

Campus Governance Constitution and Bylaws

Updated Fall 2020

SUNY Broome Community College does not discriminate on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era in the recruitment or education of students; the recruitment and employment of faculty and staff; or the operation of any of its programs or activities. Where relevant, state and federal laws apply.

Table of Contents

College Assembly Constitution Preamble.....	4
Article I: Name	4
Article II: Mission and Purpose of the College Assembly	5
Article III: Functions of the College Assembly.....	5
Article IV: Composition of the College Assembly.....	5
Article V: Officers of the College Assembly	6
Article VI: College Assembly Structure.....	6
Article VII: College Assembly Meetings	7
Article VIII: Amendments to the Constitution	8
College Assembly Bylaws	9
Article I: Articulation with the Campus Community	9
Article II: Terms of Membership.....	9
Article III: Membership.....	10
Article IV: Procedures for Positions.....	11
Article V: College Assembly Conduct of Business.....	12
Article VI: College Assembly Information Sharing with Governance Bodies and Campus Community	13
Article VII: College Assembly Voting Procedures and Privileges.....	14
Article VIII: Committees.....	14
Article IX: Amendments to the Bylaws.....	15
Appendix I	16
Council for Academic Issues Bylaws Preamble	17
Article I: Name	17
Article II: Purpose and Responsibility.....	17
Article III: Membership.....	18
Article IV: Procedure for Positions	19
Article V: Terms of Membership	20
Article VI: Elections.....	20
Article VII: Officers	21
Article VIII: Conduct of Business	21
Article IX: Voting Procedures and Privileges	22
Article X: Information Sharing with Other Governing Bodies.....	22
Article XI: Committees	23
Article XII: Standing Committees	24
A. Academic Grievance Committee.....	24
B. SUNY Awards Committee	24
C. Student Learning Assessment Committee	25
Article XIII: Amendments to the CAI Bylaws	25
Appendix I: Policy Guidelines for Standing Committees.....	26
Council for Operational Issues Bylaws Purpose and Responsibility.....	27
Article I: Parliamentary Procedures	27
Article II: Membership.....	28
Article III: Officers.....	29

Article IV: Elections for Officers 31
Article V: Elections or Appointments for Members..... 31
Article VI: Sub-committees and Standing Committees..... 31
Article VII: Schedule of Meetings and Campus Participation..... 32
Article VIII: Voting Procedures and Privileges..... 32
Article IX: Amendments to the Bylaws..... 32

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 itself, 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 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.

COUNCIL FOR ACADEMIC ISSUES

(CAI)

SUNY BROOME COMMUNITY COLLEGE

BYLAWS

Preamble

These Bylaws are established in accordance with the principles of organization and rule pertaining to the campus governance bodies of SUNY Broome Community College (SUNY Broome).

The delegation of authority to the Council for Academic Issues is based on the College Assembly Constitution and Bylaws. These Bylaws serve as the instrument of the Council for Academic Issues in the execution of its assigned purpose and responsibility.

The structure and function of the Council for Academic Issues provides for an organized relationship between the constituencies it represents and other SUNY Broome governance bodies, the President of the College, other administrative officers, and the College community at large.

Article I. Name

The official name of the body shall be the Council for Academic Issues. In other parts of this document, hereafter, referred to as CAI.

Article II. Purpose and Responsibility

The Council for Academic Issues is the body that makes recommendations directly to the College Assembly or the President relative to academic issues, policies, and standards as well as aspects of student life that relate to the educational process. Its scope and sphere of influence will be articulated in its standing/ad hoc committee structure and, as such, will have final recommending responsibilities and influence in the areas of activity central to the interests of the faculty and the academic program(s) of the College. In addition, the CAI will provide a forum for the consideration of other general academic matters of interest to the College community or academic issues affecting the institution.

