

COLLEGE ASSEMBLY (CA)

SUNY BROOME COMMUNITY COLLEGE

CONSTITUTION

Preamble

The College Assembly of SUNY Broome Community College is based on the core values of shared governance. Shared governance reflects a general commitment on the part of faculty, staff, students, and the administration to work together to strengthen and enhance the College. Shared governance also reflects and enhances mutual respect and trust in the College community for the contributions that all of its members bring to the work of SUNY Broome Community College. Indeed, the variety and complexity of tasks involved in shared governance produce a compelling interdependence among the Board of Trustees, the administration, faculty, staff, and students. Moreover, their relationship necessitates ongoing communication, as well as full opportunity for appropriate joint planning, evaluation, and decision-making.

The core values of shared governance, as supported by every item of the College Assembly Constitution, are:

- Informed and inclusive decision-making;
- Transparency and clarity of operations and decision-making;
- Open lines of communication between and among all components and members of the BCC community;
- Accountability; and
- Mutual respect and trust.

Guided by these core values of shared governance, SUNY Broome's College Assembly is a collegial, consultative body composed of representatives from all campus constituencies that will review and advise on the creation, revision, or discontinuation of policy and is not, in and of its self, a decision-making body. Its role is to recommend and provide advisory input to the President on decisions related to policy and other issues that affect the institution as a whole. It is the principal and highest deliberative body in the College's shared governance structure.

Decision-making authority should be, wherever possible, delegated to those areas/persons most affected and with the most specialized expertise within the governing bodies representing various components (Council for Academic Issues, Council for Operational Issues, and the Student Assembly) as well as within their various Standing Committees, administrative units, departments, divisions, and collective bargaining units. However, where there are issues that affect the entire College, or issues that clearly affect more than one organizational area of the College, or more than one constituent group, the College Assembly shall have the responsibility and authority to review, revise, initiate, and recommend.

The College Assembly shall act in a manner consistent with the policies, statutory requirements, and/or responsibilities of the State University of New York, Broome Community College Board of Trustees, and the SUNY Broome Community College Administration, notably the President.

Article I. Name

The official name of the body shall be the College Assembly of SUNY Broome Community College. In other parts of this document, hereafter, referred to as College Assembly.

Article II. Mission and Purpose of the College Assembly

1. The **mission** of the College Assembly shall be to:

- represent and promote a broad range of perspectives, input, and influence on governance issues;

- facilitate timely, factual, and systematic two-way communication and information dissemination between constituents and the President relative to decisions related to SUNY Broome policy and matters important to the development of the College;
- support a more transparent and inclusive decision-making process with clear accountability for the recommendations made and decisions produced.

2. The **purpose** of the College Assembly shall be to:

- oversee, manage, and review the shared governance process;
- assist in ensuring that College-wide policy-making and policy implementation is consistent with SUNY Broome’s mission, vision, and Strategic Directions.
- serve as a forum where such issues of College-wide importance can be sent for review, examination, formulation, discussion and resolution in a collegial fashion;
- serve as the shared governance liaison to the Administration;
- communicate deliberations and recommendations to the President and the College community and serve as a notification mechanism regarding flow through issues not requiring direct action;

Article III. Functions of the College Assembly

The core functions of the College Assembly shall include, but are not limited to:

- guarantee and/or establish effective and ongoing communication and collaboration between and among shared governance bodies;
- review (and possibly initiate), as well as periodically evaluate continued development of the mission and vision of the College;
- review (and possibly initiate), as well as periodically evaluate policies, programs, and initiatives that concern more than one unit or area of the College;
- provide review and recommendations on major policy changes;
- channel requests for actions, policy changes, proposals, and initiatives in an expedient fashion to the appropriate governing bodies or administration and to direct timelines for responses;
- allow for, and conduct, campus forums at least once per semester to air and discuss issues that are important to the College community and determine the suitability of addressing them through the shared governance process;
- review recommendations for the creation of new committees to determine their role and effect within the shared governance system;
- establish standing and/or ad-hoc committees as may be necessary to fulfill the College mission and facilitate shared governance;
- establish standing and/or ad-hoc committees as may be necessary for the discharge of the College Assembly’s own responsibilities; to define the membership, jurisdiction, and authority of such committees within the guidelines of the College Assembly mission; to resolve disputes between committees thus established; and to act on the reports submitted by such committees.

