

STATE UNIVERSITY OF NEW YORK

NEW PALTZ

BYLAWS OF THE COLLEGE FACULTY

Updated December 2016

Table of Contents

I.	DEFINITIONS.....	4
A.	College Faculty	4
B.	Voting Members	4
C.	Terms of Office.....	5
D.	Quorum	5
E.	Constituencies of the College Faculty	5
F.	Department.....	5
II.	COLLEGE FACULTY	6
A.	Presiding Officer of the College Faculty	6
B.	Secretary of the College Faculty.....	7
C.	Parliamentarian	8
D.	Ombudsperson	8
III.	COMMITTEES OF THE COLLEGE FACULTY	9
A.	Committee Structure	9
B.	Eligibility	11
C.	Quorum	11
D.	Executive Committee of the College Faculty	11
E.	Organization Committee.....	12
F.	Committee on Reappointment, Tenure, and Promotion	13
G.	Committee on Salary Increase	13
H.	Committee on Research, Awards, and Leaves.....	14
I.	Educational Technology Committee.....	15
IV.	MEETINGS OF THE COLLEGE FACULTY	16
V.	CONSULTATION.....	17
A.	General Considerations.....	17
B.	Appointments – College Faculty Involvement	17
C.	Deregistration of Programs—College Faculty Involvement	18
VI.	MEMBERSHIP AND ORGANIZATION OF THE ACADEMIC SENATE.....	19
A.	Responsibilities	19
B.	Membership	19
C.	Eligibility	19
D.	Organization.....	20
E.	Officers’ Responsibilities.....	20
F.	Academic Senate Procedures	20
G.	Committees of the Academic Senate	21
VII.	AMENDMENTS TO THE BYLAWS	28
A.	Procedures	28
VIII.	GRADUATE FACULTY AND CONSTITUENCIES WITHIN THE COLLEGE FACULTY	29
A.	Graduate Faculty.....	29
B.	Constituencies Within the College Faculty.....	29
IX.	VOTING RIGHTS.....	31

A.	Voting Lists.....	31
B.	Voting Members of a Department, Division, or Constituency	31
C.	Representatives of Departments, Divisions, or Constituencies	31
D.	Departmental and Divisional Committees on Reappointment, Tenure, and Promotion and on Salary Increase	32
X.	ELECTIONS.....	33
A.	General Considerations	33
B.	Scheduling of Elections	33
C.	Election Procedures	33
XI.	APPENDIX A: COMMITTEE RELATIONSHIPS	34
XII.	APPENDIX B: CONSTITUENCY REPRESENTATION ON COLLEGE COMMITTEES:	1
XIII.	APPENDIX C: ORDER OF BUSINESS FOR FACULTY MEETINGS	4
A.	Order of Business for Regular Faculty Meetings	4
B.	Order of Business for Special Faculty Meetings	4
XIV.	APPENDIX D: ORDER OF BUSINESS FOR THE ACADEMIC SENATE.....	6
A.	Order of Business of Regular Meetings of the Academic Senate.....	6
B.	Order of Business of Special Meetings of Academic Senate	6
XV.	APPENDIX E: ELECTION PROCEDURES.....	7
A.	Eligibility	7
B.	Terms of Office.....	7
C.	Nominations.....	8
D.	Final Listing of Nominees	9
E.	Balloting.....	10

BYLAWS OF THE COLLEGE FACULTY

STATE UNIVERSITY OF NEW YORK

NEW PALTZ

The members of the College Faculty do hereby enact these Bylaws for the purpose of establishing organization and procedures for the performance of their responsibilities as set forth by the Board of Trustees of the State University of New York, Policies of the Board of Trustees, 1987, Article X, paragraph 5, and other reference as contained therein.

I. DEFINITIONS

A. College Faculty

College faculty shall consist of the Chancellor of the State University of New York, the President of the College, Academic Faculty and members of the Professional Faculty.

B. Voting Members

Voting members shall include the Chancellor, President of the College, members of the Academic Faculty of the College having academic rank and term or continuing appointments, Professional Faculty with professional title and term or permanent appointments, full-time Lecturers with multiple-year appointments after the first year of the appointment, and part-time College Faculty who have been granted term appointments. (See also "Voting Rights," Article IX). Lecturers with single-year appointments or in the first year of their multiple-year appointments, part-time Academic and Professional Faculty without term appointments, and Research Foundation employees are not eligible to vote.

1. Academic Rank

Academic rank is defined as follows: Distinguished Professor, Professor, Associate Professor, Assistant Professor, Instructor, Librarian, Associate Librarian, Sr. Assistant Librarian, and Assistant Librarian.

2. Professional Title

Professional title refers to employees with the Professional Rank designation, other than those designated as Management Confidential.

C. Terms of Office

Terms of office and term limits for College Faculty elected to committees are defined in the section on Committee Structure, III.A.2. Under the Bylaws of the SUNY Senate, SUNY Faculty Senators may be elected for up to two consecutive three-year terms. Vacancies shall be filled to complete the unexpired term.

D. Quorum

1. The quorum for College Faculty meetings shall be 20 percent of the full-time voting members of the College Faculty. The Presiding Officer shall assume the presence of a quorum unless a quorum count is called from the floor.
2. The quorum for committee meetings shall be a simple majority of those elected or appointed to the committee. An unfilled vacancy shall not be considered in determining the number required for a quorum.

E. Constituencies of the College Faculty

The constituencies of the College Faculty are as follows:

- College of Liberal Arts and Sciences
- School of Business
- School of Education
- School of Fine and Performing Arts
- School of Science and Engineering
- The Library Faculty
- The Professional Faculty

F. Department

Department refers to both academic departments and recognized organizational units of the College Faculty.

II. COLLEGE FACULTY

The College Faculty deals with its matters of business, including organization, reappointment, tenure, and promotion, salary increase, and the welfare and grievances of the College Faculty. The College Faculty shall delegate matters relating to the academic program of the College to the Academic Senate, which shall be its agent. The College Faculty receives reports from its standing committees, the standing committees of the Academic Senate, the President of the College, the Provost/Vice President for Academic Affairs, SUNY Senators, and the Presiding Officer of the College Faculty and, where necessary, acts upon them.

A. Presiding Officer of the College Faculty

The Presiding Officer of the College Faculty shall:

1. be any voting member of the College Faculty with academic rank and a minimum of five years of experience on campus.
2. be elected by the College Faculty.
3. perform the following duties:
 - a. conduct meetings of the College Faculty, prepare and distribute the agenda of these meetings in consultation with the President.
 - b. schedule Academic Senate meetings and prepare the agenda for those meetings.
 - c. chair meetings of the Academic Senate and perform the duties of the chair described in the section on Officers' Responsibilities (VI.E). In the event that the Presiding Officer is not available, the Vice President of the Academic Senate shall act as chair of the Academic Senate.
 - d. schedule meetings of the Executive Committee of the College Faculty and prepare the agenda for those meetings.
 - e. chair meetings of the Executive Committee of the College Faculty. In the event that the Presiding Officer is not available, the Vice President of the Academic Senate shall act as Chair of the Executive Committee.
 - f. in consultation with the Executive Committee, refer issues that come before the Faculty to appropriate College Faculty committees.
 - g. receive recommendations from the committees of the College Faculty for the Academic Senate's consideration and action.

- h. transmit the Academic Senate's recommendations to the College Faculty, and the College Faculty's recommendations to the President and the Provost/Vice President for Academic Affairs.
- i. maintain files related to the business of the College Faculty.
- j. represent the College Faculty of SUNY New Paltz as the campus governance leader at SUNY Senate meetings.
- k. meet with the College President, the Provost/Vice President for Academic Affairs, and the Cabinet as needed.
- l. represent the College Faculty at campus and community events.
- m. serve as the College Faculty representative (ex officio member) of the College Council in accordance with New York State Statutes.
- n. attend the meetings of the College Foundation and report on its activities.
- o. report to the College Faculty regularly regarding the meetings of the Academic Senate, College Council, and the Executive Committee.