To facilitate its charge and responsibility, the CAI will assure that it articulates with the campus community consistent with the over-arching guiding principles of Campus Governance. That is, it will

- capture the voice of stakeholders in formal and informal ways;
- adhere to shared governance principals and protocols;
- determine and execute the most credible and valid type of review based on the complexity of the issue, urgency for a decision, and the availability of constituency groups during the summer months or periods when the College is closed;
- avoid being overly bureaucratic or time consuming and function efficiently, effectively, and in a timely manner; prioritize and establish timelines for conduct and completion of work/business; and
- promote information sharing, tracking, and reporting mechanisms to communicate its activity, as well as those of the other governance bodies as it relates to CAI business, to ensure the integrity of its process.

Article III. Membership

Faculty Representatives (Voting)

- Shall be represented by ten full-time instructional faculty (four from the Liberal Arts and Human Services division; two from the Business and Public Services division; two from the Science, Technology, Engineering and Mathematics division; and two from the Health Sciences division), and two adjunct faculty.
- All will be elected.
- 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.

Classified Staff Representative (Voting)

- One elected representative

Student Representatives (Voting)

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

Staff Associate Representative (Voting)

- One elected representative

Department Chairperson Representatives (Voting)

- Four elected representatives

Division Dean Representatives (Voting)

- Two elected representatives

Non-Instructional Representative (Voting)

- Shall be represented by full-time, non-instructional faculty
- Two elected representatives

Member At Large (Voting)

- Shall be selected from any part-time or full-time employee of the College including those not currently covered by other CAI membership categories. This position does not have any requirement of specific rank or position within the College.
- One elected representative

Representative from the President's Taskforce on Diversity and Inclusion (PTODI) (Voting)

- Taskforce leadership will designate the representative from the current membership

Representatives from the Administration (Ex-Officio/Non-voting)

- Chief academic officer
- Dean of institutional effectiveness and enrollment

Representative from the Distance Learning Steering Committee (Non-voting)

FCCC (Faculty Council of Community Colleges) Delegate (Non-voting)

- Shall be represented by full-time faculty members
- Elected for a three-year term per FCCC Guidelines
- One elected representative

Parliamentarian (Non-Voting)

- See Article IV below.

Article IV. Procedures for Elections or Appointment

Procedures for Campus-Wide Elections or Appointments

The process for election or appointment of members of the CAI shall be overseen by the College Assembly, in accordance with College Assembly Bylaws, Article IV.

Alternates /Substitutes

The CAI may permit elected or appointed alternates with voting privileges where such privileges are not limited by the constitution and bylaws of the CAI, Standing Committee, or other group. In general, if a CAI member cannot attend a meeting, s/he can nominate an alternate who, if approved by simple majority, will have all the rights and privileges of said CAI member, although only for one meeting. In a case where the CAI member is a representative to the College Assembly and an alternate is required for three or more consecutive meetings, the alternate also needs approval of the CAI.

Vacancies

1. Resignation from the CAI shall be presented in writing to the Chairperson. Vacancies for the remainder of the term shall be filled, preferably by the appropriate constituency electing a replacement. If need be, the resigning member can appoint their replacement from their constituency with the approval of CAI.
2. In the case of a tie in a Shared Governance election vote for a CAI representative position, the resolution should be found in the constituency of the group the representative will represent.
3. Vacancies of Chairpersons of CAI 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).
4. A recording secretary being necessary to conduct business, should circumstances arise where the CAI is without a current member who can serve as the Recording Secretary, the chair may nominate a person eligible for membership in CAI but who is not a current member to be the Acting Recording Secretary as a non-voting member who shall serve until a current member becomes available.

Procedures for Election of CAI Officers

1. The Chairperson, Chairperson-elect, and Secretary (s) of the Council for Academic Issues shall be
 - a. a (constituency) elected or appointed member of the Council for Academic Issues;
 - b. a voting member of the Council for Academic Issues; and
 - c. elected by the voting members of the Council for Academic Issues.
2. Nominations and election for the Council for Academic Issues Chair-elect shall be made prior to the last meeting of the fall semester. Nominations and election for the Recording Secretary and Corresponding Secretary shall be made prior to the last meeting of the spring semester.
3. Nominees for CAI officers shall be made from among members of the Council for Academic Issues whose current term of membership continues through the following academic year and who fulfill the qualifications of the office.
4. The Council for Academic Issues Chair-elect will be elected by a simple majority of the votes cast. Election of Council for Academic Issues officer (s) shall be by a secret ballot of all Council for Academic Issues 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 Article V, #4.