Article IV. Composition of the College Assembly

The College Assembly shall consist of 20 voting members, 4 non-voting members, a Parliamentarian, and a Secretary/Support Staff member.

Voting Member per Bylaws

- A. Chairperson of the College Assembly (elected from among the voting members)
- B. Chair Elect of the College Assembly (elected from among the voting members)

Non-Voting Members

- C. College President
- D. Chief academic officer
- E. Vice President for Administrative and Financial Affairs

F. Vice President for Student and Community Engagement

Voting Members

G. Chair of the Council for Academic Issues

H. Chair of the Council for Operational Issues

I. (1) Classified Service Staff

J. (4) Full-time Instructional Faculty

K. (3) Full-time Non-Instructional Faculty

L. (1) Student

M. (3) Collective Bargaining Unit Presidents (Faculty Association, ESPA, Guild)

N. (2) Director/Assistant Director/Staff Assistant

O. (1) Department Chairperson

P. (1) Dean

Q. (1) Adjunct Faculty

R. (1) At-Large

Non-Voting Member, Appointed by the Chairperson

S. (1) Parliamentarian

Nonmember

T. (1) Secretary/Support Staff

Article V. Officers of the College Assembly

The College Assembly shall have the officer of Chairperson and Chair-elect with an additional Secretary/Support Staff.

1. The functions of the Chairperson are to:

- present proposals to the College Assembly for consideration – including at the request of the College President, one of the Councils, or the Student Assembly.
- serve as chairperson of regular meetings of the Shared Governance Chairs to review issues and items of business and refer them to the correct Council, Standing Committee, ad hoc Committee, or other area, as appropriate.
- prepare the agenda for each College Assembly meeting.
- preside at College Assembly meetings and provide for continuity in the flow of business.
- provide, as needed, leadership and ongoing communication and cooperation between all components of the shared governance system during the times between regularly scheduled College Assembly meetings.
- act as the College Assembly liaison with campus and community persons and/or groups.
- meet regularly with the College President, as requested by either party, to address campus issues of concern.
- as necessary, the Chairperson may designate an Assembly member to meet with the College President.
- act as representative to Executive Council and the President's Cabinet as requested by the College President.
- as necessary, the Chairperson may delegate an Assembly member to attend.
- attend the SUNY Broome Board of Trustees monthly meetings.

The term of office shall be for a period of one year, from September 1 through August 31, typically following a term as Chair Elect. If applicable, the Chair of the College Assembly will receive release time or other compensation as stipulated in the relevant Memoranda of Understanding.

2. The Chair Elect shall assist the Chairperson in supervising and controlling all of the business and affairs of the Assembly and shall, in the Chairperson's absence, be responsible for all of the duties of the

Chairperson. The Chair Elect shall automatically succeed the Chair upon expiration of the one-year term of the Chair. If the Chair vacates the office before the expiration of his/her term, the Chair Elect will automatically assume the office of Chair for the balance of the unexpired term and continue for the following full term to which he/she was elected. Election to the office of Chair Elect shall be made from among the voting membership of the Assembly.

3. The functions of the Secretary/Support Staff are to assist the Chairperson in organizing the workload of the College Assembly and, specifically, to:
 - Schedule College Assembly meetings.
 - Record, distribute, and communicate minutes of the College Assembly in a timely fashion.
 - Monitor and record attendance at College Assembly meetings and at Council/Standing Committee meetings (via meeting minutes from Council/ Standing Committee chairpersons).
 - Organize correspondence to and from the College Assembly.
 - Assist the Chairperson in coordination of the activities of the Councils/Standing Committees.
 - Serve as a member of the Shared Governance Election Committee.

Article VI. College Assembly Structure

In order to facilitate its own work or the work of the SUNY Broome shared governance structure-at-large, the College Assembly is empowered to create its own Standing or ad hoc Committees to deal with new or ongoing matters.

Article VII. Meetings

1. The College Assembly year begins September 1 and ends on August 31 of the following year. Meetings of the College Assembly shall be held two times per month during the academic year and, at the College Assembly Chair's discretion, one time per month during the summer months.
2. The Chairperson can call additional meetings or cancel scheduled meetings after sufficient notice has been sent to all the members.
3. Special meetings may be called at any time by the Chairperson of the College Assembly or within five working days of receipt of a written petition to the Chairperson signed either (1) by at least nine College Assembly members, or (2) by at least 25 members of the campus community, provided that the issues for which the meeting is requested fall under the purview of the College Assembly as outlined in the College Assembly Constitution.
4. Shared Governance chairs meetings are bi-weekly or at the discretion of the College Assembly Chair.