B. Secretary of the College Faculty

The Secretary of the College Faculty shall:

- 1. be appointed by the Presiding Officer of the College Faculty.
- 2. perform the following duties:
 - a. keep minutes of the College Faculty meetings.
 - b. distribute minutes of the previous College Faculty meeting and any motions passed at the previous meeting of the Academic Senate to the College Faculty via electronic means at least two days prior to the next College Faculty meeting.
 - c. ensure that copies of the minutes of College Faculty meetings are posted on the governance website.

C. Parliamentarian

The Parliamentarian of the College Faculty shall:

1. be appointed by the Presiding Officer.
2. serve for the duration of the term of the Presiding Officer.
3. attend meetings of the College Faculty and provide consultation on parliamentary procedures in accordance with Robert's Rules of Order.

D. Ombudsperson

The Ombudsperson of the College Faculty shall:

1. be a tenured, voting member of the College Faculty with academic rank of at least Associate Professor or Librarian, and have a minimum of five years experience on campus.
2. be elected by the College Faculty.
3. hear and investigate complaints from individual College Faculty members in areas not covered by the union contract.

III. COMMITTEES OF THE COLLEGE FACULTY

A. Committee Structure

1. Membership of all committees shall be by election from the constituencies in accordance with the provisions of the section titled "Elections" in Article X. There shall be no at-large representation. Every committee shall have alternates who shall be the runners-up in the constituency elections. In the case of a member's resignation, the alternate from that constituency shall become the member and the person from that constituency with the next highest number of votes shall become the alternate. Alternates may attend and participate in discussion at any meeting of the committee, and shall have voting privileges only at meetings from which the regular member for whom they are an alternate is absent. If no alternate is available, a new representative shall be selected according to procedures in Appendix E.B.3.
2. Election to all committees, with the exception of the GE Board, shall be for a two-year term unless a vacancy exists for a shorter period of time, with half the number of delegates from each constituency being elected each year. Members may not serve more than two consecutive two-year terms. Election to the GE Board shall be for a three-year term unless a vacancy exists for a lesser period of time, with a third of the membership being elected each year. GE Board members may not serve more than two consecutive three-year terms. College Faculty representatives of the Campus Auxiliary Services (CAS) Board shall be elected for two-year terms with half the membership elected in alternate years. College Faculty representatives elected to the CAS Board shall not serve more than three consecutive two-year terms.
3. All elected representatives and officers shall assume their offices on September 1 of the year for which they were elected.
4. Student members are elected each year in accordance with the Bylaws that govern them.
5. At the start of every academic year, the Presiding Officer shall convene each of the newly-elected committees for purposes of organization. Each committee shall elect its own chair and secretary annually.
6. Committee representatives shall provide reports to their constituencies as appropriate.
7. Any member of the Academic Senate who is absent from three consecutive meetings without cause (as determined by a majority of the Academic Senate) shall be considered as having resigned. Notice of such termination shall be sent by the Presiding Officer to the member.

8. Any member of a College Faculty committee who is absent from three consecutive meetings without cause (as determined by a majority of the committee) shall be considered as having resigned. Notice of such termination shall be sent by the chair to the member.
9. Lists of committee chairs and secretaries shall be posted on the governance website.
10. The number of elected representatives serving on each of the College Faculty committees is delineated, by constituency, in Appendix B.
11. Meetings shall be scheduled, preferably during the time period(s) designated for meetings of the College Faculty, with the understanding that the scheduling of a College Faculty meeting shall take precedence over any College Faculty committee meetings scheduled for that time.
12. No Management Confidential person shall attend committee or departmental meetings of the College Faculty unless invited to a specific meeting by the committee or department, and under no circumstances shall the Management Confidential person have voting rights.
13. Committees may solicit the assistance and counsel of individual College Faculty members as appropriate.
14. Minutes of all meetings of the Academic Senate, standing committees of the Academic Senate, ad hoc committees, and committees of the College Faculty shall include an attendance record and the text of all motions passed, and shall be posted on the governance website.
15. Committee chairs shall report to the College Faculty at least once per year. Should individual College Faculty members be involved, such reports shall not refer to the specifics of individual recommendations. College Faculty serving on the Campus Auxiliary Services (CAS) Board shall report to the College Faculty at least once per year.

B. Eligibility

1. All College Faculty are eligible to serve on the Executive Committee, the Academic Senate and its standing committees and their subcommittees, the Organization
2. Committee, the Educational Technology Committee, and the Committee on Research, Awards, and Leaves.
3. All College Faculty with academic rank and continuing appointment are also eligible to serve on the Committee on Salary Increase* and the Committee on Reappointment, Tenure, and Promotion. (**The Committee on Salary Increase has been suspended until such time as a mechanism for on-base discretionary salary increases is reinstated.*)

C. Quorum

1. A quorum for committee meetings shall be a simple majority of those elected or appointed to the committee.
2. An unfilled vacancy shall not be included in determining the number required for a quorum.

D. Executive Committee of the College Faculty

The Executive Committee shall:

1. be composed of the Presiding Officer of the College Faculty, the Vice President of the Academic Senate, the SUNY Senator(s), and the chairs of the following committees:
 - a. Organization Committee
 - b. one of the three personnel committees (on a rotating basis):
 - Reappointment, Tenure, and Promotion
 - Salary Increase*
 - Research, Awards, and Leaves
 - c. Educational Technology Committee
 - d. all three of the Standing Committees of the Academic Senate (VI.G.3):
 - Academic Affairs Committee
 - Budget, Goals, and Plans Committee

**The Committee on Salary Increase has been suspended until such time as a mechanism for on-base discretionary salary increases is reinstated. In the interim, the chairs of the two other personnel committee will serve on the Executive Committee on an alternating basis.*

- Curriculum Committee.
2. meet regularly to coordinate the activities of various committees. (See Consultation, V.A.4.)
 3. allow only one vote per person, in the event that members of the committee represent multiple constituencies.

E. Organization Committee

The Organization Committee shall:

1. consist of voting membership as specified in Appendix B.
2. consult with faculty governance committees, constituent faculty governance units, and the Academic Senate on issues of faculty governance and organization, including constituency Bylaws.
3. study issues related to College Faculty governance and organization, and make recommendations related to these issues.
4. assume continuing responsibility for the maintenance of effective Bylaws, and undertake a major revision of the Bylaws at least every 10 years.
5. maintain a current copy of the Bylaws on the governance website, with annual updates reflecting all amendments to the Bylaws.
6. be responsible for interpreting the Bylaws.
7. receive and make recommendations regarding proposals for possible amendments to the Bylaws.
8. consider problems and possible changes in the organizational structure of the College Faculty and, after due consultation with the College President, the Provost/Vice President for Academic Affairs, the dean(s), and appropriate governance constituencies, make recommendations to the College Faculty.
9. conduct elections for the Presiding Officer, the SUNY Senator(s), the Ombudsperson, and College Faculty representatives on the CAS Board, and conduct any special elections of the College Faculty.
10. conduct elections for a college-wide ad hoc committee to work with the Chancellor and the College Council as College Faculty representative in the selection process of a new College President.

11. Conduct periodic reviews of these College Administrative Officers: The Provost / Vice President of Academic Affairs, Associate Provost/ Dean of the Graduate School, deans of academic units, and the Dean of the Library. Reviews shall be conducted during the third year of an initial appointment and every five years thereafter according to a schedule and procedures developed by the OC. The confidential review shall be submitted to the immediate supervisor.
12. report its recommendations to the Academic Senate and the College Faculty.
13. post minutes of its meetings on its website.

