> <p>IV.2.b.ix. Undergraduate Academic Programs and Policies (reserved)</p> <p>IV.2.c. Ad hoc Committees (reserved)</p>	<p>activities related to research and other scholarship within the University.</p> <p>IV.2.b.vi. Operations. <i>The committee will identify and address issues pertaining to University personnel policies, including equal employment practices and affirmative action; the development and administration of the budgetary and planning activities of the University; and matters related to libraries, computing, and telecommunications.</i></p> <p>IV.2.b.vii. Programs and Awards. <i>The committee will advance intercampus educational and scholarly interests of the faculty through the development and strengthening of University-wide programs, grants, and awards.</i> The committee reviews proposals for the Conversations in the Disciplines program.</p> <p>IV.2.b.viii. Student Life. <i>The committee will identify and address issues pertaining to educational, developmental, social, cultural, and recreational policies, programs, issues, and services that affect the quality of student life and the campus environment.</i></p> <p>IV.2.b.ix. Undergraduate Academic Programs and Policies. <i>The committee will provide guidance on matters relating to undergraduate academic programs and policies throughout the University.</i> The Committee may review such areas as existing and proposed curricula, standards for academic degrees, teaching techniques and evaluation, special undergraduate programs, articulation among units of the State University of New York, and the various aspects of international education and development.</p> <p>IV.2.c. Ad hoc Committees. Ad hoc committees are not intended to be permanent. If ongoing concerns are identified, an ad hoc committee may be added to the Bylaws as a standing committee.</p>

BYLAWS	STANDING RULES	GUIDELINES
<p>Committee, shall appoint and charge ad hoc committees.</p> <p>IV.2.d. Standing Committee Chair Appointment (reserved)</p> <p>IV.2.e. Committee Operations (reserved)</p> <p>IV.2.f. Committee Member Assignment (reserved)</p>	<p>IV.2.d. Standing Committee Chair Appointment</p> <p>IV.2.d.i. Standing Committee chairs are appointed annually by the Executive Committee. A chair need not be a Senator. The Executive Committee shall take committee experience into account.</p> <p>IV.2.d.ii. Co-chairs may be appointed when special circumstances warrant.</p> <p>IV.2.e. Committee Operations</p> <p>IV.2.e.i. Committees may organize subcommittees. Activities and deliverables from a subcommittee require approval of a majority of the full committee.</p> <p>IV.2.e.ii. All action items, reports, and activities must be approved by the committee before being reported out or acted upon by the Executive Committee or the Senate.</p> <p>IV.2.e.iii. The committee report for the fall plenary must include the action plans formed at the fall planning meeting.</p> <p>IV.2.f. Committee Member Assignment (reserved)</p>	<p>IV.2.d. Standing Committee Chair Appointment.</p> <p>IV.2.d.i. Although chairs are officially appointed by the Executive Committee (as per Board of Trustees policies), the President identifies, recruits, and nominates persons for the chair positions.</p> <p>IV.2.d.ii. (reserved)</p> <p>IV.2.e. Committee Operations (reserved)</p> <p>IV.2.e.i. (reserved)</p> <p>IV.2.e.ii. (reserved)</p> <p>IV.2.e.iii. (reserved)</p> <p>IV.2.f. Committee Member Assignment</p> <p>IV.2.f.i. During the spring semester, the president makes a University-wide call for committee members, including existing members who wish to continue. The president typically asks committee chairs, senators, and CGLs to publicize the application process and deadline. The president typically asks committee chairs, senators, and CGLs to publicize the application process and deadline.</p>

BYLAWS	STANDING RULES	GUIDELINES
		<p>IV.2.f.ii. Prior to the summer planning meeting, each committee chair provides to the President a confidential evaluation of each member’s performance.</p> <p>IV.2.f.iii. Prior to the summer planning meeting, incoming or continuing committee chairs are provided with a list of potential committee members including the dates of initial appointment of current members interested in continuing, volunteers with preferences for future committee service, and other useful information.</p> <p>IV.2.f.iv. In the creation of committees:</p> <p>(1) Reappointment of committee chairs and members is a common practice, with three years being the usual period of service for both.</p> <p>(2) When feasible, ensure that each standing committee includes senators who are interested in the work of the committee, members knowledgeable of Senate procedures, and members adept at drafting resolutions.</p> <p>(3) The immediate past chair may serve as an ex-officio resource person without vote. While service of a past chair is appreciated, it is not required.</p> <p>(4) Chairs may request special appointments to their committees where particular expertise is needed.</p> <p>(5) All committee applicants are notified of their status by June 30.</p> <p>(6) Committee rosters are made public, with an indication of how long each member has served on each committee.</p>
<p>IV.3. Campus Governance Leaders. Elected leaders of the governance bodies of the state-operated and statutory campuses, recognized as Campus Governance Leaders, shall have an elected Convener on the Executive Committee. They shall also have an Alternate Convener, who serves in the event the Convener cannot attend an Executive Committee meeting or plenary meeting. The Convener and alternate must be serving as campus governance leaders at the time of election, and shall serve for terms of one year. On campuses where there are separate</p>	<p>IV.3. Campus Governance Leaders (reserved)</p>	<p>IV.3. Campus Governance Leaders (reserved)</p>

BYLAWS	STANDING RULES	GUIDELINES
--------	----------------	------------

governance bodies for academic and professional employees, both leaders are included.		
---	--	--

Article V: Scope and Functions

BYLAWS	STANDING RULES	GUIDELINES
<p>V.1. Senate The Senate is the principal shared governance body for the state-operated and statutory campuses of the State University of New York. The Senate serves as a deliberative body on educational policies and other professional matters and as a resource on governance for University academic and professional employees. The Senate provides feedback to the Chancellor, Provost, and other senior administrative officers of SUNY on policies and initiatives coming from SUNY System Administration. The Senate collaborates with campus governance organizations across the system on governance matters affecting campuses and SUNY in general. The Senate does this through the development of white papers and reports that address issues impacting our campuses or higher education more generally, and through the passage of resolutions advocating for specific policies. The Senate issues publications including proceedings and handbooks on matters such as budget, program revision, and presidential searches.</p>	<p>V.1. Senate (reserved)</p>	<p>V.1. Senate (reserved)</p>
<p>V.2. Officers</p>	<p>V.2. Officers (reserved) V.2.a. (reserved)</p>	<p>V.2. Officers (reserved) V.2.a. (reserved)</p>