Article VIII. Amendments to the Constitution

1. Any member of the College Assembly may propose amendments to the Constitution at any regular meeting.
2. The proposed amendment will be filed with the Secretary of the College Assembly, who will publish the proposed amendment and the date of its presentation in the minutes of the meeting.
3. Discussion of the amendments must be at a regularly scheduled or special meeting of the College Assembly.
4. Adoption of amendments to the Constitution shall require an affirmative vote by two-thirds of the College Assembly members casting or returning ballots, provided that a quorum is present.
5. There must be sufficient time intervening (at least 14 days) between introductions of such proposal and a vote on its adoption.

COLLEGE ASSEMBLY (CA)

SUNY BROOME COMMUNITY COLLEGE

BYLAWS

Article I. Articulation with the Campus Community

In order for shared governance at SUNY Broome Community College to be successful, it is essential that all constituencies work closely with one another. Whenever the College Assembly is considering an item, it shall seriously deliberate on whether input from other administrative or academic areas or governing bodies would be necessary in order to fulfill shared governance principles, and/or beneficial to the full review and resolution of the item at hand. In all cases where such input is deemed necessary or beneficial, the College Assembly will make an immediate formal request to the areas/bodies in question for formal review and recommendations.

To facilitate its charge and responsibility, the College Assembly will assure that it

- captures the voice of stakeholders in formal and informal ways;
- adheres to shared governance principles and protocols;
- determines and executes the most credible and valid type of review (expedited, full, or extended) based on the complexity of the issue, urgency for a decision/resolution, and the availability of constituency groups during the summer months or periods when the College is closed;
- avoids being overly bureaucratic or time consuming and functions efficiently, effectively, and in a timely manner;
- prioritizes and establishes a timeline for conduct and completion of work progress; and
- promotes information sharing, tracking, and reporting mechanisms to communicate its activity, as well as those of the Council for Academic Issues, Council for Operational Issues, and the Student Assembly, to ensure the integrity of its process.

Areas of concern of the College Assembly are issues that affect the entire institution, or issues that clearly affect more than one area of the College, or more than one constituent group. In cases where areas of authority or responsibility are not clear, the College Assembly shall have the power of review, i.e. review to determine if the issue falls under its jurisdiction. If a 2/3 majority of the College Assembly so decides, after due deliberation of the issues at hand, it will provide written and public justification why the matter, properly, is a campus-wide issue for action by the College Assembly.

Article II. Terms of Membership

Eligibility and Terms of Service:

1. A person from any of the membership constituencies identified in Article IV of Constitution is eligible to serve on the College Assembly.
2. With the exception of the student representative and representatives who serve by virtue of their positions or roles, members of the College Assembly are elected or appointed for three-year terms, with the option of being re-elected/re-appointed once consecutively.
3. Students shall serve one-year terms, and can also be re-elected or re-appointed once.
4. Election for all open positions shall be held by the end of the Spring semester. College-wide Shared Governance election/appointments must take place no later than four weeks prior to the end of the Spring semester.

5. All elected and appointed positions on the College Assembly shall be staggered, so that only one-third of the College Assembly appointed and elected members will be replaced and/or renewed in their three-year terms each year. The seat of a College Assembly member shall be deemed vacant when the incumbent resigns from the College Assembly or is no longer a member of the elected/appointed position or category.
6. Members of the College Assembly shall serve with the expectation of consistent attendance at scheduled meetings. If a member is determined, based on meeting or committee (if relevant) attendance or other College Assembly Activity, not to be fulfilling membership duties, the seat will be considered vacant upon approval with a simple majority vote.
7. With a simple majority vote, the College Assembly shall have the right to dismiss members who miss more than three unexcused meetings of the College Assembly and/or any of its Standing or ad hoc Committees in any given year, and to initiate the appropriate procedures to replace said members in a timely fashion. "Unexcused" shall be understood to mean failure to contact the Chair or Secretary of the body and to make a reasonable effort to find an alternate from the same constituency before the meeting. (Vacancies will be filled per Article III.)
8. An officer of the College Assembly may be removed from their position as officer by a vote of two-thirds of the voting members in attendance. Action on a motion for removal shall take place at the next regular meeting.
9. A member of the College Assembly may be removed by a vote of two-thirds of the voting members in attendance. Action on a motion for removal shall take place at the next regular meeting.

