

Campus Governance Constitution and Bylaws

Updated Spring 2024

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SHARED GOVERNANCE
SUNY BROOME COMMUNITY COLLEGE
CONSTITUTION

Preamble

Shared Governance at SUNY Broome Community College is based on a set of core values. 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 Senate and Faculty Senate Bylaws, 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

**COLLEGE SENATE
SUNY BROOME COMMUNITY COLLEGE BYLAWS**

Preamble

Guided by these core values of shared governance, SUNY Broome's College Senate 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. 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 (Faculty Senate and 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 Senate shall have the responsibility and authority to review, revise, initiate, and recommend.

The College Senate 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 Senate of SUNY Broome Community College. In other parts of this document, hereafter, referred to as College Senate.

Article II. Mission and Purpose of the College Senate

1. The **mission** of the College Senate 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 Senate 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 Senate

The core functions of the College Senate 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 Senate’s own responsibilities; to define the membership, jurisdiction, and authority of such committees within the guidelines of the College Senate mission; to resolve disputes between committees thus established; and to act on the reports submitted by such committees.

Article IV. 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 Senate.
2. With the exception of the student representative and representatives who serve by virtue of their positions or roles, members of the College Senate are elected or appointed for three-year terms, with the option of being re- elected/re-appointed once consecutively. The year being from September 1 to August 31, the following year.
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 Senate shall be staggered, so that only one-third of the College Senate appointed and elected members will be replaced and/or renewed in their three-year terms each year. The seat of a College Senate member shall be deemed vacant when the incumbent resigns from the College Senate or is no longer a member of the elected/appointed position or category.
6. Members of the College Senate 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 Senate 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 Senate shall have the right to dismiss members who miss more than three unexcused meetings of the College Senate 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 VI: Vacancies.)
8. An officer of the College Senate 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 or by electronic vote.

A member of the College Senate 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 V. Composition of the College Senate

The College Senate shall consist of 20 voting members, 5 non-voting members, a Parliamentarian, a chair, and a Secretary/Support Staff member.

Voting Member per Bylaws

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

Voting Members

- C. Chair of the Faculty Senate
- D. Dean (1)
- E. Collective Bargaining Unit (ESPA) (1)
- F. Collective Bargaining Unit (Guild) (1)
- G. Collective Bargaining Unit (FA) (1)
- H. Classified Service (2)
- I. Management Confidential (1)
- J. Instructional Full Time Faculty (2)
- K. Part-time/ Adjunct Faculty (2)
- L. Full Time Non-Instructional Faculty (2)
- M. Guild Staff Representative (2)
- N. Institutional Effective Representative (1)
- O. Student Assembly Representative (2)
- P. Member at Large (1)

Non-Voting Members

- Q. College President
- R. Vice President for Academic Affairs
- S. Vice President for Administrative and Financial Affairs
- T. Vice President for Student Development
- U. Human Resources Officer

Non-Voting Member, Appointed by the Chairperson

- V. (1) Parliamentarian

Nonmember, Appointed by the Chairperson

- W. (1) Secretary/Support Staff

Non-Voting Member

Alternates:

The College Senate may permit elected or appointed alternates with voting privileges where such privileges are not limited by the constitution and bylaws of the participating Senate, Standing Committee, or other group. In general, if a College Senate member cannot attend a meeting, s/he/they can nominate an alternate who, if approved by simple College Senate majority, will have all the rights and privileges of said College Senate member, though only for one meeting. In a case where the College Senate member is a representative of Faculty Senate 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 VI. Procedures for Positions

Procedures for Campus-wide Elections or Appointments:

1. The Secretary/support staff of the College Senate 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 Senate are carried out by the Shared Governance Election Committee. The members of the Shared Governance Election Committee consist of the Shared Governance Chairs, the Shared Governance 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 Senate 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 Senate Chairperson and Chair-elect:

1. The Chairperson of the College Senate shall be
 - a (constituency) elected or appointed member of the College Senate;
 - a voting member of the College Senate; and
 - elected by the voting members of the College Senate.
2. Nominations and election for the College Senate Chair-elect shall be made prior to the last meeting of the Spring semester in the first year of the current chair's term. They will serve as chair elect in the second year of the current chair's term.
3. Nominees for Chair-elect shall be made from among members of the College Senate who fulfill the qualifications of the Chairperson. If the member's term would end before their term as chair ended, their term would be extended to encompass the chair elect and chair term.
4. The College Senate Chair-elect will be elected by a simple majority of the votes. Election of College Senate Officer(s) shall be by a secret ballot of all College Senate 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 two-year term of the Chair, per Constitution, Article V, #1.
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 one-month 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 Senate 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 Senate 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 Senate shall appoint, as Parliamentarian, a person eligible for membership to the College Senate, 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 Senate in conducting meetings.
- may participate in debate, but may not vote.