BYLAWS	STANDING RULES	GUIDELINES
<p>V.2.a. The President’s core role is to set a strategic vision for the Senate, to coordinate activities of the standing committees and sectors, and to conduct system-wide consultation and shared governance. The President represents academic and professional employees as a non-voting member of the SUNY Board of Trustees. The President serves as the primary liaison to Senate partner organizations and their leaders, including SUNY System Administration, the Faculty Council of Community Colleges, the SUNY Student Assembly, the CUNY University Faculty Senate, United University Professions, and state-operated campus governance bodies.</p> <p>V.2.b. The Vice President/Secretary’s core role is to coordinate and record Senate and Standing Committee activities to help ensure that system-wide consultation and shared governance are conducted effectively.</p> <p>V.2.c. The immediate past officers provide continuity and guidance, as needed, to the President, Vice President/Secretary, Executive Committee, and the Senate.</p>	<p>V.2.b. (reserved)</p> <p>V.2.c. (reserved)</p>	<p>V.2.b. (reserved)</p> <p>V.2.c. (reserved)</p>
<p>V.3. Executive Committee The Executive Committee shall advise and assist the President and Vice President/Secretary’s coordination of Senate activities regarding system-wide consultation and shared governance. The Executive Committee shall work collaboratively with committees, sectors, other groups, or individuals bringing forward resolutions to the Senate in order to maximize quality and relevancy. The Executive Committee may act on behalf of the Senate when the Senate is not in session.</p>	<p>V.3. Executive Committee (reserved)</p>	<p>V.3. Executive Committee (reserved)</p>
<p>V.4. Committees Committees shall investigate and report upon issues within their committee’s purview and propose resolutions to the Senate. Committee chairs shall serve as a resource for the Senate President or other</p>	<p>V.4. Committees (reserved)</p>	<p>V.4. Committees (reserved)</p>

BYLAWS	STANDING RULES	GUIDELINES
members of the Senate and local campus governance bodies.		
<p>V.5. Sectors Sectors focus on issues particular to various types of institutions in the system. Senators from each sector meet together at Senate plenaries, share news and information from their campuses, and identify trends and concerns. Sectors formulate questions for the SUNY Chancellor at Senate plenaries and may propose resolutions to the Senate. Sectors may issue reports or otherwise communicate to the Senate.</p>	<p>V.5. Sectors (reserved)</p>	<p>V.5. Sectors (reserved)</p>
<p>V.6. Campus Governance Leaders Campus governance leaders focus on issues of local shared governance which are common among state operated campuses. They meet together at Senate plenaries to share news and information from their campuses, identify trends and concerns, formulate questions for the SUNY Chancellor, and may propose resolutions to the Senate. The campus governance leaders provide the Senate with insight on implementation of Senate initiatives on their individual campuses.</p>	<p>V.6. Campus Governance Leaders (reserved)</p>	<p>V.6. Campus Governance Leaders (reserved)</p>

Article VI: Duties and Responsibilities

BYLAWS	STANDING RULES	GUIDELINES
<p>VI.1. Senators and Alternate Senators</p> <p>VI.1.a. Bring to the Senate matters of concern from their constituent campuses, and report fully and regularly to their constituents on the activities of the Senate.</p>	<p>VI.1. Senators and Alternate Senators (reserved)</p> <p>VI.1.a. (reserved)</p>	<p>VI.1. Senators and Alternate Senators</p> <p>VI.1.a. At the campus level, senators should establish processes for distributing Senate materials and reports and for receiving guidance from their constituents on matters coming before the Senate. Senators should ensure the appropriate individuals and bodies on their</p>

BYLAWS	STANDING RULES	GUIDELINES
<p>VI.1.b. Report back to the Executive Committee what actions their campuses have taken in response to resolutions that call for campus action.</p> <p>VI.1.c. Attend all plenary meetings of the Senate; an elected alternate shall perform this duty of the Senator in the Senator's absence. In the event that neither the Senator nor an Alternate Senator is able to attend a plenary meeting, no other substitute, not even the Campus Governance Leader (CGL), may vote or otherwise serve in their place.</p> <p>VI.1.d. (reserved)</p>	<p>VI.1.b. (reserved)</p> <p>VI.1.c. (reserved)</p> <p>VI.1.d. (reserved)</p>	<p>campus receive, respond to, and/or act on Senate resolutions directed to campuses.</p> <p>VI.1.b. Report back to the Executive Committee what actions their campuses have taken in response to resolutions that call for campus action. (i) Senators should report back to the Senate their campus's or governance body's responses and/or actions.</p> <p>VI.1.c. In the event that an alternate senator will be attending a meeting in their place, senators should inform the Senate office and Vice President/Secretary of this as soon as possible.</p> <p>VI.1.d. The Senate recommends that: (i) Senators should be members of the local campus governance executive committee and voting members of the campus governance body. (ii) On campuses with multiple senators, an equitable division of labor should be established to meet responsibilities.</p>
<p>VI.2. President</p> <p>VI.2.a. As the Presiding Officer of the Senate, has final responsibility for planning and conducting all meetings for the conduct of Senate business.</p>	<p>VI.2. President</p> <p>VI.2.a. Inform the Chancellor's office of the dates of upcoming plenary meetings and events.</p>	<p>VI.2. President</p> <p>VI.2.a. Meeting Preparation</p> <p>VI.2.a.i. The UFS President and Senate office manage the multi-year campus hosting calendar and work with the college president's staff that are assigned to hosting responsibilities for the upcoming academic year. The UFS President, via the Senate office, informs the campuses of their upcoming hosting responsibilities at least one year in advance.</p> <p>VI.2.a.ii. The UFS President may invite guests to the fall planning meeting, Senate plenaries, Senate-sponsored</p>