Article III. College Assembly Membership

Membership

Representatives from the Administration (Non-voting)

- President
- Chief academic officer
- Vice President for Administration and Finance
- Vice President for Student and Community Engagement

Faculty Representatives (Voting)

- Faculty shall be represented by four full-time instructional faculty (one from each of the four academic divisions), three non-instructional faculty, and one adjunct faculty.
- All will be elected, or appointed per Article IV, #3.
- Full-time faculty shall be defined as having continuing appointment or on a tenure-track and who have been at BCC for at least one semester.

Classified Service Staff Representative (Voting)

- One elected/appointed representative

Student Representative (Voting)

- One student representative. The election/appointment procedures for said representative shall be determined by the Student Assembly.

Collective Bargaining Unit Presidents (Voting)

- The current Presidents of ESPA, Faculty Association, and the Guild.

Director /Assistant Director/Staff Assistant Representative (Voting)

- Two elected/appointed representative

Department Chairperson Representative (Voting)

- One elected/appointed representative

Division Dean Representative (Voting)

- One elected/appointed representative

Council for Academic Issues (Voting)

- One representative, the Chairperson

Council for Operational Issues (Voting)

- One representative, the Chairperson

Secretary/Support Staff (Non-Voting)

- Non-member. Assigned to provide organizational and communication support.

At-Large (Voting)

- One elected/appointed, part- or full-time SUNY Broome Employee

Parliamentarian (Non-Voting)

- See Article IV. below

Alternates

The College Assembly may permit elected or appointed alternates with voting privileges where such privileges are not limited by the constitution and bylaws of the participating Council, Standing Committee, or other group. In general, if a College Assembly member cannot attend a meeting, s/he can nominate an alternate who, if approved by simple College Assembly majority, will have all the rights and privileges of said College Assembly member, though only for one meeting. In a case where the College Assembly member is a representative of either the Operational or Council for Academic Issues or the Student Assembly, an alternate is required for three or more consecutive meetings, the long-term alternate also needs approval of that governing body.

Article IV. Procedures for Positions**Procedures for Campus-wide Elections or Appointments**

1. The Secretary of the College Assembly shall announce availability of positions via all campus-wide communication mechanisms.
2. Within the guidelines for representatives described above, election and/or appointment procedures of administrators, faculty, classified or professional staff, and student members of the College Assembly carried out by the Shared Governance Election Committee. The members of the Shared Governance Election Committee consist of the Shared Governance Chairs, the CA Secretary, and up to three additional members from among the Shared Governance bodies and/or the campus community.
3. In cases where there are not enough elected and/or appointed members, the College Assembly shall have the right to determine appropriate procedures to appoint the requisite number of members.
4. Eligible voters of the College community will be permitted to vote in all categories for which they are eligible to serve, including for the Member-At-Large. However, an eligible member of the College community must choose which constituency he or she would like to serve when running for office. Rules governing consecutive terms of service will apply across constituencies.

Procedures for Election of College Assembly Chairperson and Chair-elect

1. The Chairperson of the College Assembly shall be
 - a (constituency) elected or appointed member of the College Assembly;
 - a voting member of the College Assembly; and
 - elected by the voting members of the College Assembly.
2. Nominations and election for the College Assembly Chair-elect shall be made prior to the last meeting of the Fall semester.
3. Nominees for Chair-elect shall be made from among members of the College Assembly whose current term of membership continues through the following academic year and who fulfill the qualifications of the Chairperson.
4. The College Assembly Chair-elect will be elected by a simple majority of the votes. Election of

College Assembly Officer(s) shall be by a secret ballot of all College Assembly members if there is more than one nominee for a position. If there is only one nominee and there are no additional nominations from the floor, the slate shall be approved by a show of hands, unless a written ballot is requested.

5. The Chair-elect shall automatically succeed the Chairperson upon expiration of the one-year term of the Chair, per Constitution, Article V, #2.
6. If no chair-elect is identified, the role of chair is rotated through the current voting membership, with each member serving as chair for a two-week period without additional compensation until such time as a new chair is identified and voted in. Rotation of chair responsibilities is by lottery, alphabetical, or in the order of the attendance sheet, as agreed upon by the current members.