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 College Senate

Committee decorum: Democratic Rules of Order shall govern decorum and debate as interpreted by the College Senate. 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 VII. Officers of the College Senate

The College Senate 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 Senate for consideration – including at the request of the College President, Faculty Senate, 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 Senate meeting.
- preside at College Senate 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 Senate meetings.
- act as the College Senate liaison with campus and community persons and/or groups.
- meet regularly with the College President and College VPAA, as requested by either party, to address campus issues of concern.
- as necessary, the Chairperson may designate a Senate 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 a Senate member to attend.
- attend the SUNY Broome Board of Trustees monthly meetings.

The term of office shall be for a period of two years, from September 1 of year one through August 31 of year two, typically following a term as Chair Elect. If applicable, the Chair of the College Senate 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 Senate 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 two-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 Senate.
3. The functions of the Secretary/Support Staff are to assist the Chairperson in organizing the workload of the College Senate and, specifically, to:
 - Schedule College Senate meetings.
 - Record, distribute, and communicate minutes of the College Senate in a timely fashion.
 - Monitor and record attendance at College Senate meetings and at Senate/Standing Committee meetings (via meeting minutes from Senate/Standing Committee chairpersons).
 - Organize correspondence to and from the College Senate
 - Assist the Chairperson in coordination of the activities of the Senates/Standing Committees.
 - Serve as a member of the Shared Governance Election Committee.

Article VIII. College Senate Structure

1. All College Senate meetings are open to members of the campus community.
2. The Chairperson may grant speaking privileges to non-College Senate 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 Senate member for the purpose of advancing the meeting agenda.
3. The College Senate may, at any time, establish rules limiting the amount of time available for College Senate members or others in attendance to speak or make presentations at meetings.
4. Rules of procedure shall be according to Democratic Rules of Order. The Parliamentarian advises the Chair on procedure.
5. A quorum is present when a majority of the College Senate voting members are present.

6. Representatives are expected to attend every meeting. If unable to attend a meeting, the representative shall notify the College Senate Secretary and send an alternate from the same constituency.
7. 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 Senate for approval or action at the next regular meeting.

Article IX. Meetings

1. The College Senate year begins September 1 and ends on August 31 of the following year. Meetings of the College Senate shall be held one time per month during the academic year and, at the College Senate 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 Senate or within five working days of receipt of a written petition to the Chairperson signed either (1) by at least nine College Senate 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 Senate as outlined in the College Senate Constitution.
4. Shared Governance chairs meetings are bi-weekly or at the discretion of the College Senate Chair.

Article X. Committees

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

1. The College Senate shall include Standing and ad hoc Committees.
 - a. Events Planning and President's Task Force on Diversity Initiatives shall provide reports at College Senate meetings and be included on the agenda
 - b. CPAC shall be a sub-committee of College Senate and be included on the agenda
 - c. Chancellor's Awards Committee reviewing Chancellor's Awards for Classified Service and Chancellor's Awards for Professional Service shall be a sub-committee of College Senate
2. Standing Committees shall submit written reports of all formal recommendations made or actions taken, as well as meeting minutes to the College Senate.
3. College Senate 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 Senate Standing committees may be increased or reduced by a two-thirds vote of College Senate.
8. Ad hoc committees may be appointed by the College Senate Chairperson as needed to expedite the work of the Council. These committees should not overlap existing duties of other committees.

Article XI. Amendments to the Constitution

1. Any member of the College Senate may propose amendments to the Constitution at any regular meeting.
2. The proposed amendment will be filed with the Secretary of the College Senate, 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 Senate
4. Adoption of amendments to the Constitution shall require an affirmative vote by two-thirds of the College Senate 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.