BYLAWS	STANDING RULES	GUIDELINES
<p>VI.2.b. As the Chairperson of the Executive Committee, maintains regular communication with the Executive Committee and presides at Executive Committee meetings.</p> <p>VI.2.c. As a non-voting <i>ex officio</i> member of all Senate committees, facilitates communication among all committees.</p> <p>VI.2.d. Ensures publication and distribution of all Senate documents and proceedings and maintenance of a shared repository.</p> <p>VI.2.e. Communicates the resolutions of the Senate to the persons or bodies to whom those resolutions are directed and requests written responses. The President has ongoing responsibility to monitor the effectiveness of the implementation of resolutions, policies, and practices which originate with the Senate.</p> <p>VI.2.f. Represents the Senate to the Chancellor, the Board of Trustees, and other external entities, and serves on SUNY task forces and SUNY committees as requested.</p> <p>VI.2.g. The President or designee is the only member authorized to speak in the name of the Senate. Meetings or correspondence in an official Senate capacity with the Chancellor, SUNY System Administration, or Board of Trustees must be arranged through the President.</p> <p>VI.2.h. Consults with current standing committee chairs prior to the appointment of incoming standing committee chairs and makes nominations to the Executive Committee.</p>	<p>VI.2.b. During the fall planning meeting, briefs committee chairs on the current priorities of the Executive Committee and coordinates annual work plans among the committees.</p> <p>VI.2.c. (reserved)</p> <p>VI.2.d. (reserved)</p> <p>VI.2.e. (reserved)</p> <p>VI.2.f. (reserved)</p> <p>VI.2.g. (reserved)</p> <p>VI.2.h. (reserved)</p>	<p>conferences and, on occasion, to Executive Committee meetings.</p> <p>VI.2.b. (reserved)</p> <p>VI.2.c. The President meets with standing committees during the fall planning meeting.</p> <p>VI.2.d. (reserved)</p> <p>VI.2.e. (reserved)</p> <p>VI.2.f. The President meets regularly with the Chancellor, Vice-Chancellors, and the SUNY System Liaison to the Executive Committee.</p> <p>VI.2.g. (reserved)</p> <p>VI.2.h. (reserved)</p>

BYLAWS	STANDING RULES	GUIDELINES
<p>VI.2.i. Oversees the operations and supervises the staff of the Senate Office.</p> <p>VI.2.j. By February 1 of each year, notifies the senators, campus governance leaders, and administrative heads of those units in which vacancies will occur on July 1 of the need for an election of Senator(s) and alternate(s), and that the results of the election must be reported to the President of the Senate by May 15.</p> <p>VI.2.k. May assign duties to the Vice President/Secretary and standing committee chairs.</p> <p>VI.2.l. May be assigned other duties by the Senate and Executive Committee.</p>	<p>VI.2.i. (reserved)</p> <p>VI.2.j. (reserved)</p> <p>VI.2.k. (reserved)</p> <p>VI.2.l. (reserved)</p>	<p>VI.2.i. (reserved)</p> <p>VI.2.j. The President will notify campuses of changes in their allotment of senators on the same schedule as notification of vacancies as provided in the Bylaws.</p> <p>VI.2.k. (reserved)</p> <p>VI.2.l. The President sends out thank you letters for all service to the Senate including service on the Senate committee. Outgoing chairs will also receive a certificate of appreciation. Letters are copied to the campus president.</p>
<p>VI.3. <i>Vice President/Secretary</i></p> <p>VI.3.a. Serves as President of the Senate during that officer's absence or inability to act.</p> <p>VI.3.b. Assists the President as requested.</p>	<p>VI.3. <i>Vice President/Secretary</i></p> <p>VI.3.a. (reserved)</p> <p>VI.3.b. Coordinates action items from the standing committees to avoid a legislative logjam at plenary meetings.</p>	<p>VI.3. <i>Vice President/Secretary</i></p> <p>VI.3.a. (reserved)</p> <p>VI.3.b. <i>Assisting the President</i> (reserved)</p> <p>VI.3.b.i. When delegated by the President, the Vice President/Secretary serves as a representative of the President and represents the Senate on SUNY committees and task forces or to other entities.</p> <p>VI.3.b.ii. The Vice President/Secretary assists the President with the preparation of the agenda for Executive Committee meetings.</p> <p>VI.3.b.iii. The Vice President/Secretary presents updates on the work of the Executive Committee to the Senate as part of the agenda for each plenary meeting.</p>

BYLAWS	STANDING RULES	GUIDELINES
<p>VI.3.c. Manages the submission and review of resolutions.</p> <p>VI.3.d. Makes and keeps minutes of Executive Committee meetings.</p> <p>VI.3.e. Is responsible for the preparation and publication of a post-plenary-meeting report.</p>	<p>VI.3.c. (reserved)</p> <p>VI.3.d. (reserved)</p> <p>VI.3.e. (reserved)</p>	<p>VI.3.b.iv. The Vice President/Secretary assists the President in coordinating the activities of the standing committees and meets with standing committees during the fall planning meeting.</p> <p>VI.3.c. The Vice President/Secretary manages the submission and review of resolutions, presents proposed resolutions at each plenary, and presides over Senate votes on resolutions. See Article VIII(b) for detailed information on the timeline for resolution management.</p> <p>VI.3.d. The Vice President/Secretary sends copies of Executive Committee meeting minutes to the Senate office sufficiently prior to the next meeting of the Executive Committee to permit adequate times for distribution and review.</p> <p>VI.3.e. Post-Plenary Report (reserved)</p> <p>VI.3.e.i. The Vice President/Secretary receives publishable copies of all agendas, minutes, reports, and resolutions from Senate meetings. The Vice President/Secretary ensures that they are publicly available and posted on the Senate website.</p> <p>VI.3.e.ii. The Vice President/Secretary receives copies of presentations made to the Senate by the Chancellor, System Administration representatives, trustees, or by others, and ensures that they are posted on the Senate website.</p>
<p>VI.4. Sector Representatives and Convener of the Campus Governance Leaders</p> <p>VI.4.a. Represent their sector as a member of the</p>	<p>VI.4. Sector Representatives and Convener of the Campus Governance Leaders (reserved)</p> <p>VI.4.a. (reserved)</p>	<p>VI.4. Sector Representatives and Convener of the Campus Governance Leaders</p> <p>(i) Within two weeks following each plenary, deliver to the Senate office and Vice President/Secretary a publishable copy of the report of the sector meetings.</p> <p>(ii) Distribute a copy of each report to all members of that sector.</p>