Vacancies

1. Resignation from the College Assembly shall be presented in writing to the Chairperson. Vacancies shall be filled by election or appointment from the appropriate constituency to complete the remainder of the term.
2. Vacancies of Chairpersons of College Assembly Standing or ad hoc Committees shall be filled by a simple majority vote of Standing Committee members. When filling vacancies on Standing or ad hoc Committees, Chairpersons shall endeavor to keep proportional representation of campus constituencies (when applicable).

Parliamentarian

The Chairperson of the College Assembly shall appoint, as Parliamentarian, a person eligible for membership to the College Assembly, but one who is not currently a member. The Parliamentarian:

- will have working knowledge of Democratic Rules of Order so that assistance can be provided to the Chairperson of the College Assembly in conducting meetings.
- may participate in debate, but may not vote.

Article V. College Assembly Conduct of Business

1. The business of the College Assembly shall be conducted in accordance with the provision of its Constitution and Bylaws.
2. All College Assembly meetings are open to members of the campus community.
3. The Chairperson may grant speaking privileges to non-College Assembly members of the BCC community if said persons have either made an official request to the Chairperson to be put on the agenda, or if the Chairperson recognizes a non-College Assembly member for the purpose of advancing the meeting agenda.
4. The College Assembly may, at any time, establish rules limiting the amount of time available for College Assembly members or others in attendance to speak or make presentations at meetings.
5. Rules of procedure shall be according to Democratic Rules of Order. The Parliamentarian advises the Chair on procedure.
6. The College Assembly Chairperson or chairpersons shall prepare an agenda for each meeting and provide it to the College Assembly Secretary for posting in a timely manner.
7. The Secretary/Support Staff will circulate the agenda and, as necessary, related information for major items on the agenda.
8. Minutes shall be prepared following every meeting, approved by the membership, and posted on the Shared Governance website. Detailed minutes, including supporting documentation/reports, shall be made available to all College Assembly members as soon as the full minutes are approved by a simple majority at the next meeting.
9. A quorum is present when a majority of the College Assembly voting members are present.
10. Representatives are expected to attend every meeting. If unable to attend a meeting, the representative

shall notify the College Assembly Secretary and send an alternate from the same constituency.

11. All reports and requests for action/response submitted to Shared Governance will be discussed at the next meeting of the Shared Governance Chairpersons and referred to the appropriate office, individual, or Shared Governance body. A listing of these referrals will be made available to members of the College Assembly for approval or action at the next regular meeting.

Article VI. College Assembly Information Sharing with Governance Bodies and Campus Community

Since the College Assembly is the central integrating body of the BCC governance structure, it shall assure that no major decisions or plans of campus-wide significance are put forward without the proper input of all governing bodies, units, or areas that are concerned with the issue(s) at hand.

In order to promote transparency and informed decision-making, the following procedural requirements shall be implemented:

1. The President, each Vice President, Chair of the Council for Academic Issues, Chair of the Council for Operational Issues, and the Student Assembly representative shall each provide the College Assembly with an executive summary prior to each regularly scheduled meeting, containing the following specific information:
 - Accomplishments / progress-report since the last meeting
 - Issues that may delay or impact the success of any initiative that requires CA attention
 - Present and future plans (as not yet discussed in previous reports)These reports will become part of the official College Assembly records.
2. The Shared Governance Chairpersons initially determine to which governing body(s), Standing Committee(s), or unit(s)/area(s) requests for action or recommendation or communication shall be channeled. Requests so determined must be endorsed by at least a simple majority of the College Assembly membership.
3. Once the determination in Step 2 is made, the College Assembly Chairperson forwards requests to appropriate governing body(s), Standing Committee(s), or unit(s)/area(s) with
 - all available relevant information and documentation;
 - request for recommendations;
 - timeline to be followed;
 - information about which other governing body(s), Standing Committee(s), unit(s)/area(s) are involved in deliberations; and
 - directions regarding what to report and to whom after recommendations have been arrived at.
4. Recommendations from each of the governing body(s), Standing Committee(s), or unit(s)/area(s) shall be returned to the College Assembly if, and only if, issues
 1. involve more than one governing body and/or unit/area
 2. irreconcilable conflict has arisen within a governing body and/or unit/area.
5. In those cases in which governing body(s), Standing Committee(s), or unit(s)/area(s) have forwarded their recommendation(s) to the College Assembly, the College Assembly will study, review, and arrive at its own recommendation(s), which the College Assembly will then forward to the President in an expedient fashion. In cases where a governing body, Standing Committee, or unit/area does not need to forward its recommendations to the College Assembly, the recommendation(s) will directly go to the appropriate administrative officers.
6. Policy and operational recommendations from the College Assembly will be made, in writing, by the Chairperson of the College Assembly directly to the President of the College.
7. The President of the College shall respond, in writing, to the Chairperson of the College Assembly within 14 days unless the matter requires a more timely response (as specified in the original

recommendation from the Chairperson or chairpersons of the College Assembly).