F. Committee on Reappointment, Tenure, and Promotion

The Committee on Reappointment, Tenure, and Promotion shall:

1. consist of voting membership as specified in Appendix B.
2. recommend individual members of the Academic Faculty for reappointment, tenure, and promotion.
3. base its recommendations on a review of the dossier submitted by the candidate according to the criteria established by the Board of Trustees. The dossier shall be accompanied by recommendations from the dean, the department chair, the departmental subcommittee, and external referees as required for that candidate.
4. arrive at its recommendations independently in closed meetings.
5. communicate its recommendations in writing to the President and the Vice President for Academic Affairs with copies to the candidate, the department chair, the departmental subcommittee, and the Dean.
6. provide the College Faculty with a summary of recommendations and their congruence with administrative decisions. The confidentiality of individual recommendations and decisions shall be protected in presenting these summaries.
7. seek the approval of the Academic Faculty regarding any changes in the procedures of the Committee.

G. Committee on Salary Increase*

**The Committee on Salary Increase has been suspended until such time as a mechanism for on-base discretionary salary increases is reinstated.*

The Committee on Salary Increase shall:

1. consist of voting membership as specified in Appendix B.

2. recommend individual members of the Academic Faculty for salary increase.
3. base its recommendations on a review of the dossier submitted by the candidate according to the criteria established by the Board of Trustees. The dossier shall be accompanied by recommendations from the dean, the department chair, and the departmental subcommittee.
4. arrive at its recommendations independently in closed meetings.
5. communicate its recommendations in writing to the President and the Vice President for Academic Affairs with copies to the candidate, the department chair, the departmental subcommittee, and the dean.
6. provide the College Faculty with a summary of recommendations and report their congruence with administrative decisions. The confidentiality of individual recommendations and decisions shall be protected in presenting these summaries.
7. seek the approval of the Academic Faculty regarding any changes in the procedures of the Committee.

H. Committee on Research, Awards, and Leaves

The Committee on Research, Awards, and Leaves shall:

1. consist of voting membership as specified in Appendix B.
2. encourage, facilitate, consider, and make recommendations to the President and the Provost/Vice President for Academic Affairs regarding research, awards, and sabbaticals.
3. communicate its recommendations in writing to the President and the Provost/Vice President for Academic Affairs, with copies to the candidate, the department chair, the departmental subcommittee, and the dean.
4. confer with others as they deem necessary in matters concerning research, awards and leaves, but arrive at recommendations independently.
5. provide the College Faculty with a summary of recommendations and report their congruence with administrative decisions. The confidentiality of individual recommendations and decisions shall be protected in presenting these summaries.
6. seek the approval of the Academic Faculty regarding any changes in the procedures of the Committee.

I. Educational Technology Committee

The Committee on Educational Technology shall:

1. consist of voting and non-voting membership as specified in Appendix B.
2. develop educational technology priorities and engage in strategic planning of the use of educational technology on campus.
3. address curricular and policy issues related to educational technology by sponsoring public forums to discuss such issues and refer issues to the relevant standing committees of College Faculty governance.
4. evaluate educational technology initiatives and outcomes to insure efficient implementation, coordination, and support of high priority projects.
5. promote the appropriate, efficient, and critical use of educational technology and encourage College Faculty to that end.
6. report annually to the Academic Senate and the College Faculty.
7. post minutes of its meetings on its website.

IV. MEETINGS OF THE COLLEGE FACULTY

1. There shall be at least two regular meetings each semester. Specific dates and times shall be determined by the Presiding Officer in consultation with the College President. Notification (via print or electronic means) of the next semester's meetings shall be given to the College Faculty within the first two weeks of each semester.
2. Additional meetings may be called at the discretion of the Presiding Officer or the College President following the written request of at least five percent of the voting members of the College Faculty.
3. The order of business of regular and special meetings of the College Faculty is identified in Appendix C.
4. Announcements of all meetings shall be given to the College Faculty (via print or electronic means) at least 48 hours in advance of the meetings, together with an agenda.
5. Robert's Rules of Order shall govern the conduct of business, except as otherwise provided by these Bylaws.
6. Efforts shall be made to reserve adequate weekly time periods for possible College Faculty/Committee meetings.

V. CONSULTATION

The administration shall consult formally with College Faculty on university issues defined by the Bylaws, policies, or decisions that directly involve or have an impact on College Faculty. Formal consultation requires direct communication between the administration and elected College Faculty representatives of College Faculty governance organizations or the entire College Faculty. This communication shall occur as soon as issues needing a resolution are identified. The College Faculty shall have a minimum of 30 days to respond. In unusual circumstances, a minimum of five working days shall be allowed. The administration shall not act before such consultation.

A. General Considerations

1. Consultation is that process wherein the President and the administration, as a matter of record, seek, consider, and respond to the recommendations of the College Faculty through its governance units; or the College Faculty, through its governance units, as a matter of record, seeks, considers, and responds to the recommendations of the President and the administration.
2. In as much as these Bylaws define areas of responsibility for the College Faculty committees, the consultation process shall be initiated through the appropriate College Faculty committee. Ad hoc committees, formed for a special purpose, shall also follow the consultation process.
3. The Executive Committee of the College Faculty shall meet with the President and the Vice President for Academic Affairs to discuss areas of mutual concern for which no committee has direct responsibility.
4. Insofar as is feasible, this formal consultation process, whether initiated by the College Faculty or by the President, shall take place through appropriate governance structures. The representatives engaged in formal consultation procedures shall inform their constituencies and/or committees as to the item(s) discussed.
5. Department chairs and other unit heads shall regularly consult with their respective members in formal and informal meetings.

B. Appointments – College Faculty Involvement

1. Prior to making an appointment, the President shall request representation from the Organization Committee on search committees for positions designated as Management/Confidential.
2. In the case of an appointment of an academic dean, the faculty council of that constituency shall follow its procedure to select a search committee. There shall be

- one member chosen by the Organization Committee from among its members to represent the general College Faculty interest and report back to the Organization Committee. In making this report to the Organization Committee, the confidentiality of the search proceedings shall be respected.
3. The search committee shall submit a list of preferred candidates to the President.
 4. Before appointing a director of a division or a department chair, the President shall consult with the members of the division or department concerned (or their committee elected for that purpose), and with other appropriate persons. The division or department members shall have an opportunity to make nominations, to participate in the interviewing of candidates, and to make recommendations concerning all candidates.
 5. In the recruitment and selection of prospective appointees to the Academic Faculty of the College, the President shall consult with the chair and the members of the division or department concerned (or their committee elected for that purpose). The President shall receive and consider their recommendations concerning all prospective appointees.

C. Deregistration of Programs—College Faculty Involvement

An academic program or major program may be deregistered only after consultation with the faculty of the affected program, with the constituency's governance body, and with the Curriculum Committee (for undergraduate programs) or the Graduate Council (for graduate programs).

VI. MEMBERSHIP AND ORGANIZATION OF THE ACADEMIC SENATE

A. Responsibilities

The Academic Senate deals with all matters relating to the academic program of the College through its committees: Academic Affairs, Curriculum, and Budget, Goals and Plans. It also deals with all matters regarding College Faculty and students. It acts as the College Faculty's advisory body on all the above matters. The Presiding Officer reports all of its recommendations to the College Faculty. Upon approval by the College Faculty, recommendations of the Academic Senate are sent to the administration via the Presiding Officer of the College Faculty. The Academic Senate shall meet as needed, and its meetings shall be open to members of the faculty and the college community. Agenda and minutes of the meetings of the Academic Senate shall be posted on the governance website.