BYLAWS	STANDING RULES	GUIDELINES
<p>Executive Committee.</p> <p>VI.4.b. Facilitate and chair meetings of the sector or CGL group.</p> <p>VI.4.c. In consultation with the sector or CGL group, prepare and present questions for the Chancellor for delivery to the full plenary meeting.</p> <p>VI.4.d. (reserved)</p>	<p>VI.4.b. (reserved)</p> <p>VI.4.c. (reserved)</p> <p>VI.4.d. (reserved)</p>	<p>VI.4.a. Sector representatives and the Convener of the campus governance leaders attend all meetings for the conduct of Senate business, including the summer planning meeting, fall planning meeting, and all plenaries, as well as Executive Committee meetings.</p> <p>VI.4.b. (reserved)</p> <p>VI.4.c. Sector representatives and the Convener of the campus governance leaders send to the Vice President/Secretary a record of the sector questions to, and answers from, the Chancellor at plenary meetings for preparation of the Post-Plenary Report. Sector representatives and the Convener of the campus governance leaders should arrange with their members to ensure the interactions are summarized.</p> <p>VI.4.d. Sector representatives and the Convener of the campus governance leaders provide resolutions to the Vice President/Secretary with a copy to the Senate office as scheduled by the Vice President/Secretary.</p>
<p>VI.5. Committee Chairs</p> <p>VI.5.a. Plan, organize, and conduct committee activities to achieve annual goals.</p>	<p>VI.5. Committee Chairs</p> <p>VI.5.a. Notify the Senate office of the time and place of all committee and subcommittee meetings.</p>	<p>VI.5. Committee Chairs</p> <p>VI.5.a. Committee Activities</p> <p>VI.5.a.i. Chairs should plan an agenda for the initial meeting of the committee at the fall planning meeting. At the fall planning meeting, the committee conducts a review of the committee charge, previous goals, actions and accomplishments and develops an action plan for the coming year.</p>

BYLAWS	STANDING RULES	GUIDELINES
<p>VI.5.b. Represent their committee as members of the Executive Committee.</p> <p>VI.5.c. Attend all meetings for the conduct of Senate business.</p> <p>VI.5.d. Provide written reports prior to each plenary meeting.</p> <p>VI.5.e. Provide oral reports as requested by the President or Vice President/Secretary.</p> <p>VI.5.f. (reserved)</p>	<p>VI.5.b. (reserved)</p> <p>VI.5.c. (reserved)</p> <p>VI.5.d. (reserved)</p> <p>VI.5.e. Deliver oral reports at the fall planning meeting, and as scheduled or requested at each plenary.</p> <p>VI.5.f. (reserved)</p>	<p>VI.5.a.ii. Chairs present oral reports of their respective committee’s action plans during the fall planning meeting wrap-up session so that members of all committees are aware of plans for the year.</p> <p>VI.5.a.iii. Subsequent meetings should be scheduled so as to allow relevant discussions and actions to be completed prior to the next plenary. Some of these meetings may be face-to-face, while others may be electronic or via conference call. The decision about preferred meeting format for each committee/sub-committee meeting is to be decided by the committee members and the committee chair. Chairs are to use interactive listservs, shared documents, and video and telephone conference calls to facilitate the work of the committee in a cost-effective manner. Committee chairs should use listservs and cloud drives which are set up by the Senate office. The Senate office arranges in-person committee meetings and shall be informed of all conference calls.</p> <p>VI.5.b. (reserved)</p> <p>VI.5.c. Committee chairs attend all meetings for the conduct of Senate business, including the summer planning meeting, fall planning meeting, and all plenaries, as well as Executive Committee meetings.</p> <p>VI.5.d. Committee chairs provide committee reports to the Vice President/Secretary with a copy to the Senate office as scheduled by the Vice President/Secretary, following the template established by the Vice President/Secretary.</p> <p>VI.5.e. (reserved)</p> <p>VI.5.f. Chairs are encouraged to communicate with relevant committee chairs from the Faculty Council of Community Colleges, as appropriate.</p>

BYLAWS	STANDING RULES	GUIDELINES
<p>VI.5.g. (reserved)</p> <p>VI.5.h. (reserved)</p>	<p>VI.5.g. (reserved)</p> <p>VI.5.h. (reserved)</p>	<p>VI.5.g. Proposals for conferences, surveys, etc., from committee chairs must be reviewed by the President. If there are significant budgetary implications, approval of the Executive Committee is required. Requests for approval must include a proposed budget for the activity.</p> <p>VI.5.h. Chairs provide resolutions to the Vice President/Secretary with a copy to the Senate office as scheduled by the Vice President/Secretary.</p>
<p>VI.6. Executive Committee</p> <p>VI.6.a. Acts on behalf of the Senate when the Senate is not in session and exercises such other powers and duties as may be conferred upon it by the Senate. Any action so taken must be included in the President’s report at the next plenary meeting.</p> <p>VI.6.b. Approves the agenda for Senate meetings.</p> <p>VI.6.c. Appoints standing committee chairs.</p> <p>VI.6.d. Appoints standing committee members in consultation with current and incoming standing committee chairs.</p> <p>VI.6.e. Advises the President on creating and staffing <i>ad hoc</i> committees of the Senate and also directing the activities of such committees.</p> <p>VI.6.f. In extraordinary circumstances may, in consultation with the President, reconstitute a committee’s membership.</p> <p>VI.6.g. May assign additional tasks to standing committees.</p>	<p>VI.6. Executive Committee (reserved)</p> <p>VI.6.a. (reserved)</p> <p>VI.6.b. (reserved)</p> <p>VI.6.c. (reserved)</p> <p>VI.6.d. (reserved)</p> <p>VI.6.e. (reserved)</p> <p>VI.6.f. (reserved)</p> <p>VI.6.g. (reserved)</p>	<p>VI.6. Executive Committee (reserved)</p> <p>VI.6.a. (reserved)</p> <p>VI.6.b. (reserved)</p> <p>VI.6.c. (reserved)</p> <p>VI.6.d. (reserved)</p> <p>VI.6.e. (reserved)</p> <p>VI.6.f. (reserved)</p> <p>VI.6.g. (reserved)</p>