Parliamentarian

The Chairperson of the CAI shall appoint, as Parliamentarian, a person eligible for membership to the CAI, 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 CAI in conducting meetings.
- may participate in debate, but may not vote.

Article V. Terms of Membership

Eligibility and Terms of Service:

1. A person from any of the membership constituencies identified in Article III of these bylaws is eligible to serve on the CAI.
2. With the exception of the student representative and representatives who serve by virtue of their positions or roles, members of the CAI are elected for three-year terms. Members can serve up to two consecutive three-year terms, after which they must wait at least one year before serving again.
3. The Chairperson shall serve a one-year term. The Chairperson Elect shall automatically succeed the Chairperson upon the expiration of the one-year term of the Chairperson.
4. Students shall serve one-year terms and can also be re-elected or re-appointed once.
5. All elected positions on the CAI shall be staggered, so that only one-third of the elected members will be replaced and/or renewed in their three-year terms each year.
6. The seat of a CAI member shall be deemed vacant when the incumbent resigns from the CAI or the College, is no longer a member of the elected position or category, or is not fulfilling membership duties.
7. Members of the CAI 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 CAI activity, not to be fulfilling membership duties, the seat will be considered vacant if approved with a simple majority vote.
8. With a simple majority vote, the CAI shall have the right to dismiss members who miss more than three unexcused meetings of the CAI 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. (Vacancies will be filled per Article III.)
9. An officer of the CAI 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.
10. A member of the CAI may be removed from membership 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.

Responsibilities of Members:

The duties and responsibilities of the CAI members shall be to:

- review and evaluate all relevant resource information, committee reports, recommendations, and resolutions that accompany each agenda prior to meetings.
- as necessary, determine the opinion of their constituents before meetings.
- attend all meetings of the CAI or to arrange for the attendance of an appropriate alternate.
- bring to the CAI matters that concern their constituents.
- engage in deliberation regarding issues that the CAI has been charged with or initiates.
- report fully and regularly to their constituents on the activities of the CAI.

Article VI: Elections

The process for election or appointment of members of the CAI shall be overseen by the College Assembly and carried out by the Shared Governance Election Committee, in accordance with College Assembly Bylaws, Article IV.

1. The Chairperson of the CAI shall serve on the Shared Governance Election Committee of the College Assembly and will assist with the election process.
2. In cases where there are not enough elected members, the CAI shall have the right to determine appropriate procedures to appoint the requisite number of candidates or constituent groups.
3. Newly elected members shall assume the voting responsibilities of their office at the last meeting of the spring semester in order to participate in the election of the new Secretaries.

Article VII: Officers

1. The officers of the CAI shall be the Chairperson, a Chairperson Elect, a Recording Secretary, and a Corresponding Secretary.
2. The Chairperson shall prepare an agenda for, and preside over, each meeting, and provide for continuity in the flow of business.
3. The Chairperson shall maintain a liaison relationship with the Chairpersons of the College Assembly, the Council for Operational Issues, and all CAI Standing or ad hoc Committees as well as act as the CAI liaison with campus persons and or groups.
4. The Chairperson may serve as an ex-officio member of all Standing Committees of the CAI.
5. The Chairperson shall serve as an alternate delegate to the Faculty Council of Community Colleges (FCCC). If the CAI Chairperson is ineligible or unable to serve, an alternate delegate will be elected from within eligible members of the CAI.
6. The Chairperson shall meet with the College President or Chief Academic Officer to address issues of academic concern. As necessary, the Chairperson may designate a CAI member to meet with the President or the CAO.
7. The Chairperson shall attend the Broome Community College Board of Trustees monthly meetings.
8. 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 CAI.
9. The Recording Secretary will take minutes of all meetings and prepare them for distribution. The Recording Secretary will maintain appropriate records of attendance, agendas, and approved minutes.
10. The Corresponding Secretary will circulate the agenda, minutes and, as necessary, related information for major items on the agenda. The Corresponding Secretary will send official CAI correspondence as requested by the CAI Chairperson and will maintain appropriate records of official correspondence and other CAI business.