8. The President of the College may return a recommendation with suggestions for modification(s) or, when rejecting the recommendation, shall provide rationale.
9. For policy matters, if the President of the College chooses to not accept the recommendation of the College Assembly and to make his/her own recommendation to the BCC Board of Trustees, the President shall also forward the recommendation from the College Assembly to the Board of Trustees.

Article VII. College Assembly Voting Procedure and Privileges

1. All members of the College Assembly, with the exception of the President, Vice-Presidents, Parliamentarian, and Secretary/Support Staff shall have voting privileges. Each member shall have one vote. It is expected that members will inform and poll their constituencies on major issues prior to voting.
2. The Chairperson of the College Assembly shall vote only in cases when a tie vote needs to be broken.
3. A quorum for the College Assembly shall consist of the simple majority of the voting members. Decisions shall generally be made by simple majority. Exceptions that would require a 2/3 majority: (1) changes to the governance structure of BCC; (2) removal of any of the members of the College Assembly; (3) cases where areas of authority or responsibility are not clear, and where the College Assembly has the power of review.
4. If a situation requires a vote outside of regularly scheduled meetings of the College Assembly, the Chairperson may conduct balloting on an item-by-item basis outside of a meeting with the prior approval by a majority of College Assembly members.
5. Voting shall be by whatever method the Chairperson deems appropriate. He/she shall determine the method based on the issue unless over-ruled by a majority of the members. Electronic voting during meetings is permissible.

Article VIII. Committees

1. The College Assembly shall include Standing and ad hoc Committees.
2. Standing Committees shall submit written reports of all formal recommendations made or actions taken, as well as meeting minutes to the College Assembly.
3. College Assembly Committees are constituted according to the bylaws established by said Standing Committee.
4. All members of the College Community, unless otherwise stipulated under Standing or ad hoc committee bylaws, are eligible for committee membership. All committee members who are on sabbatical leave or leave of absence shall be considered on leave from their committees. Said members will be replaced for the balance of their terms, either by election or appointment as appropriate.
5. Committee members shall serve according to the terms of membership associated with said committee as noted in Article VIII:Section 3.
6. Each Standing committee shall elect its own officers who will serve according to the terms of membership associated with said committee as noted in Article VIII: Section 3.
7. The number of College Assembly Standing committees may be increased or reduced by a two-thirds vote of College Assembly.
8. Ad hoc committees may be appointed by the College Assembly Chairperson as needed to expedite the work of the Council. These committees should not overlap existing duties of other committees.

Article IX. Amendments to the Bylaws

1. Any member of the College Assembly may propose amendments to the Bylaws at any regular meeting.

2. The proposed amendment will be filed with the Secretary of the College Assembly, which will publish the proposed amendment and the date of its presentation in the minutes of the meeting.
3. Discussion of the amendments must be at a regularly scheduled or special meeting of the College Assembly.
4. Adoption of amendments to the Bylaws shall require an affirmative vote by two-thirds of the College Assembly members casting or returning ballots, provided that a quorum is present.
5. There must be sufficient time intervening (at least 14 days) between introductions of such proposal and a vote on its adoption.

APPENDIX I

Policy Guidelines for Standing Committees College Assembly (CA)

1. The Secretary of the College Assembly shall receive copies of each of the following: minutes of each meeting, notices of forthcoming meetings, resolutions which a committee wishes to present to the College Assembly, and special communications concerning committee issues/problems as the need may arise.
2. Meetings of Standing Committees should be held as needed, according to the preferred schedule of the Committee.
3. Removal of committee members will be according to the bylaws or procedure of the Standing Committee.
4. Where student representation on a Standing Committee is specified, the Student Assembly will be contacted and will follow its bylaws or procedure for assignment to a Committee.
 - Full-time faculty shall be defined as having continuing appointment or on a tenure-track and who have been at SUNY Broome for at least one semester.