BYLAWS	STANDING RULES	GUIDELINES
---------------	-----------------------	-------------------

Article VII: Meetings

BYLAWS	STANDING RULES	GUIDELINES
<p>VII.1. Meetings. (BoT Policies Article VII Title D §1) <i>The Senate shall meet at least twice a year at such times and places as shall be determined by the Executive Committee. Special meetings of the Senate may be called in accordance with the provisions of the bylaws.</i></p> <p>VII.1.a. Regular Meetings of the Senate. There are three plenary meetings of the Senate each year, all face-to-face.</p> <p>VII.1.b. Agenda. At least seven (7) calendar days prior to a plenary meeting of the Senate, the President shall prepare the proposed agenda, in consultation with the Executive Committee, and send it to the members of the Senate. The agenda for all Senate meetings shall provide, as a priority order of business, an opportunity for the Chancellor to report to the Senate. Requests for changes may be submitted to any member of the Executive Committee in writing or electronic text by any member of the Senate no later than three (3) days before a meeting of the Senate. The agenda shall be approved</p>	<p>VII.1. Meetings (reserved)</p> <p>VII.1.a. Regular Meetings of the Senate. Plenary meetings typically shall be held in-person. If the Executive Committee determines it to be necessary for public health or safety reasons, the meeting shall be held via synchronous video technology. Members are expected, when feasible, to have their video enabled throughout the meeting. Non-member participants are expected, when feasible, to enable video when recognized to speak.</p> <p>VII.1.b. Agenda (reserved)</p>	<p>VII.1. Meetings (reserved)</p> <p>VII.1.a. Regular Meetings of the Senate. The three Plenary Sessions of the University Faculty Senate each academic year are typically held in October, January, and April. The full Senate convenes on two consecutive days, with Sectors convening the evening before. The site of these meetings rotates among the campuses, with each campus hosting a meeting approximately every tenth year. This provides senators an opportunity to become familiar with other campuses in the system. The host institution works in conjunction with the Senate office to make arrangements for the meeting space, parking, and meals, and also provides information about the campus and surrounding area. The Senate office handles arrangements for the Thursday evening sector meetings (usually at the hotel accommodating the attendees), the accommodations, and transportation.</p> <p>VII.1.b. Agenda. The plenary session agenda usually includes:</p> <ul style="list-style-type: none"> ● Chancellor’s Report ● Question and answer period with the Chancellor ● President’s Report ● Executive Committee Report ● Reports of other standing committees ● Presentations on important higher education issues ● Resolutions

BYLAWS	STANDING RULES	GUIDELINES
<p>by the Executive Committee prior to the opening of the Senate meeting; the Executive Committee may modify the proposed agenda. The Senate may, by two-thirds vote, modify the agenda approved by the Executive Committee.</p> <p>VII.1.c. Floor Resolutions. Resolutions arising out of discussion during the normal course of business shall require a majority vote to be considered.</p> <p>VII.1.d. Fall Planning Meeting (reserved)</p>	<p>VII.1.c. Floor Resolutions (reserved)</p> <p>VII.1.d. Fall Planning Meeting. The fall planning meeting is attended in-person by all committee members and others by invitation. If the Executive Committee determines it to be necessary for public health or safety reasons, the meeting shall be held via synchronous video technology.</p>	<p>VII.1.c. Floor Resolutions (reserved)</p> <p>VII.1.d. Fall Planning Meeting</p> <p>VII.1.d.i. Each September, the Senate holds a planning meeting attended by members of the Executive Committee, members of other standing committees, and others by invitation. The planning meeting orients new committee members to the policies, procedures, and operations of the Senate and its committees.</p> <p>VII.1.d.ii. This meeting starts with a meeting of the Executive Committee, whose primary agenda item is to set standing committee priorities for the coming year. The committees meet to plan their activities for the year according to those priorities. The President and Vice President/Secretary monitor and coordinate these plans. Prior to adjournment, all committees meet together for a summary session with the Executive Committee. The chair of each committee reports on its major activities and priorities planned for the year. This allows for coordination among committees working on intersecting subjects.</p> <p>VII.1.d.iii. In-person attendance at the fall planning meeting by all committee members is mandatory. The Senate Office will make reasonable accommodations for persons with disabilities and for other extenuating</p>

BYLAWS	STANDING RULES	GUIDELINES
<p>VII.1.e. Regular Meetings of the Executive Committee (reserved)</p> <p>VII.1.f. (reserved)</p>	<p>VII.1.e. Regular Meetings of the Executive Committee. The Executive Committee meets in a summer planning meeting and prior to the fall planning meeting and each plenary meeting.</p> <p>VII.1.f. The President prepares a preliminary calendar of these meetings at least a year in advance, subject to approval by the Executive Committee. The annual schedule is posted on the Senate website.</p>	<p>circumstances on a case-by-case basis.</p> <p>VII.1.e. Regular Meetings of the Executive Committee. The Executive Committee meets, usually in-person, immediately prior to each plenary and the fall planning meeting. It also meets roughly two weeks prior to each plenary, usually by synchronous video technology, to consider proposed resolutions and otherwise plan for the plenary.</p> <p>VII.1.f. (reserved)</p>
<p>VII.2. Special Meetings of the Senate</p> <p>VII.2.a. Calling Special Meetings. Special meetings of the Senate may be called by the Executive Committee or by the Chancellor. Within three (3) calendar days of receipt of a petition by at least one-fourth of the members of the Senate, the President shall call a special meeting to be held within two weeks of the call. The petition shall state the matters to be addressed by the special meeting. Times and places, or electronic means, for special meetings shall be selected in consultation with the Executive Committee.</p> <p>VII.2.b. Agenda for Special Meetings. The agenda for a special meeting of the Senate shall be contained in the call for the meeting. The agenda shall be distributed at least three (3) calendar days prior to the meeting, unless such advance notification is precluded by emergency conditions. Additional items may be added to the agenda by the vote of three-fourths of the voting members participating.</p> <p>VII.2.c. Electronic Meetings. The Senate may conduct special meetings by electronic means. The quorum for a special meeting by electronic means shall be two-thirds of the members of the Senate.</p>	<p>VII.2. Special Meetings of the Senate (reserved)</p> <p>VII.2.a. Calling Special Meetings (reserved)</p> <p>VII.2.b. Agenda for Special Meetings (reserved)</p> <p>VII.2.c. Electronic Meetings (reserved)</p>	<p>VII.2. Special Meetings of the Senate (reserved)</p> <p>VII.2.a. Calling Special Meetings (reserved)</p> <p>VII.2.b. Agenda for Special Meetings (reserved)</p> <p>VII.2.c. Electronic Meetings (reserved)</p>