Article VIII. Conduct of Business

1. The business of the CAI shall be conducted in accordance with the provision of the College Assembly Bylaws and the CAI Bylaws.
2. The CAI meets as stipulated in the meeting schedule published prior to each academic year. Additional meetings may be called by the CAI Chairperson with advance notice to members.

3. All CAI meetings are open to members of the campus community.
4. The Chairperson may grant speaking privileges to non-CAI members of the BCC campus community if said persons have made either an official request to the Chairperson to be put on the agenda, or if the Chairperson recognizes a non-CAI member for the purpose of advancing the meeting agenda.
5. The CAI may, at any time, establish and modify rules limiting the amount of time available for individual presentations or comments, either by members or by others permitted to speak before the body. In the conduct of regular business, a standing rule of 2 minutes shall apply unless modified by the Chairperson for the purpose of advancing the meeting agenda.
6. Rules of procedure shall be according to the current edition of the Democratic Rules of Order. The Parliamentarian shall advise the Chair on procedure.
7. Minutes shall be prepared by the Recording Secretary 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 CAI members as soon as the full minutes are approved by simple majority at the next meeting.
8. A quorum is established when a majority of the CAI voting members are present.
9. Representatives are expected to attend every meeting. If unable to attend a meeting, the representative shall notify the CAI Secretary and make every reasonable effort to identify and send an alternate from the same constituency. This will constitute an excused absence.
10. All reports and requests for action/response by the CAI or any of its Standing or ad hoc Committees, or the President, must be addressed in the agenda of the next regularly scheduled meeting.
11. Special meetings may be scheduled by the Chairperson or upon the written request of a simple majority of voting members. Such meetings shall be scheduled within one week of the identified need or written request. An agenda will be circulated and must reach members two days before the scheduled meeting. Quorum rules will apply at special meetings.
12. 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 list of these referrals will be made available to members of the CAI for approval or action at the next regular meeting.

Article IX. Voting Procedure and Privileges

1. All members of the CAI, with the exception of the Chairperson, Parliamentarian, FCCC Delegate and Chief Academic Officer, 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. Members or approved alternates must be present to vote.
2. The Chairperson of the CAI shall vote only in cases when a tie vote needs to be broken.
3. A quorum for the CAI shall consist of the simple majority of the voting members. Decisions shall generally be made by simple majority unless the majority of members approve a larger majority vote.
4. If a situation requires a vote outside of regularly scheduled meetings of the CAI, the Chairperson may conduct balloting on an item-by-item basis outside of a meeting with the concurrence of a majority of the 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.

Article X. Information Sharing with Other Governance Bodies

Since the CAI is the body of the BCC governance structure with responsibilities and influence in the areas of activity central to the interests of the faculty and the academic program(s) of the College, it shall assure that

no major decisions or plans of academic significance are put forward without the proper input of all of its standing/ad hoc committees, or 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 Chairperson of the Council for Academic Issues shall provide the College Assembly with an executive summary prior to each regularly scheduled Assembly meeting, containing the following specific information:
 - Accomplishments/progress-report since the last meeting
 - Risks that may delay delivery or affect the success of any initiative and that requires the attention of the CAI or the College Assembly.
 - Present and future plans (as not yet discussed in previous reports)
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 CAI membership. Any member of the CAI communicating a request - with at least one week's notice - to the CAI Chair to be placed on the CAI agenda shall be placed on the top of the New Business section of the CAI agenda and granted five minutes to address the body.
3. Once the determination in Step 2 is made, the CAI 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 CAI if, and only if,
 - irreconcilable conflict has arisen within a governing body and/or unit/area.
 - a recommendation has been requested at the time of referral.
5. In those cases in which governing body(s), Standing Committee(s), or unit(s)/area(s) have forwarded their recommendation(s) to the CAI, the Council will study, review, and arrive at its own recommendation(s), which will then be forwarded to the College Assembly, Chief Academic Officer, or 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 CAI, the recommendation(s) will directly go to the appropriate administrative officers.
6. Policy and operational recommendations from the CAI will be made, in writing, by the Chairperson of the CAI directly to the College Assembly, Chief Academic Officer, or President of the College.
7. The College Assembly or President of the College shall respond, in writing, to the Chairperson of the CAI within 14 days unless the matter requires a more timely response (as specified in the original recommendation from the Chairperson of the CAI).
8. The College Assembly, Chief Academic Officer, or 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 College Assembly, Chief Academic Officer, or President of the College chooses to not accept the recommendation of the CAI and to make its own recommendation to the BCC Board of Trustees, the President shall also forward the recommendation from the CAI to the

Board of Trustees.