B. Membership

1. The Academic Senate shall consist of voting and non-voting membership as specified in Appendix B and Article IX.
2. Chairs of the Standing Committees of the Academic Senate shall be voting members of the Academic Senate. Standing Committee chairs, if also elected to the Academic Senate by their respective constituencies, shall have only one vote in the Senate.
3. The Academic Senate and its committees shall have alternates who shall be the runners-up in the constituency elections. In the case of a member's resignation, the alternate from that constituency shall become the member and the person from that constituency with the next highest number of votes shall become the alternate. Alternates may attend and participate in discussion at any meeting of the committee, and shall have voting privileges only at meetings from which the regular member for whom they are an alternate is absent. If no alternate is available, a new representative shall be selected according to the procedures in Appendix E.3.B.

C. Eligibility

College Faculty members shall be eligible for election to the Academic Senate under the following conditions:

1. They shall be members of the voting Faculty of the College as defined in I.B., Definitions.
2. They shall be voting members of their constituency.

D. Organization

At the start of the academic year, the Presiding Officer of the College Faculty shall convene the first meeting of the Academic Senate. Voting members of the Academic Senate shall elect a Vice President and Secretary of the Academic Senate annually. These officers, who must be voting members of the Academic Senate, shall take office immediately.

E. Officers' Responsibilities

1. The Presiding Officer of the College Faculty shall:
 - a. serve as chair of the Academic Senate.
 - b. refer issues that come before the Academic Senate to its standing committees as appropriate.
 - c. receive, via print or electronic means, recommendations from the standing committees of the Academic Senate, and shall report recommendations of the Academic Senate to the College Faculty.
2. The Vice President of the Academic Senate shall assist the Presiding Officer and shall chair the meetings of the Academic Senate and the Executive Committee of the College Faculty when the Presiding Officer is not available.
3. The Secretary of the Academic Senate shall:
 - a. be responsible for the minutes and other records of the Senate
 - b. distribute minutes of the previous Academic Senate meeting and the agenda of the upcoming meeting to the members of the Academic Senate via electronic means at least two days prior to the meeting.
 - c. distribute the agenda of the upcoming meeting to the College Faculty via electronic means at least two days prior to the meeting.
 - d. Post the agendas and minutes of the meetings on the governance website.

F. Academic Senate Procedures

1. The Academic Senate shall meet as needed to conduct its business. A special meeting shall be called on petition to the Presiding Officer by 20 percent of the Academic Senate's membership.
2. The order of business for regular and special meetings of the Academic Senate is specified in Appendix D.

3. Reports to the Academic Senate shall be limited to 10 minutes, unless they contain action items.
4. The Academic Senate shall keep minutes of its meetings, including texts of all motions passed. These shall be made available on the governance website.
5. Standing committees of the Academic Senate, members of the College Faculty, and students, through their Academic Senate representatives, may instruct the Presiding Officer to place items on the agenda of the Academic Senate. For the item to be on the agenda of the next scheduled meeting of the Academic Senate, it must be received by the Presiding Officer no later than one week before the meeting.
6. The Academic Senate, through the Presiding Officer, shall refer issues that come before the Academic Senate to the appropriate standing committees of the Academic Senate.
7. The Presiding Officer shall receive written recommendations and reports, via print or electronic means, from the standing committees of the Academic Senate and report these to the Academic Senate.
8. The Presiding Officer shall report, via print or electronic means, the recommendations of the Academic Senate, in the form of motions passed by a majority vote, to the College Faculty and the appropriate standing committees.
9. All motions passed by the Academic Senate shall be placed on the agenda of the next College Faculty meeting or on the agenda of the next College Faculty meeting at which it will be feasible to include such motions.
10. The College Faculty has the right to amend, approve, or reject motions passed by the Academic Senate at the College Faculty meeting whose agenda contains the text(s) of such motions, or at the next College Faculty meeting thereafter. Should the College Faculty choose not to take action at either of those meetings, such motions shall be considered approved by the College Faculty.
11. Upon approval by the College Faculty, recommendations of the Academic Senate shall be sent via the Presiding Officer to the President and/or Provost/Vice President for Academic Affairs for action.

G. Committees of the Academic Senate

1. General Considerations
 - a. The term *committee* without additional qualification shall designate a committee of the Academic Senate.

- b. Recommendations and reports of the committees of the Academic Senate shall be governed by the following general guidelines:
 - i. committees report to the Academic Senate and to the College Faculty.
 - ii. recommendations to the Academic Senate, whenever appropriate, shall be conveyed as a motion in either print or electronic form.
 - iii. recommendations and reports are limited to each committee's specific areas of responsibility. The Academic Senate may extend these areas of responsibility for a limited period of time by vote of a majority of the membership of the Academic Senate.

2. Ad hoc Committees

- a. Ad hoc committees and task forces of the College Faculty shall be established by vote of the Academic Senate, and the continued need for the committee or task force shall be reviewed periodically by the Academic Senate.
- b. To ensure that ad hoc committees or task forces are not used to bypass College Faculty governance or traditional College Faculty prerogatives and responsibilities, the Academic Senate shall consider the following principles when voting to establish ad hoc committees and task forces:
 - i. College Faculty governance committees and mechanisms shall be utilized before establishing ad hoc committees or task forces that fall outside the College Faculty governance structure.
 - ii. The President and/or Provost/Vice president for Academic Affairs shall work with the Presiding Officer, in consultation with the Executive Committee, to determine which issues require ad hoc committees or task forces.
 - iii. when ad hoc committees or task forces are formed to address an issue that falls within the purview of the College Faculty, the ad hoc committees or task forces shall have a College Faculty majority, and College Faculty governance mechanisms shall select and approve the College Faculty members.
 - iv. In carrying out their charge and developing recommendations, College Faculty members serving on ad hoc committees or task forces shall consult the College Faculty.
 - v. draft conclusions or reports of ad hoc committees or task forces shall be presented in a timely manner to the Academic Senate and other committees as deemed appropriate by the Academic Senate.

3. Standing Committees

The three standing committees of the Academic Senate shall be:

- a. Academic Affairs Committee
 - b. Budget, Goals, and Plans Committee
 - c. Curriculum Committee
-
- a. Academic Affairs Committee.

The Academic Affairs Committee shall:

- i. consist of voting membership as specified in Appendix B.
- ii. address all matters concerning academic standards and policies other than curriculum.
- iii. make recommendations concerning the academic calendar.
- iv. consult with the Budget, Goals, and Plans Committee and the Curriculum Committee on the mission of the College and long-range plans with regard to their academic impact.
- v. receive and review proposals from the Academic Senate, the College Faculty, and College Faculty constituencies. Individual College Faculty and students may bring issues to the Academic Affairs Committee through their representatives on the Academic Senate.
- vi. initiate its own proposals.
- vii. report to the Academic Senate and the College Faculty.
- viii. have one standing subcommittee: the Standing Committee on Academic Appeals and Academic Standing. The Standing Committee on Academic Appeals and Academic Standing shall:
 - a) consist of voting and non-voting membership as specified in Appendix B.
 - b) respond to appeals from students who have been dismissed.
 - c) review the academic records of students who have a semester or cumulative grade point average that is less than 2.0, and decide whether those students should be dismissed or conditionally continued.

- d) report annually to the Academic Affairs Committee and make recommendations regarding policies, procedures, and issues concerning students' academic appeals and academic status.
- e) make recommendations to the Provost/Vice President for Academic Affairs regarding student appeals of alleged violations of academic policy.
- f) When the Standing Committee on Academic Appeals and Academic Standing meets to expressly review academic appeals, the committee shall include a representative of the Provost/ Vice President for Academic Affairs (ex-officio) and a student member, who shall be the Student Association Vice President for Academic Affairs and Governance. The Student Association shall elect one alternate in the case of a personal or academic conflict. The student shall serve for a one-year term as a non-voting member.
- g) The Standing Committee on Academic Appeals and Academic Standing shall have one subcommittee: the Scholarship Subcommittee. The Scholarship Subcommittee of the Standing Committee on Academic Appeals and Academic Standing shall:
 - i) consist of voting membership as specified in Appendix B.
 - ii) review applications for general scholarships, determine recipients, and report their names to the Division for Advancement.
 - iii) report annually to the Academic Appeals and Academic Standing Committee, and make recommendations to the Division for Advancement regarding policies, procedures, and issues concerning scholarship applications and awards.

b. Budget, Goals, and Plans Committee

The Budget, Goals, and Plans Committee shall:

- i. consist of voting membership as specified in Appendix B.
- ii. receive and review the budget from the administration and budget requests from College Faculty constituencies.
- iii. report to the Academic Senate and the College Faculty on the budget.