BYLAWS	STANDING RULES	GUIDELINES
<p>VII.3. <i>Special Meetings of the Executive Committee.</i> A special meeting of the Executive Committee may be called by a majority of the Executive Committee or the President. The meeting shall occur within ten (10) calendar days, at a time and place, or by electronic means, as designated by the President.</p>	<p>VII.3. <i>Special Meetings of the Executive Committee</i> (reserved)</p>	<p>VII.3. <i>Special Meetings of the Executive Committee</i> (reserved)</p>
<p>VII.4. <i>Committee Meetings.</i> When feasible, members of a committee may participate in meetings through electronic means by which all participants can communicate with all other participants. Committees may conduct votes by mail, including electronic polling, which must be open for a minimum of three (3) days.</p> <p>VII.4.a. <i>Summer Planning Meeting</i> (reserved)</p>	<p>VII.4. <i>Committee Meetings.</i> A committee may approve any motion (e.g., to forward a resolution or approve a report) outside of a meeting under the following conditions.</p> <ul style="list-style-type: none"> (i) Amendments to such motions are not permitted, and (ii) Seventy-two hours have elapsed since the chair has sent the full text of the motion to all committee members by either voice or electronic communication, and (iii) A favorable vote is received, by either voice or electronic communication, from two thirds of those voting, and (iv) Seventy-two hours after the motion has been sent to all committee members, non-responding members are considered to have abstained, and (v) The committee chair includes a tally of the vote (separately counting responding and non-responding abstentions) in the written committee report for the upcoming Senate plenary meeting, or in an addendum to it if the vote takes place too late to be included. <p>VII.4.a. <i>Summer Planning Meeting</i> (reserved)</p>	<p>VII.4. <i>Committee Meetings</i> (reserved)</p> <p>VII.4.a. <i>Summer Planning Meeting</i> (reserved)</p> <p>VII.4.a.i. The Summer Planning Meeting of the Executive Committee includes incoming and outgoing officers, sector representatives, CGL conveners, and Committee Chairs. At this meeting, the budget for the coming year is approved. Staffing of the standing committees is finalized, and accomplishments of the prior year guide initial planning for committee action in the coming year.</p> <p>VII.4.a.ii. Incoming members are oriented to Senate parliamentary and office procedures as well as the relationship of the sectors, CGLs, and standing</p>

BYLAWS	STANDING RULES	GUIDELINES
		committees to the Executive Committee; in addition, they are reminded that external interactions with groups such as the Office of the Chancellor, the Trustees, and the collective bargaining agent should occur only through the Senate President.
<p>VII.5. Travel Expenses for Meetings</p> <p>VII.5.a. (reserved)</p> <p>VII.5.b. (reserved)</p> <p>VII.5.c. (reserved)</p> <p>VII.5.d. (reserved)</p> <p>VII.5.e. (reserved)</p>	<p>VII.5. Travel Expenses for Meetings</p> <p>VII.5.a. (reserved)</p> <p>VII.5.b. (reserved)</p> <p>VII.5.c. (reserved)</p> <p>VII.5.d. (reserved)</p> <p>VII.5.e. (reserved)</p>	<p>VII.5. Travel Expenses for Meetings</p> <p>VII.5.a. Travel expenses to plenary sessions of senators, Executive Committee members, and campus governance leaders are paid for by the Senate.</p> <p>VII.5.b. Travel expenses of committee members appointed by the Executive Committee to meetings of Senate committees or the fall planning meeting are paid for by the Senate. Other travel expenses for committee members representing the Senate (e.g., liaisons to Faculty Council of Community Colleges committees) are also paid by the Senate.</p> <p>VII.5.c. Travel expenses of persons invited as consultants to committees are paid by the Senate.</p> <p>VII.5.d. If approved by the President of the Senate, the Senate also pays the travel expenses of its representatives who are observers at meetings or committees of other agencies or constituencies.</p> <p>VII.5.e. Except for campus governance leaders, travel expenses of observers at meetings of the Senate or its committees shall be funded by the agencies or constituencies that the observers represent.</p>

Article VIII: Reports and Resolutions

BYLAWS	STANDING RULES	GUIDELINES
--------	----------------	------------

BYLAWS	STANDING RULES	GUIDELINES
<p>VIII.1. Reports</p> <p>VIII.1.a. Written Committee reports will be published in the proposed plenary meeting agenda.</p> <p>VIII.1.b. Each committee shall make an oral report to a plenary meeting at least once each academic year. The President will consult with the committee chairs to determine which oral committee reports are included on each proposed plenary meeting agenda. After each report, the floor will be opened to comments and questions.</p>	<p>VIII.1. Reports (reserved)</p> <p>VIII.1.a. (reserved)</p> <p>VIII.1.b. (reserved)</p>	<p>VIII.1. Reports (reserved)</p> <p>VIII.1.a. (reserved)</p> <p>VIII.1.b. (reserved)</p>
<p>VIII.2. Resolutions</p> <p>VIII.2.a. Resolutions may be brought to the Senate by committees, by sectors and the Campus Governance Leaders, by individuals with parliamentary privileges, and by senators on behalf of their campuses provided that the resolution has been passed by the campus governance body.</p>	<p>VIII.2. Resolutions</p> <p>VIII.2.a. The Vice President/Secretary shall set the deadline for submission of proposed resolutions for Executive Committee review.</p>	<p>VIII.2. Resolutions</p> <p>VIII.2.a. Timeline for Resolutions. Well in advance of each plenary meeting, the Vice President/Secretary, in consultation with the President, selects deadlines which allow full consideration of resolutions, in accordance with the Bylaws and Standing Rules. The necessary steps include the following:</p> <ul style="list-style-type: none"> (i) A deadline for submission of proposed resolutions to the Senate office, roughly three (3) weeks before the plenary meeting opens. Submissions must be independent of any other report or communication. This deadline applies to all resolutions except those coming from a campus governance body. (ii) Distribution of proposed resolutions to the Executive Committee in advance of the meeting of the Executive Committee to review submitted resolutions. (iii) A meeting of the Executive Committee, typically by videoconference, to review submitted resolutions and to provide feedback and recommendations, at least five (5) days before the publication of the proposed agenda. (iv) A deadline for submission of final resolutions from committees, sectors, and campus governance bodies in order to be included in the proposed agenda.