Article XI: Committees

1. The CAI shall include Standing, 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 CAI.
3. CAI 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. Standing Committee members shall serve according to the terms of membership associated with said committee as noted in Article XI: 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 XI: Section 3.
7. The number of CAI Standing Committees may be increased or reduced by a two-thirds vote of the CAI.
8. Ad hoc Committees may be appointed by the CAI Chairperson as needed, to expedite the work of the Council. These committees should not overlap existing duties of other committees.
9. All CAI Standing and ad hoc Committees shall follow the Guidelines that appear in Appendix I of these bylaws.

Article XII. Standing Committees

A. Academic Grievance Committee

1. Functions:

- a. Designate members to serve on the ad hoc Hearing Committee for academic grievances as specified in the Academic Appeals Process.
- b. Instruct the ad hoc Hearing Committee about its role and responsibility in the academic grievance process.
- c. As requested, provide information and clarification to the ad hoc Hearing Committee.

2. Membership:

Current members of the Council for Academic Issues including Chairperson of CAI, one full-time classroom faculty, one full-time non-classroom faculty, and one student.

3. Reporting Relationship:

The Academic Grievance Committee accepts grievances from the VPAA. The ad hoc Hearing Committee reports to the VPAA and the CAI.

B. SUNY Awards Selection Committee

1. Function:

- a. To review and select the dossiers which are forwarded to the President for final decision on candidates for the SUNY Chancellor's Awards for Excellence in the categories of Teaching and Librarianship, Adjunct Teaching, and for the Distinguished Professorships in Teaching and Service.

2. Membership:

Chair appoints members based upon the SUNY Chancellor's Award Selection Committee requirements.

3. Reporting Relationship:

The SUNY Awards Selection Committee reports to the CAI and the CACC (Chancellor's Awards Coordination Committee).

C. Student Learning Assessment Committee

1. Functions:

- a. Responsible for the ongoing assessment of student learning outcomes.
- b. Provide leadership in establishing a culture of assessment across the campus.
- c. Recommend student learning assessment policies and procedures to campus governing bodies.
- d. Ensure that student feedback is sought and included in all classroom and program/department learning assessments.
- e. Provide an annual report of Student Learning Assessment to the Institutional Effectiveness Assessment Committee as well as to the Strategic Planning group, the College Budget Officer, and the Chairs and Deans Council.

2. Membership:

Chairperson:

- A tenured teaching faculty member

Committee Members:

- Faculty: Four Teaching Faculty Representatives, one representing each of the academic divisions, to include a Department Chair, if possible.
- Chair of Learning Assistance Center or designee
- General Education Steering Committee chair or designee

With the exception of the chair of the committee, a single faculty member may represent more than one constituency in the above list. (For example, if the GESG chair is also a department chair, then there need not be another department chair among the teaching faculty representatives.)

- Director of Institutional Research or other representative from the Institutional Effectiveness Assessment committee
- Vice President for Student and Community Engagement or designee
- Dean of Liberal Arts
- Another Academic Dean or designee (appointed by the CAO on a rotating basis)
- Staff Associate to the CAO
- CAO (ex-officio /invited as appropriate)

3. Reporting Relationship:

The Standing Committee on Student Learning Assessment reports to the CAO, the IEAC, and the Council for Academic Issues (CAI). One or more members serve as liaisons for communication purposes to the Institutional Effectiveness Assessment Committee, the CAI, the Student and Community Engagement division, and to the Chairs and Deans Council. The SCSLA reports to the campus at large via the SCSLA website.