- iv. make recommendations to the Academic Senate and the College Faculty on budgetary allocations.
- v. initiate its own proposals.
- vi. consult with the Academic Senate, Academic Affairs Committee, Curriculum Committee, the Graduate Council, and other relevant College Faculty committees on the mission of the institution and long-range plans with respect to their financial impact.
- vii. post minutes of its meetings, and those of the Sustainability Committee, on its website
- viii. have one subcommittee, the Sustainability Committee, that shall bring focus and coordination to the College's efforts to promote environmental sustainability. The Sustainability Committee shall:
 - a) consist of voting and non-voting membership as specified in Appendix B.
 - b) assist with the coordination and fulfillment of the [American College and University Presidents' Climate Commitment](#) by helping to develop and implement an action plan for the College to become climate-neutral.
 - c) educate College Faculty, staff, students, and College offices about sustainability issues and opportunities.
 - d) together with the Division of Student Affairs, encourage and support student leadership on climate neutrality.
 - e) help incorporate environmental issues into the College's curriculum, research profile, and educational outreach.
 - f) promote environmental stewardship as a hallmark of College operations, working with the appropriate administrative units.
 - g) report annually to the Academic Senate and the College Faculty.
 - h) distribute minutes of the Sustainability Committee meetings to the Budget, Goals, and Plans Committee, Facilities Management, Environmental Health and Safety, the Offices of the Vice Presidents for Administration and Finance and Student Affairs, the Campus Sustainability Officer, and the College Faculty governance secretary.

c. Curriculum Committee

The Curriculum Committee shall:

- i. consist of voting and non-voting membership as specified in Appendix B.
- ii. address and make recommendations regarding all matters related to curriculum and educational assessment.
- iii. review curricular proposals that have been approved by the constituencies in accordance their Bylaws, and by the deans of those constituencies. Before forwarding proposals regarding new majors, new minors, changes in existing majors and minors, and new programs to the Curriculum Committee, the dean's office shall post the proposals in an accessible electronic format and notify all College Faculty electronically.
- iv. forward approved proposals regarding new majors, new minors, changes in existing majors and minors, and new programs, together with its recommendations, to the Academic Senate and the College Faculty for consideration.
- v. recommend for approval to the Provost/Vice President for Academic Affairs all approved proposals for undergraduate courses to be added to the curriculum and revisions of courses already in the curriculum.
- vi. initiate its own proposals.
- vii. appoint members of the Writing Board.
- viii. consult with other committees when necessary and when other committees deal with matters that have an impact on curriculum and assessment.
- ix. post the minutes of its meetings on its website and forward them to the Provost/Vice President for Academic Affairs.
- x. report annually to the Academic Senate and the College Faculty.
- xi. have jurisdiction over the General Education curriculum, in consultation with its standing committee: the General Education Board.
- xii. have one standing committee: the General Education Board. The General Education Board shall:
 - a) consist of voting membership as specified in Appendix B.

- b)* consult with departments/colleges on assessment plans for their components in the GE curriculum.
- c)* review and endorse plans that reflect best practices in GE curriculum assessment.
- d)* create opportunities for GE faculty development and mentoring.
- e)* propose modifications to GE requirements to the Curriculum Committee.
- f)* develop GE course approval guidelines in conjunction with the Curriculum Committee.
- g)* Post the minutes of its meetings on its website, and distribute minutes of its meetings to the Chair of the Curriculum Committee and the Provost/Vice President for Academic Affairs.
- h)* report annually to the Academic Senate and the College Faculty.

VII. AMENDMENTS TO THE BYLAWS

A. Procedures

1. Amendments to these Bylaws may be proposed by any member of the voting Faculty. Proposed amendments must be submitted via print or electronic means to the Organization Committee. Major revisions to the Bylaws shall be proposed by the Organization Committee.
2. The Organization Committee must report on the proposed amendments or revisions, including the committee's vote, at the next meeting of the College Faculty.
3. Amendments to these Bylaws that have been reviewed by the Organization Committee shall be placed on the agenda of the next meeting of the College Faculty.
4. Proposed amendments to the Bylaws that are recommended by the Organization Committee shall be read at two successive meetings of the College Faculty. The first reading shall be for informational purposes and for discussion of the proposed amendment. At the next meeting of the College Faculty, any proposed amendments shall be read again, and a vote shall be taken on the approval of such amendments.
5. A negative recommendation by the Organization Committee on a proposed amendment may be overruled by a simple majority of a meeting of the College Faculty. In such a case, the College Faculty shall proceed as if the amendment had been endorsed by the Organization Committee.
6. A two-thirds majority vote of the voting members present in a College Faculty meeting having a quorum shall be required to adopt an amendment or a major revision of the bylaws.

VIII. GRADUATE FACULTY AND CONSTITUENCIES WITHIN THE COLLEGE FACULTY

A. Graduate Faculty

1. The Graduate Faculty is hereby empowered to create its own Bylaws with provisions for adoption and amendment consistent with those specified in Article VII: Amendments to the Bylaws. Committees authorized to draft amendments to the [Graduate Faculty Bylaws](#) shall consist of members of the Graduate Faculty and graduate students.
2. The [Graduate Faculty Bylaws](#) shall be reviewed by the Organization Committee for consistency with the Bylaws of the College Faculty.
3. The Graduate Council reports to the Graduate Faculty, and for purposes of liaison, to the Academic Senate. It deals with all matters concerning academic affairs, admissions, and curriculum at the graduate level. It consults with the standing committees of the Academic Senate on those matters that concern both graduate and undergraduate programs. See [Graduate Faculty Bylaws](#) for structure and procedures.
4. Responsibilities of the Graduate Faculty
 - i. Primary responsibilities in the area of graduate academic affairs are delegated to the Graduate Faculty and shall be exercised according to its [Graduate Faculty Bylaws](#).
 - ii. Graduate curricular responsibility shall be centered in the Graduate Faculty. All graduate curricular proposals generated by College Faculty shall follow the process specified in the [Graduate Faculty Bylaws](#).

B. Constituencies Within the College Faculty

1. Each recognized constituency within the College Faculty, (see I.E), is hereby empowered to create its own Bylaws with provisions for adoption and amendment consistent with those specified in Article VII: Amendments to the Bylaws.
2. Committees authorized to draft amendments to the Bylaws of each constituency shall consist of College Faculty members of the particular constituency and students (members of the student body who have common interests with the constituency, as demonstrated by their choice of academic major).
3. Constituency Bylaws shall be reviewed by the Organization Committee for consistency with the Bylaws of the College Faculty

4. Responsibility

- i. Primary responsibilities in the area of curriculum, personnel, and budget are delegated to each recognized constituency and shall be exercised according to the Bylaws of the constituency, and the policies of the Academic Senate and its committees.
- ii. Curricular responsibility shall be centered in the constituency(ies) concerned. All curricular proposals generated by College Faculty shall follow the process specified in VI.G.3.c, Curriculum Committee.