BYLAWS	STANDING RULES	GUIDELINES
<p>VIII.2.b. Proposed resolutions shall be reviewed by the Executive Committee with sufficient time to allow the author(s) to react to the review, not less than five (5) days before the proposed plenary meeting agenda is published.</p> <p>VIII.2.c. Author(s) shall provide resolutions to the Senate Office for publication in the proposed plenary meeting agenda. Changes to published resolution(s) may be made by amendments on the Senate floor.</p> <p>VIII.2.d. A resolution not published in the proposed plenary meeting agenda requires a majority vote to be considered.</p> <p>VIII.2.e. The President shall communicate the resolutions adopted by the Senate to the persons or bodies to whom they are directed and shall monitor their disposition and implementation.</p> <p>VIII.2.f. All adopted resolutions will be publicly available after a plenary meeting.</p> <p>VIII.2.g. <i>Form of a Resolution</i> (reserved)</p>	<p>VIII.2.b. After Executive Committee review, committee chairs, sector representatives, and the Convener of the Campus Governance Leaders may modify resolutions from their body without consultation if they judge the modifications to be in accordance with the body's intent.</p> <p>VIII.2.c. (reserved)</p> <p>VIII.2.d. (reserved)</p> <p>VIII.2.e. (reserved)</p> <p>VIII.2.f. (reserved)</p> <p>VIII.2.g. <i>Form of a Resolution</i> (reserved)</p>	<p>(v) The publication of the proposed agenda and distribution to senators, at least seven (7) days before the plenary meeting.</p> <p>(vi) Time on the agenda for the Executive Committee meeting immediately preceding the plenary, to consider establishing an Executive Committee position on each resolution, or to prepare amendments to the published resolutions.</p> <p>VIII.2.b. (reserved)</p> <p>VIII.2.c. (reserved)</p> <p>VIII.2.d. (reserved)</p> <p>VIII.2.e. (reserved)</p> <p>VIII.2.f. (reserved)</p> <p>VIII.2.g. <i>Form of a Resolution</i></p> <p>VIII.2.g.i. A resolution is an action of the Senate, and must be phrased as such. The resolution must clearly state the specific action(s) that the Senate or other entities are expected to take. It should specify any additional individuals or groups who should be informed, often including the Chancellor. The body of the resolution is preceded by a rationale, which lists the</p>

BYLAWS	STANDING RULES	GUIDELINES
<p>VIII.2.h. <i>Coding of Resolutions</i> (reserved)</p>	<p>VIII.2.h. <i>Coding of Resolutions</i> (reserved)</p>	<p>reasons for concern about the issues or problems addressed.</p> <p>VIII.2.g.ii. A resolution of the Senate must be directed to one or more of the following:</p> <ul style="list-style-type: none"> ● The President of the University Faculty Senate ● The Executive Committee of the University Faculty Senate ● The Chancellor ● The Chancellor for transmission to campus presidents ● The Board of Trustees ● Senators to transmit to their campuses ● Senators to refer to campus governance bodies <p>VIII.2.g.iii. A sample resolution in an appropriate form is in the Appendix. The Vice President/Secretary may also provide a template.</p> <p>VIII.2.h. <i>Coding of Resolutions.</i> The disposition of each resolution brought forward at a plenary is recorded as follows: the first number in the code indicates the meeting number; the second indicates the resolution number; the third represents the disposition according to the following list:</p> <ol style="list-style-type: none"> 1. indicates adoption of a resolution; a resolution passed unanimously has the phrase “without dissent” added to the code; 2. indicates defeat of a resolution; 3. indicates recommittal of a resolution or referral to another committee; 4. indicates postponement of a resolution to a later time; 5. indicates indefinite postponement of a resolution. <p>The numbers are followed by the source of the resolution. For example, “116-01-1 Executive” means that at the 116th regular meeting of the Faculty Senate, the first resolution introduced was adopted, and it was submitted by the Executive Committee.</p>

BYLAWS	STANDING RULES	GUIDELINES
--------	----------------	------------

Article IX: Nominations and Elections

BYLAWS	STANDING RULES	GUIDELINES
<p>IX.1. <i>Composition of the Nominations and Elections Committee.</i> All senators in the last year of their terms shall constitute the Nominations and Elections Committee. Senators seeking election as President or Vice President/Secretary shall recuse themselves from serving on this committee. If a sector is not represented in this group, that sector shall name a member to the committee. The committee chair shall be appointed by the President from among the members of the committee.</p>	<p>IX.1. <i>Composition of the Nominations and Elections Committee</i> (reserved)</p>	<p>IX.1. <i>Composition of the Nominations and Elections Committee</i> (reserved)</p>
<p>IX.2. <i>Elections.</i> It shall be the responsibility of a Nominations and Elections Committee to conduct elections of the officers of the Senate (President and Vice President/Secretary). Elections for terms beginning July 1 shall be held during the spring meeting of the Senate.</p>	<p>IX.2. <i>Elections</i> (reserved)</p>	<p>IX.2. <i>Elections</i> (reserved)</p>
<p>IX.3. <i>Nominations and Campaign Procedures.</i> The Nominations and Elections Committee shall meet at the winter meeting of the Senate for regular elections or as needed to fill vacancies. The committee shall seek to nominate at least two (2) candidates for the appropriate officer’s position. In preparation for the election, candidates will receive guidelines for campaigning from the Nominations and Elections Committee. The Chairperson of the Nominations and Elections Committee shall request that each candidate prepare and submit for distribution to members of the Senate a vita and statement of candidacy, each not to exceed one page. These are due at the Senate office in time for</p>	<p>IX.3. <i>Nominations and Campaign Procedures</i> (reserved)</p>	<p>IX.3. <i>Nominations and Campaign Procedures.</i> Detailed procedures are provided in the Nominations and Elections Handbook, which is maintained by the Governance Committee.</p>

BYLAWS	STANDING RULES	GUIDELINES
<p>distribution at least four (4) weeks prior to the spring meeting of the Senate. Facilitated by the chair of the Nominations and Elections Committee, at a plenary meeting during which there is an election, time will be offered to the candidates to answer questions from the voting members.</p> <p>IX.3.a. (reserved)</p> <p>IX.3.b. (reserved)</p> <p>IX.3.c. (reserved)</p> <p>IX.3.d. (reserved)</p>	<p>IX.3.a. The Nominations and Elections Committee Chair will be the primary contact between the nominees and the UFS officers, senators, alternate senators, committee chairs, and campus governance leaders throughout the campaign. All correspondence must be copied to the Senate office to maintain records and to ensure follow-up.</p> <p>IX.3.b. The Nominations and Elections Committee Chair is responsible for the distribution of the statements of interest and curricula vitae to all UFS officers, senators, alternate senators, committee chairs, and campus governance leaders.</p> <p>IX.3.c. The Nominations and Elections Committee oversees campaigning and electioneering.</p> <p>IX.3.c.i. Candidates are limited to sending out one broadcast email to all senators, committee chairs, and campus governance leaders only after the distribution of statements of interest.</p> <p>IX.3.c.ii. Candidates may reply to questions privately on an individual basis.</p> <p>IX.3.c.iii. No additional campaigning shall be allowed.</p> <p>IX.3.d. The Nominations and Elections Committee Chair is responsible for facilitating the question and answer panel at the Plenary, ensuring that candidates are treated equitably. Plenary agenda time allotted will be no more than 15 minutes times the number of candidates.</p>	<p>IX.3.a. (reserved)</p> <p>IX.3.b. (reserved)</p> <p>IX.3.c. (reserved)</p> <p>IX.3.c.i. (reserved)</p> <p>IX.3.c.ii. (reserved)</p> <p>IX.3.c.iii. (reserved)</p> <p>IX.3.d. (reserved)</p>
<p>IX.4. <i>Elections of Officers.</i> Elections shall be by secret</p>	<p>IX.4. <i>Elections of Officers</i> (reserved)</p>	<p>IX.4. <i>Elections of Officers</i> (reserved)</p>