Article XIII. Amendments to the Bylaws

1. Any member of the CAI may propose amendments to the Bylaws at any regular meeting.
2. The proposed amendment will be filed with the Secretary of the CAI, 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 CAI.
4. Adoption of amendments to the Bylaws shall require an affirmative vote by two-thirds of the CAI 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 Council for Academic Issues (CAI)

1. The Corresponding Secretary of the CAI 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 CAI, and special communications concerning committee issues/problems as the need may arise.
2. Meetings of Standing Committees should be held 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.

COUNCIL FOR OPERATIONAL ISSUES (COI)

SUNY BROOME COMMUNITY COLLEGE

BYLAWS

Purpose and Responsibility

- The Council for Operational Issues (COI) is the body that makes recommendations directly to the College Assembly and/or the Administration relative to a wide variety of operational issues, policy, and standards affecting the College. Its scope and sphere of influence will be articulated in its standing, sub-committee, and ad-hoc committee structure and, as such, will have final recommending responsibilities and influence in these areas of activity of broad interest to the employees and students of the College.
- To facilitate its purpose and responsibility, the COI will assure that it articulates with the campus community consistent with the over-arching guiding principles of campus shared governance, and will conduct business as defined in the Constitution and these bylaws.

That is, it will

- Capture the voice of stakeholders in formal and informal ways;
- Adhere to shared governance principles and protocols;
- Determine and execute the most credible and valid type of review based on the complexity of the issue, urgency for a decision, and the availability of constituency groups during the summer months or periods when the College is closed;
- Avoid being overly bureaucratic or time-consuming and function efficiently, effectively, and in a timely manner;
- Prioritize and establish timelines for conduct and completion of work/business; and
- Promote information sharing, tracking, and reporting mechanisms to communicate its activity, as well as those of the other governance bodies as it relates to COI business, to ensure the integrity of its process.

Article I: Parliamentary Procedures

1. **Establishing a quorum:** For administrative decisions, election of officers, or approval of meeting minutes a quorum is considered a simple majority (half plus one) of the full membership of the COI committee.
2. **Committee decorum:** Democratic Rules of Order shall govern decorum and debate as interpreted by the COI committee. Committee members are required to act in a collegial, considerate, interested and helpful manner at all times, even when demands are placed on them.

Article II: Membership

1. The membership currently consists of 22 voting members, 2 non-voting members and Parliamentarian

2. **Elected Members** – These members are elected by their constituencies either by their own process or as outlined in Article V and are voting members:
 - Two Members per constituency
 - Student Assembly
 - Full-Time Instructional Faculty
 - One Member per constituency
 - Full-Time Non-Instructional Faculty
 - Adjunct Faculty
 - At-Large
3. **Appointed Members** – These members are appointed by their constituencies and are voting members:
 - One Member per constituency
 - Technology Committee
 - Distance Learning Steering Committee
 - Enrollment and Retention Working Group
 - Banner Core
 - Grants Planning Committee
 - Department of Campus Operations (Facilities/Maintenance/Custodial)
 - Department of Health and Safety
 - Processing Departments (ex: Registrar, Student Accounts, Financial Aid, Admissions)
 - Budget and Finance Office
 - Office of Marketing and Communications (MARCOM)
 - Human Resources Office
 - Student Development and Diversity
 - Faculty/Student Association (FSA)
 - BCC Foundation
 - Classified Service (ESPA)
4. **Ex Officio Members** – These members are non-voting:
 - Dean of Institutional Effectiveness& Enrollment Planning
 - Vice President for Student Development and Chief Diversity Officer
5. **Parliamentarian**
 - Appointed by the Chair

- Not a member of COI
- Will have working knowledge of Democratic Rules of Order to assist the Chair in conducting meetings
- May participate in debate and discussions but may not vote

6. **Alternates**

- COI will permit alternates where such privileges are not limited by the Constitution or these by-laws. If a COI member is unable to attend a meeting, s/he can nominate an alternate who will, for that meeting, have all the rights and privileges of said COI member. If said COI member needs an alternate for more than three consecutive meetings, the long term alternate will need a simple majority vote from the COI members to have all the rights and privileges of said COI member.