IX. VOTING RIGHTS

A. Voting Lists

1. By the midpoint of the Spring Semester, the Director of Human Resources or his/her designee shall provide the Organization Committee with a report from the Personnel Data System. The report shall provide all the information needed to generate lists of eligible voters for the College Faculty and for each constituency: all active permanent and temporary employees, including those on leave, current academic or professional rank and title, year of joining the College (campus date), year in which the current position was assumed (title date), department and mail drop, FTE percentage, and type of appointment: term, continuing, or management confidential. In the case of lecturers, the dates of the current contract shall be supplied. The Organization Committee shall verify eligibility, sort the list by constituency, and forward the appropriate list to each of the constituency election committees.
2. If the status of one or more members of a constituency changes between the effective date of the Voting List and the time of the election, the election committee of the constituency may petition the chair of the Organization Committee for an amendment to the Voting List. If, in consultation with Human Resources, the Voting List is determined to have changed, the Organization Committee shall forward a revised Voting List to the constituency.

B. Voting Members of a Department, Division, or Constituency

The voting members of any particular department, division, or constituency within the College Faculty are defined under in Section I.B., Definitions, and shall include:

1. those voting members of the College Faculty who occupy at least one-half of one line in that particular department, division, and/or constituency.
2. those voting members of the College Faculty who are on leave from the College, and who in the year immediately preceding the leave were voting members of the particular department, division, and/or constituency.

C. Representatives of Departments, Divisions, or Constituencies

Voting members of a department, division, or constituency shall be the only persons eligible to represent that department, division, or constituency in representative bodies whose members are elected by departments, divisions, or constituencies.

D. Departmental and Divisional Committees on Reappointment, Tenure, and Promotion and on Salary Increase

1. The right to vote for departmental and divisional committees on Reappointment, Tenure, and Promotion and on Salary Increase*, and eligibility to serve on those committees shall be specified in the [Structures and Procedures of the Committees on Reappointment, Tenure, and Promotion and on Salary Increase](#).

*The Committee on Salary Increase has been suspended until such time as a mechanism for on-base discretionary salary increases is reinstated

2. Whenever specific provisions are missing from those procedures, the criteria in Article I, Definitions, and the above sections IX.C, Voting Members of a Department, Division or College Faculty, and IX.D, Representatives of Departments, Divisions, or Constituencies, shall apply.

X. ELECTIONS

A. General Considerations

1. The Organization Committee shall call and conduct elections for college-wide elective positions, including Presiding Officer, SUNY Faculty Senator(s) and alternate, the Ombudsperson, and College Faculty representatives on the CAS Board.
2. The constituency Elections Committees shall call and conduct elections for constituency elective positions to the College Faculty committees, the Academic Sensate and its standing committees and subcommittees, and ad hoc committees.
3. The Graduate Council shall call and conduct elections for Graduate Faculty officers and committees.

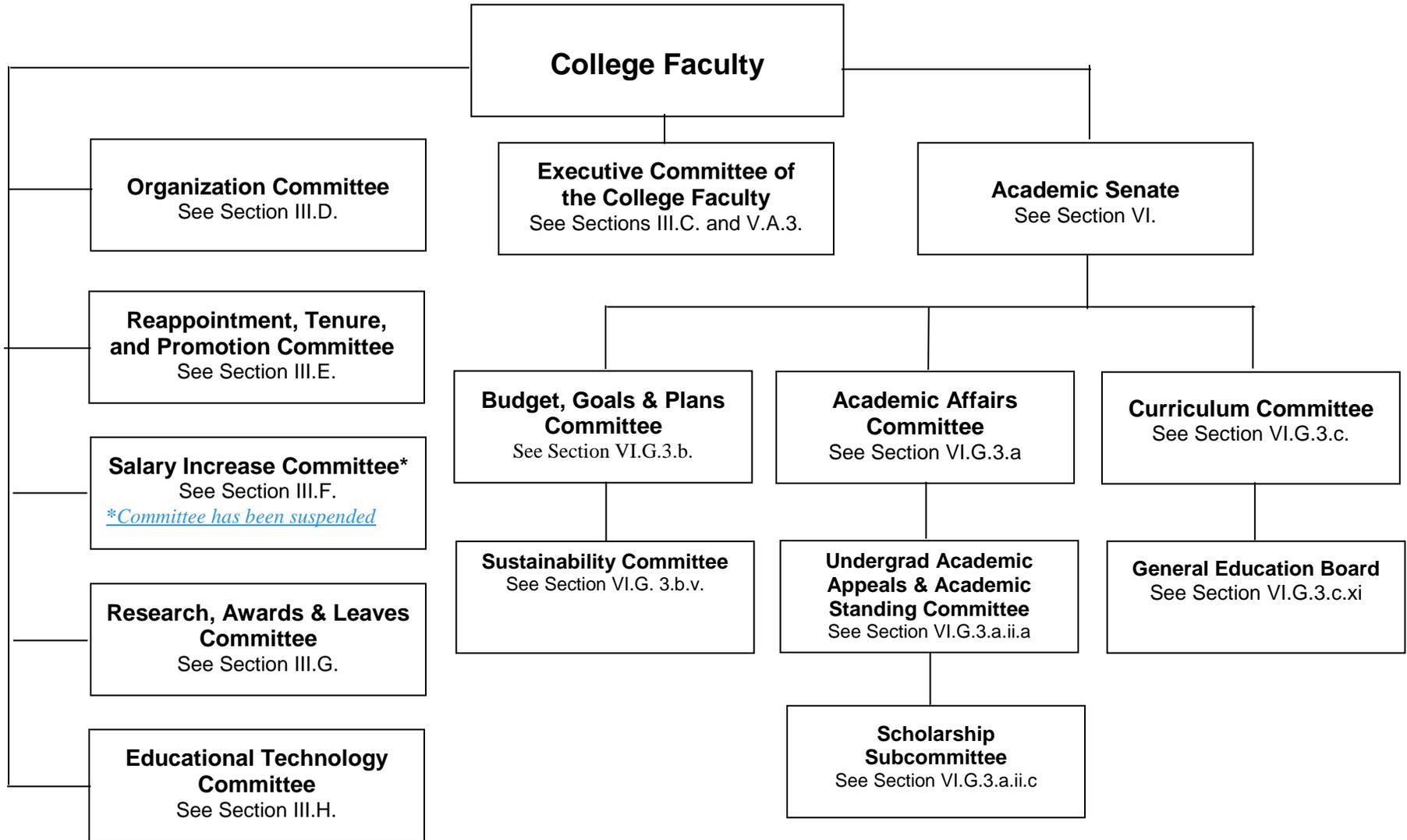
B. Scheduling of Elections

1. Regular elections for college-wide positions shall be held no later than three weeks after the mid-point of the spring semester and may be conducted by campus mail or online. Prior to such elections, the Organization Committee shall receive nominations and subsequently present them at a regular or special meeting of the College Faculty.
2. The Elections Committees of each constituency shall conduct annual elections in accordance with its Bylaws.
3. The schedule of nominations shall include a College Faculty meeting, regular or special, at which the Organization Committee shall present the nominees for Presiding Officer, SUNY Faculty Senators, and Ombudsperson. If a special meeting of the College Faculty is required, the Organization Committee, in consultation with the Presiding Officer, shall establish a suitable date for such meeting.
4. Special elections shall be scheduled in a manner consistent with the purpose of the election.

C. Election Procedures

Specific election procedures are listed in Appendix E.