BYLAWS	STANDING RULES	GUIDELINES
<p>ballot of the Senate as a whole, and a majority of the votes cast shall be required for election. If no candidate for an office or position receives a majority of the votes cast, then the candidate who received the lowest number of votes shall be removed from the ballot without reporting the tally, and the election repeated until a candidate receives a majority of the votes cast. In the case of a tie for the lowest number of votes in any round, the tying candidates will be announced and the election will be repeated with no candidates removed from the ballot. The vote tally of only the final round of voting will be announced. If there is only one candidate for an officer position and if there is no objection from the floor, the candidate may be elected by acclamation.</p>		
<p>IX.5. Sector Representatives and Convener of the Campus Governance Leaders</p> <p>IX.5.a. Nominations. Candidates for Sector Representative and for Convener of the Campus Governance Leaders and alternates shall be nominated by and from their respective sector or group. Additional nominations for candidates from that Sector or Group may be accepted from the floor. The Senate shall vote upon and elect the representatives and alternates.</p> <p>IX.5.b. Sector representatives and the Convener of the Campus Governance Leaders shall be eligible for re-election for no more than three (3) consecutive terms.</p> <p>IX.5.c. Vacancies. Should an intraterm vacancy of a Sector Representative or the Convener of the Campus Governance Leaders occur, their alternate shall serve as the Interim Sector Representative or Interim Convener of the Campus Governance Leaders until an election can be held at the next plenary meeting.</p>	<p>IX.5. Sector Representatives and Convener of the Campus Governance Leaders (reserved)</p> <p>IX.5.a. (reserved)</p> <p>IX.5.b. (reserved)</p> <p>IX.5.c. (reserved)</p>	<p>IX.5. Sector Representatives and Convener of the Campus Governance Leaders (reserved)</p> <p>IX.5.a. (reserved)</p> <p>IX.5.b. (reserved)</p> <p>IX.5.c. (reserved)</p>

BYLAWS	STANDING RULES	GUIDELINES
--------	----------------	------------

Article X: Disciplinary Procedures

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

BYLAWS	STANDING RULES	GUIDELINES
--------	----------------	------------

Article XI: Parliamentary Authority

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

Article XII: Adoption and Amendment

BYLAWS	STANDING RULES	GUIDELINES
XII.1. Adoption. (BoT Policies Article VII Title E §1) <i>The Senate may adopt, amend or repeal such bylaws as it deems advisable, consistent with Article VII [of the BoT Policies], governing its activities and procedures.</i>	XII.1. Adoption (reserved)	XII.1. Adoption (reserved)

BYLAWS	STANDING RULES	GUIDELINES
<p>XII.2. Changes to Bylaws</p> <p>XII.2.a. A proposed change to these Bylaws shall be submitted to the Executive Committee, which shall consider the proposed change and form a recommendation.</p> <p>XII.2.b. The proposed change and the recommendation from the Executive Committee shall be included in the proposed agenda for the next plenary meeting that is at least three (3) weeks after the submission. Discussion and points of clarification are in order at this meeting.</p> <p>XII.2.c. The proposed change shall be moved, as originally proposed, and acted upon at the following plenary meeting. Adoption of a motion to change these Bylaws shall require a two-thirds vote of members present and voting.</p>	<p>XII.2. Changes to Bylaws (reserved)</p> <p>XII.2.a. (reserved)</p> <p>XII.2.b. (reserved)</p> <p>XII.2.c. (reserved)</p>	<p>XII.2. Changes to Bylaws (reserved)</p> <p>XII.2.a. (reserved)</p> <p>XII.2.b. (reserved)</p> <p>XII.2.c. (reserved)</p>
<p>XII.3. Standing Rules. Standing Rules may be adopted, amended, or repealed in accordance with the current edition of <i>Robert’s Rules of Order Newly Revised</i>.</p>	<p>XII.3. Standing Rules (reserved)</p>	<p>XII.3. Standing Rules (reserved)</p>
<p>XII.4. Changes to ARTICLE VII: UNIVERSITY FACULTY SENATE in the BoT Policies</p> <p>XII.4.a. Procedure. (<u>BoT Policies Article VII Title F §1</u>) <i>Proposed amendments to this Article may be recommended to the Board of Trustees by a majority vote in the Senate. The Chancellor shall transmit proposed amendments to the Board of Trustees with recommendations. Amendments, in such form as approved by the Board, shall become effective if ratified by the professional staff of a majority of the State-operated units and contract colleges, by secret ballot, within such time period not in excess of one year as may be fixed by the Board of Trustees.</i></p> <p>XII.4.b. The President of the Senate shall work with the appropriate constituents on each State-operated unit and contract college to coordinate the ratification process.</p>	<p>XII.4. Changes to ARTICLE VII: UNIVERSITY FACULTY SENATE in the BoT Policies (reserved)</p> <p>XII.4.a. Procedure (reserved)</p> <p>XII.4.b. (reserved)</p>	<p>XII.4. Changes to ARTICLE VII: UNIVERSITY FACULTY SENATE in the BoT Policies (reserved)</p> <p>XII.4.a. Procedure (reserved)</p> <p>XII.4.b. (reserved)</p>

BYLAWS	STANDING RULES	GUIDELINES
--------	----------------	------------

XII.4.c. Changes to the <i>BoT Policies</i> concerning the Senate, once effective, shall immediately change the corresponding portion of these Bylaws to match.	XII.4.c. (reserved)	XII.4.c. (reserved)
--	----------------------------	----------------------------

Bylaws and Standing Rules approved 1/18/2020

Standing Rules revised 10/9/2021

Guidelines approved 6/10/2022

Bylaws/Standing Rules/Guidelines compiled and reformatted by Governance Committee 12/2/2023-12/3/2023, 12/21/2023, 12/27/2023

Formatting, editorial, and substantive changes approved by Governance Committee 1/2/2024

Guidelines revisions approved by Executive Committee 1/18/2024

Standing Rules revisions approved by University Faculty Senate 1/20/2024