7. **Revisions to this membership list**

- If a committee that is represented on COI disbands COI can remove said committee by a two-thirds majority. This is only to remove said committee from having representation on COI because said committee no longer exists. This article cannot be used to remove a committee for any other reason except for the stated reasons. If a new committee/office/department is formed on-campus and should have representation on COI then a two-thirds majority will be needed to add a representative(s) from said committee/office/department to COI. It will be up to the membership currently serving on COI to determine the number of representatives for said committee

8. **Terms of appointment:** Elected members will serve for a three year term and are elected by the membership in their constituency. The year being from September 1 to August 31, the following year.
9. **Resignations and replacement appointment:** If a member finds it necessary to resign from the COI, he or she is encouraged to provide as much notice to the COI Chair as possible and continue to serve, if possible, until a replacement can be identified and selected. If possible, he or she is also encouraged to help the committee find a suitable replacement. Vacancies will be filled by an election or appointment from the appropriate constituency to finish out the remainder of the term.
10. **Duties of members:** Regular attendance is vital to the purposes of the COI. Members accept the duty and obligation to attend meetings and to provide advance notice if they are unable to attend. Repeated absences may be considered a relinquishment of the appointment and with a simple majority vote, COI has the right to dismiss a member who misses more than three meetings, unexcused, in any given year, and to initiate procedures, based on constituency, to replace said member in a timely fashion.
11. **Voting:** Each elected/appointed member from each area/constituency has voting privileges, except where stated in Article II and Article VIII.

Article III: Officers

1. **Officers:** Officers of the COI are Chair, Chair-Elect, Secretary, and Parliamentarian.
2. **Terms:** The term of officer is one calendar year from September 1, to August 31, the following year
3. **Chair Duties and Responsibilities:**

- a Facilitates COI meetings
 - b Sets the agenda for each meeting
 - c Runs the meetings
 - d Presents proposals to COI for consideration, including at the request of the College President, one of the other SG bodies, items from the SG Chairs meetings, and from the campus community at large
 - e Attend the SG Chairs meetings
 - f Attend the CA meetings and give an update of COI activities at the meeting
 - g Present an update of COI activities to the Board of Trustees at their request
 - h Verify attendance
 - i And maintain a liaison relationship with the Council for Academic Issues (CAI) and College Assembly (CA)
 - j Serves on various committees per the CA bylaws and Constitution.
 - k The Chair, if applicable, will either receive release time or other compensation as stipulated in the Chair's bargaining unit's contract.
4. **Chair-Elect Duties and Responsibilities:** The Chair-Elect shall assist the Chair in running the meetings and in the Chair's absence the Chair-Elect will be responsible for all the duties of the Chair. The Chair-Elect takes on the role of Chair at the expiration of the current Chair's term.
 5. **Secretary Duties and Responsibilities:** To record and distribute the minutes of the meetings and record attendance. In the absence of the Chair and Chair-Elect the Secretary may preside over the meeting.
 6. **Parliamentarian Duties and Responsibilities:** To assist the Chair in conducting meetings following Democratic Rules of order.
 7. **Agenda development:** The agenda for each meeting will be developed by the Chair, including items from the SG Chairs meeting. Any member wishing to include an item on the agenda has the responsibility to draft and present the agenda item to the Chairperson for approval and inclusion, which may include taking the agenda item to the SG Chairs meeting for referral before bringing it back to COI.
 8. **Agenda distribution:** The Chair will make sure the agenda is distributed to members prior to each meeting.
 9. **Meeting records:** The Secretary will prepare meeting minutes for COI member approval prior to the next meeting. The Secretary will record the attendance in the minutes after verification by the Chair.
 10. **Reports:** The COI Chair shall provide a report on committee activities at each College Assembly (CA) meeting.

Article IV: Elections for Officers

1. **Qualifications for Chair:** Must be an elected/appointed voting member of COI and elected by the voting members of COI
2. **Chair Elect:** Nominations for the COI Chair-Elect shall be made prior to the last meeting of the Fall semester. Nominations for Chair-Elect will be made from members of COI whose current term of membership continues through the following academic year and who meets the qualifications of Chair. The Chair-Elect will be elected by a simple majority of votes. Elections for the Chair-Elect will be by secret ballot of all COI members if there is more than one nominee for the position. If there is only one nominee for the position then a simple show of hands will suffice, unless a written vote is requested.
3. **Secretary:** The Secretary is a voting member of COI and is elected by the current members of COI at the first meeting of the Fall semester.
4. **Parliamentarian:** The Parliamentarian is appointed by the Chair, see Article II for qualifications.