XI. APPENDIX A: COMMITTEE RELATIONSHIPS



XII. APPENDIX B - CONSTITUENCY REPRESENTATION ON COLLEGE COMMITTEES:

COMMITTEES OF THE COLLEGE FACULTY	LAS	FPA	ED.	S&E	BUS.	LIB.	PROF.	STUDENTS¹	EX-OFFICIO²	OTHER	TOTAL
Organization	3	2	2	2	1	1	3	-	-	-	13
Reappointment, Tenure, & Promotion	3	2	2	2	1	1	-	-	-	-	10
Salary Increase*	3	2	2	2	1	1	-	-	-	-	10
Research, Awards & Leaves	1	1	1	1	1	1	1	-	-	-	7
Educational Technology ³	3	2	2	2	1	1	2	6 (2,1,1,1,1)	1	-	19
ACADEMIC SENATE⁴	7	4	4	4	1	1	6	5(1,1,1,1,1)	19	-	49
COMMITTEES OF THE ACADEMIC SENATE											
Academic Affairs	5	2	2	2	1	1	2	6 (2,1,1,1,1)	-	-	20
Academic Appeals & Academic Standing ⁵	3	1	1	1	1	-	-	1/0	1/8	-	9/15
Scholarship ⁶	1	1	1	1	1	-	-	-	-	-	5
Budget, Goals & Plans	3	2	2	2	1	1	2	6 (2,1,1,1,1)	-	-	18
Sustainability ⁷	1	1	1	1	1	1	1	4	6	1	18
Curriculum ⁸	5	2	2	2	1	1	2	6 (2,1,1,1,1)	-	1	20
GE Board ⁹	6	2	1	2	1	1	-	-	4	2	19

**The Committee on Salary Increase has been suspended until such time as a mechanism for on-base discretionary salary increases is reinstated.*

Notes

1. Numbers in parentheses refer to student distribution among LA &S, F&PA, Education, S & E and Business, respectively.

2. Ex-officio members are non-voting members who serve in advisory capacities.

3. The Assistant Vice President for technology or his/her designee shall serve as an ex-officio member.

4. The ex-officio membership of the Academic Senate shall be as follows:

- Chancellor of SUNY
- President of the College
- Provost/Vice President for Academic Affairs
- Vice President for Administration and Finance
- Vice President for Advancement
- Vice President for Enrollment Management
- Vice President for Student Affairs
- Assistant Vice President for Technology
- Graduate Council Presiding Officer
- Dean of the College of Liberal Arts and Sciences
- Dean of The Graduate School
- Dean of the Library
- Dean of the School of Business
- Dean of the School of Education
- Dean of the School of Fine and Performing Arts
- Dean of the School of Science and Engineering
- Director of Instructional Media Services (IMS)
- SUNY Faculty Senator(s)
- Assistant Provost or designee (non-voting)
- Staff Assistant for Curriculum or designee (non-voting)
- The Registrar or designee (non-voting)
- Dean of Academic Advising or designee (non-voting)

5. Academic Appeals/Academic Standing:

When the Standing Committee on Academic Appeals and Academic Standing meets to review academic standing, the committee shall include eight ex-officio members representing academic support services:

- Dean of Advising, who shall chair the committee
- A representative from Student Affairs
- Associate Registrar
- Director of Athletics

- *Director of Special Programs*
- *Director of the Counseling Center*
- *Director of the Disability Resource Center*
- *Director of the Student Health Center*
- *In addition, each division may have a full-time professional faculty advisor serve as non-voting ex-officio member. This does not supersede or replace the academic faculty representatives to the committee (one from each division.)*

6. *Scholarship Committee:*

When the Scholarship Subcommittee meets to consider scholarship awards, only one representative from each constituency is included. If a constituency has more than one representative on the Standing Committee on Academic Appeals and Academic Standing, a single representative shall be selected to serve on the Scholarship Subcommittee.

7. *The Sustainability Committee shall include:*

- *One member selected to serve from among the elected membership of the Budget, Goals, and Plans Committee.*
- *Four members who are student representatives: two from the Student Association and two from the Residence Hall Student Association.*
- *Five ex-officio members who shall represent Facilities Management (1 seat), Environmental Health and Safety (1 seat), Office of the Vice President for Administration and Finance (1 seat), the Campus Sustainability Officer (1 seat), and the Office of the Vice President for Student Affairs (1 seat).*

8. *The Curriculum Committee shall include the following ex-officio members*

- *The Acquisitions Librarian.*
- *Staff Assistant for Curriculum or designee (non-voting)*
- *The Registrar or designee (non-voting)*
- *Dean of Academic Advising or designee (non-voting)*
- *Dean of Admissions (non-voting)*

9. *The GE Board shall include:*

- *Representation based on the percentage of GE courses taught by each of the constituent units. Board members shall be elected from among the academic units as follows: Education (1 seat), Liberal Arts (6 seats), Science and Engineering (2 seats), Fine and Performing Arts (2 seats), Business (1 seat), and Library (1 seat).*
- *Two members elected from among the elected membership of the Curriculum Committee.*
- *Four ex-officio members (one from each of the following areas):*

- *Academic Advising*
- *Office of Institutional Research*
- *Office of the Provost /Vice President for Academic Affairs*
- *Teaching and Learning Center*

XIII. APPENDIX C: ORDER OF BUSINESS FOR FACULTY MEETINGS

A. Order of Business for Regular Faculty Meetings

1. Call to Order.
2. Reading and approval of the minutes of the previous meeting.
3. Announcements.
4. Report of the President (or Provost/Vice President for Academic Affairs in the absence of the President). Questions and action items from the floor.
5. Report of the Presiding Officer. Questions and action items from the floor.
6. Action items from officers, standing committees, ad hoc committees, and other agencies of the College Faculty. Questions and action items from the floor.
7. Unfinished (old) business.
8. New business.
9. Optional reading of reports of officers, committees, and other agencies of the College Faculty.
10. Adjournment.

B. Order of Business for Special Faculty Meetings

1. Call to Order.
2. Reading and approval of the minutes.
3. Consideration of the purpose for which the special meeting was called.
4. Adjournment.

The Order of Business in regular and special meetings may be suspended at a particular meeting by a two-thirds vote of the voting members present.

In the event that the business of the College Faculty is not completed at the time a regular meeting is adjourned, the Presiding Officer of the Faculty shall, within two weeks, announce a

time and date for an additional meeting at which the said business shall be completed. The Presiding Officer of the Faculty shall report regularly to the College Faculty. Such a report shall be included in the order of business of regular meetings of the College Faculty.

XIV. APPENDIX D: ORDER OF BUSINESS FOR THE ACADEMIC SENATE

A. Order of Business of Regular Meetings of the Academic Senate

1. Call to Order.
2. Reading and approval of the minutes of the previous meeting.
3. Announcements.
4. Report of Provost/Vice President for Academic Affairs. Questions and action items from the floor.
5. Report of the Presiding Officer of the Academic Senate. Questions and action items from the floor.
6. Action items from Academic Senate Officers.
7. Action items from Academic Senate committees. Questions and action items from the floor.
8. Unfinished (old) Business.
9. New Business.
10. Optional reading of reports of officers and committees of the College Faculty.
11. Adjournment.

B. Order of Business of Special Meetings of Academic Senate

1. Call to Order.
2. Reading and approval of the minutes.
3. Consideration of the purpose for which the meeting was called.
4. Adjournment.

Reports to the Academic Senate shall be limited to ten minutes unless they contain action items.

XV. APPENDIX E: ELECTION PROCEDURES

A. Eligibility

1. All Election Committees and all election procedures shall be bound by the eligibility requirements specified for each position.
2. Eligibility requirements for positions established by these Bylaws shall be specified in the sections of these Bylaws establishing such positions.
3. Alternates may be nominated for any positions for which they are eligible, including positions in which they are serving as alternates.
4. The Organization Committee shall distribute a current, accurate voting list to each of the constituency Election Committees before nominations are opened, as described in Article IX, above (IX.A.1-2).

B. Terms of Office

1. Terms of office for positions established by these Bylaws shall be specified in the appropriate sections, including those entitled "College Faculty" (Article II) and "Committees of the College Faculty" (Article III).
2. In the case of a member's resignation, the alternate from that constituency shall become the member and the person from that constituency with the next highest number of votes shall become the alternate. Alternates may attend and participate in discussion at any meeting of the committee, and shall have voting privileges only at meetings in which the regular member for whom they are an alternate is absent. If no alternate is available, a new representative shall be selected.
3. Committee vacancies for unexpired terms for which alternates are not available shall be filled by election or appointment as follows:
 - a. All eligible voting members of the constituency shall be notified of the vacancy via print or electronic means in the form of a call for nominations. The deadline for submission of nominations shall be at least five business days after the distribution date. Nominations also may be taken at a meeting of the constituency faculty if such meeting is held during the nomination period, but the constituency is not be required to call such a meeting for this purpose.
 - i. If two or more individuals are nominated, a special election shall be held within the constituency. The election shall be conducted according to the procedures in this appendix. The candidate with the most votes shall fill the position for the remainder of the unexpired term. The candidate with the next

highest number of votes shall become the alternate for the remainder of the unexpired term.

- ii. If one individual is nominated, that individual may be appointed to fill the remainder of the unexpired term by the constituency Faculty Council. The nominee must receive a simple majority vote of the constituency Faculty Council at a meeting at which a quorum is present. If the nomination is not approved, the position shall remain vacant until the term expires.
- iii. If no individual is nominated by the deadline, the position shall remain vacant until the term expires.

C. Nominations

1. The Organization Committee shall determine what positions have to be filled for both College-wide and constituency vacancies and the dates at which each term of office begins and ends. If needed, terms shall be shortened to ensure that the correct proportion of positions is filled each year.
2. The Organization Committee shall inform the constituencies of the vacancies to be filled and their time-lines.
3. The inclusion of each person on each slate of nominees shall be supported by his or her written consent in print or electronic form.
4. Nominations for College-wide elections.
 - a. The names of Organization Committee members shall not be placed on the slates of candidates. Members who wish to be included in the slate of candidates must be nominated from the floor.
 - b. The minimum number of candidates for SUNY Faculty Senator(s) shall be twice the total number of vacancies. The minimum number of candidates for Presiding Officer shall be three.
 - c. The Organization Committee shall report the nominations at a meeting of the College Faculty. The slate of candidates shall be distributed to the College Faculty via electronic means at least two days prior to the meeting.
 - d. Following presentation of nominations by the Organization Committee at a College Faculty meeting, members of the Organization Committee and other qualified members may be nominated from the floor. Nominations from the floor shall be supported by the written consent of the nominee in print or electronic form.

- e. Floor nominations for SUNY Faculty Senators and Presiding Officer shall be submitted in writing.
 - f. The Organization Committee shall ascertain that every person on the slate of candidates meets the eligibility requirements for the positions for which they have been nominated.
5. Nominations for Constituency Elections.
- a. The constituency Elections Committees shall establish procedures for soliciting nominations for constituency committee vacancies in accordance with the bylaws of their respective constituencies, and with the approval of the Organization Committee.
 - b. The names of constituency Elections Committee members shall not be placed on the slates of candidates. Members who wish to be included in the slate of candidates must be nominated from the floor.
 - c. The constituency Elections Committees' slates of candidates shall be sent to each eligible voting member of that constituency by electronic means at least two days prior to any meeting for which nominations from the floor shall be received.
 - d. Following presentation of nominations by the constituency Elections Committee at a meeting of the constituency Faculty, members of the constituency Elections Committee and other qualified members may be nominated from the floor. Nominations from the floor shall be supported by the written consent of the nominee in print or electronic form.
 - e. The constituency Elections Committees shall ascertain that all nominees meet the eligibility requirements for the positions for which they are nominated in accordance with these Bylaws and the bylaws of the constituency.

D. Final Listing of Nominees

1. Within one week following the College Faculty meeting at which nominations have been submitted, the Organization Committee shall send to all of the voting members of the College Faculty a list of names of the candidates, the positions for which they have been nominated, the number of elective vacancies for each position, and the terms of office for each position. The Organization Committee shall omit from this list the names of any nominees who are ineligible for the positions for which they have been nominated.
2. Within one week following the constituency meeting at which nominations have been submitted for constituency elections, the constituency Elections Committee shall send to all of the voting members a list of names of the candidates, the positions for which

they have been nominated, the number of elective vacancies for each position, and the terms of office for each position. The constituency Elections Committee shall omit from this list the names of any nominees who are ineligible for the positions for which they have been nominated.

E. Balloting

1. The Organization Committee shall prepare the written or electronic ballots for college-wide elections for Presiding Officer, SUNY Faculty Senators, Ombudsperson, and College Faculty representatives on the CAS Board.
2. The constituency Elections Committees shall prepare the written or electronic ballots for their respective constituencies.
3. For each office appearing on the ballot, the voter shall be instructed to vote for a number of names no greater than the total number of regular positions to be filled.
4. The order in which candidates' names appear on the ballot shall be alphabetical.
5. The Organization Committee shall distribute the ballots for college-wide elections to all of the eligible voting members of the College Faculty in accordance with procedures established by the American Arbitration Association
6. Each constituency Elections Committee shall distribute the ballots for constituency elections to all of the eligible voting members of the constituency faculty in accordance with procedures established by the American Arbitration Association.
7. At the close of the college-wide election, the Organization Committee shall verify that all ballots that have been received were completed by voters who are on the voting list for that constituency. Ballots that are received from individuals who are not on the voting list and/or are otherwise invalid shall be set aside.
8. At the close of the constituency election, each constituency Elections Committee shall verify that all ballots were submitted by voters who are on the voting list for that constituency. Ballots that are received from individuals who are not on the voting list and/or are otherwise invalid shall be set aside.
9. Completed ballots for the Presiding Officer, the SUNY Faculty Senators, the Ombudsperson, and College Faculty representatives on the CAS Board shall be tallied by the Organization Committee. The Organization Committee shall inform the College Faculty of the college-wide election results as quickly as possible, giving numerical tallies for all candidates as well as indicating those elected, any alternates, and the numbers of invalid votes, if any.

10. Completed ballots for Academic Senators and constituency committee representatives shall be tallied by the constituency Elections Committees. The constituency Elections Committees shall provide a report of the election results to their respective constituencies as quickly as possible, giving numerical tallies for all candidates as well as indicating those elected, any alternates, and the numbers of invalid votes, if any.
11. All paper ballots (if any), written consents for nominations, and a copy of the constituency election report shall be sent to the chair of the Organization Committee immediately upon tallying the ballots. The Organization Committee shall review all voting records (paper ballots and/or electronic records) for the purpose of certifying the election, and shall retain all materials for inspection for a period of at least six months.
12. The Organization Committee may declare any election invalid for good cause. Such a decision can only be reversed by a majority vote of the College Faculty at the first College Faculty meeting at which the matter can be considered.
13. Procedures for Election on the First Ballot:
 - a. SUNY Faculty Senator(s): For a number of candidates equal to the number of SUNY Faculty Senate positions allocated to New Paltz, the candidate(s) who receive the highest numbers of votes shall be the SUNY Faculty Senator(s) and the candidate who receives the next highest number of votes shall be the Alternate Senator.
 - b. Presiding Officer: The candidate who receives the highest number of votes shall be the Presiding Officer.
 - c. Academic Senate and Committees: Elective positions shall be filled in order of the number of votes received, beginning with the candidate who received the highest number of votes and continuing until all positions available to the constituency have been filled.
 - d. The Organization Committee shall adopt whichever procedures it deems appropriate in dealing with unusual situations arising in the first ballot, including tie votes.
 - e. In cases when the election fails to fill all college-wide vacancies, the Organization Committee shall hold an additional election prior to the end of the semester. Any

positions that are still unfilled shall remain unfilled until the next college-wide election.

- f. In cases when the election fails to fill all vacancies within a constituency, the constituency shall attempt to fill those positions following the procedures outlined above (Appendix E, Section B.3).

14. Procedures for Run-Off Elections

- a. Run-off elections for tie votes shall only include the candidates who received the tie votes.
- b. The Organization Committee shall adopt whichever procedures it deems appropriate in dealing with unusual situations arising in a run-off election, including tie votes.