Article V: Elections or Appointments for Members

1. Per the College Assembly (CA) By-Laws, the Secretary for CA will announce the availability of open positions in COI via all campus communications avenues.
2. Within the guidelines for representatives described in Article II, election/appointment procedures for open positions will be carried out by the Shared Governance Election Committee (SGEC). The members of the SGEC consist of the Shared Governance Chairs, the CA Secretary, and up to three additional members from the Shared Governance bodies and/or the campus community.
3. In cases where there are not enough elected/appointed members, COI shall have the right to determine the appropriate number of members and procedures to appoint the requisite number of members. See Article II.7 for additions/removals of members due to committee/office/department additions or removals.
4. Eligible voters of the College community will be permitted to vote in all categories for which they are eligible to serve, including the At-Large member. However, an eligible member of the College community must choose which constituency s/he would like to serve when running for office.

Article VI: Sub-Committees and Standing Committees

1. COI can include Standing committees, workgroups and ad hoc committees.
2. Standing committees will submit reports either in writing or verbally during meetings to the members of COI
3. COI standing committees are constituted according to the bylaws established by the standing committee
4. All members of the College, unless otherwise restricted by the bylaws of the standing committee, are eligible for committee membership.
5. Each standing committee will elect its own officers who will serve according to the terms of membership as noted in Article VI.3.
6. Standing committees may be created or disbanded by a two-thirds vote of COI

7. Ad-hoc committees may be created/appointed by the Chair, as needed, to expedite the work of COI. These committees' duties should not overlap duties from an existing committee.
8. Standing committees of COI include:
 - a. Campus Projects Advisory Committee (CPAC) – This committee, chaired by the Director of Campus Operations or his/her designee, is to review all current and proposed Campus projects that have both capital and non-capital funding sources. The purpose of this group is to communicate, facilitate, and coordinate all aspects of work regarding these projects. This group will review the planning & implementation stages to ensure all Campus departments are represented fairly and equitably. Various employees, along with the appointment of the Dean/AVP/Director/Chair who are responsible for the renovation/update/modification/request taking place, will be specifically chosen to sit on this committee for each project proposed/scheduled/in-progress. By inviting the proper stake holders to the table, we strive to do a better job of communicating needs well in advance of a proposed project. This will help to ensure that project news is up to date, that costs are being managed and to give the end users a better product to support their needs.

Article VII: Schedule of Meetings and Campus Participation

1. **Meeting schedule:** Regular meetings will be held at least two times a month during spring and fall semesters, unless due to calendar or other unforeseen conflicts, one meeting a month will be required. The meetings will be scheduled by the Chair or other designee as assigned by the College Assembly. As needed, special meetings may be called at the discretion of the Chair with advance notice to the committee.
2. **Campus participation:** Visitors are welcome to attend and participate at COI meetings.

Article VIII: Voting Procedures and Privileges

1. All members of COI who have voting privileges will be allowed to cast one vote. It is expected that members will inform and poll their constituencies on major issues prior to voting.
2. The COI Chair will only vote in order to break a tie
3. All votes will be by simple majority however exceptions will be a two-thirds vote for bylaws amendments, removal of a committee that has disbanded or if a motion is made that requires a two-thirds majority.
4. Voting can be done by any method the Chair deems appropriate including by electronic means. These methods will be used unless over-ruled by a majority of the members

Article IX: Amendments to the Bylaws

1. Any member of COI may propose amendments to these bylaws at any regular meeting
2. The proposed amendment will be published in the minutes of the meeting where the amendment was presented

3. Discussion of the amendment(s) must be at regularly scheduled or special meetings of COI
4. Adoption of the amendment(s) require a two-thirds majority vote
5. There must be at least 14 days between the introduction of a proposal and the vote on its adoption