FACULTY SENATE (FS) SUNY BROOME COMMUNITY COLLEGE BYLAWS

Preamble

These Bylaws are established in accordance with the principles of organization and rules pertaining to the campus governance bodies of SUNY Broome Community College (SUNY Broome). The structure and function of the Faculty Senate provides for an organized relationship between the SUNY Broome faculty and other SUNY Broome governance bodies, the President of the college, other administrative officers, and the college community at large.

The Faculty Senate ensures a broad participatory role from the cross-campus faculty in the initiation, development, implementation, and evaluation of the educational program at SUNY Broome.

Article I. Names

1. The official name of the body shall be the **Faculty Senate**. In other parts of this document, hereafter, referred to as **FS**.
2. As a body of the whole, all faculty members, as defined by the Faculty Association contract, shall be considered members of the FS.
3. The **Faculty Senate Executive Committee**, hereafter referred to as the **FSEC**, shall be a body elected by members of the FS responsible for promoting effective communication within the FS body of the whole. **The FSEC shall be strictly a coordinating and communicating committee, not a body responsible for making formal, final recommendations on academic matters pertaining to the college.** That responsibility rests with the FS body of the whole.

Article II. Overall Purpose of the FS, Responsibility, and Goals

Guided by its Purpose and Responsibility, the FS body of the whole:

1. Initiates discussion and advancement of academic issues as brought forward by individual faculty members or faculty constituencies (departments, divisions, committees, or other groups);
2. Facilitates discussions of and formulates recommendations pertaining to academic issues brought to its attention by the Board of Trustees, the President, other administrative officials or groups, the College Senate, the Student Assembly, the Faculty Association, SUNY, the FCCC, accrediting bodies, or other appropriate individuals, groups, or bodies;
3. Determines and executes the most credible and valid types of review of academic matters based on the complexity of the issue, urgency for a decision, and the availability of constituency groups, including during the summer months or periods when the College is closed (insofar as the FA contract permits the involvement of certain members during these periods, as in the case of 10-month faculty members);
4. Communicates with and makes recommendations directly to the President or Vice President for Academic Affairs, 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 and 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 FS will provide a forum for the consideration of other general academic matters of interest or concern to the College community or academic issues affecting the institution.
5. Will assure that it operates within the campus community in a manner consistent with the overarching guiding principles of Campus Governance. That is, it will:
 - a. Capture the voice of stakeholders in formal and informal ways;
 - b. Adhere to shared governance principles and protocols;
 - c. Avoid being overly bureaucratic or time consuming and function efficiently, effectively, and in a timely manner;
 - d. Prioritize and establish timelines for conducting and completing work/business;
 - e. Promote information sharing, tracking, and reporting mechanisms to communicate its activity, as well as those of the other governance bodies as it relates to FS business, to ensure the integrity of its processes.

6. The FS shall take as a core part of its mission to communicate regularly with the Student Assembly, to encourage students to seek out and assume leadership roles, and to assist students in developing and evincing an effective, heard voice in shared governance matters.

As per NY CCRR, Section 605.1, Faculty Role:

“The faculty shall participate in the formulation of the policy relating to student health, scholarship, standards of admission, attendance and discharge of students, curriculum and other study programs, the granting of degrees, student activities, extra-curricular [co-curricular] activities and student discipline. The faculty shall also present recommendations to the president [of the College] regarding (a) the instructional budget and (b) appointments, reappointments, tenure, special salary increments, promotions and leaves of absence of members of the instructional staff.” (CCR, Section 605.1 Faculty Role).

The Goals of the FS shall include, but not be limited to:

7. To provide a mechanism for the faculty to fulfill its obligation to participate significantly in the initiation, development, implementation, and evaluation of the college’s educational program;
8. To advise and consult with the President of the college;
9. To provide an opportunity for the exchange of ideas of mutual interest and concern among members of the faculty and the college community;
10. To take appropriate action to maintain an atmosphere of academic freedom, intellectual integrity, assessment and cooperation in the pursuit of learning;
11. To provide enhanced opportunities for professional growth;
12. To participate in the process of goal setting and planning of the college;
13. As curriculum belongs to the Faculty, to make recommendations, as requested by Curriculum Committee (which is an autonomous committee with a standing relationship with the Faculty Senate), concerning proposed changes in the substance or status (including termination) of existing programs and/or courses and to support proposals of new courses and programs of instruction, research and service offered by the college;
14. To advise, review, and consult on the preparation of the college’s budget requests, master plan, strategic plan, and other similar documents as these relate to the academic mission of the college;
15. To advise, review and consult on the distribution of funds and other resources, including personnel, to departments and other major units as these relate to the academic mission of the college;
16. To advise, review and consult on the administrative organization or reorganization of the college and its components;
17. To advise, review and consult on the college’s philosophy, mission, and vision as these relate to the academic mission of the college;
18. To advise, review, and consult on the development and utilization of the college’s physical plant as may relate to the academic mission of the college;
19. To advise, review, and consult on budgetary implications of proposed new academic programs or specializations, and of proposed new services, research, or support programs, or proposed changes in all such programs as they relate to the academic mission of the college. In this capacity, if requested by a committee, the FS may receive information regarding such proposals;
20. To provide, upon request, information and advice concerning the college’s resources, objectives, or plans to any committee established or authorized under these Bylaws.

Article III. FS Officers and the Faculty Senate Executive Committee

Overview:

As a body of the whole, all members of the faculty as defined by the Faculty Association contract shall be considered voting members of the FS. As a large parliamentary body, the FS needs coordination and leadership to ensure the efficient transaction of business and to maintain lines of communication such that FS members may be satisfactorily informed of important academic issues and may make their voices heard on such matters. The FS as a whole is responsible for electing the FS Officers and the Faculty Senate Executive Committee.

Officers: The officers of the FS shall consist of:

1. A Chair;
2. A Chair-Elect;
3. A Secretary;
4. A Parliamentarian.

Faculty Senate Executive Committee: To efficiently administer the business of the FS, the body of the whole shall elect an FS Executive Committee (FSEC).

The chief goal and sole purpose of the FSEC is to coordinate communication within the membership of the FS body of the whole, and between the body and administration, other Shared Governance bodies, or other appropriate groups. The Voting Representatives on FSEC vote on the language of, or procedural matters relating to, draft resolutions on matters of academic import for the consideration and voting of the FS body of the whole, but does not itself vote on such resolutions; the FS does. The FS Chair is responsible for communicating resolutions so passed by the FS to any appropriate exterior individual or group, upon the review of the FSEC of such communications to ensure that the will of the FS body of the whole has been accurately and wholly captured and conveyed. All FS members shall have the right to bring matters of academic concern to the attention of the FS Executive Committee (FSEC), either directly through the FS Chair or Secretary, or through their voting representative on the FSEC, so that these matters may be effectively communicated to the FS body of the whole and, if desired by the member, placed upon the agenda for upcoming meetings of the FSEC and FS.

FSEC Membership. The FSEC membership shall consist of the FS Officers, Voting Representatives of the faculty, and representatives of other, key bodies or groups.

1. FS Chair (Non-voting, unless needed for tiebreaker).
2. FS Chair-elect (Non-voting, unless the Chair is absent and a tiebreaker is needed).
3. FS Secretary (non-voting).
4. Eight full-time instructional faculty voting representatives (Voting),
 - a. Two from the Liberal Arts and Human Services (LA) division.
 - b. Two from the Business and Public Services (BPS) division.
 - c. Two from the Science, Technology, Engineering and Mathematics (STEM) division.
 - d. Two from the Health Sciences (HS) division.
5. Two adjunct faculty representatives (Voting).
6. Two Non-Instructional Faculty Representatives (Voting).
7. Two student representatives (non-voting). The election/appointment/replacement procedures for said representatives shall be determined by the Student Assembly. Student representatives shall serve one-year terms but may serve additional terms at the discretion of the Student Assembly.
8. College Senate Chair (non-voting).
9. Faculty Council of Community Colleges (FCCC) Delegate, who shall be a full-time faculty member and elected for a three-year term per FCCC Guidelines (non-voting).
10. Faculty Association Member (non-voting). The FA association member liaises between the FS and the FA.
11. Parliamentarian (Non-Voting).

Article IV. Procedures for the Election of FS Officers, and Procedures for Elections of FSEC Voting Representatives.

Elections for FS Officers.

1. As a “body of the whole,” each member of the FS has a vote upon the election of these FSEC officers:
 - a. Chair,
 - b. Chair Elect,
 - c. Secretary.
2. The successful candidates will be elected by winning a simple majority of the votes cast.

3. The Chair shall be elected for a two-year term. The Chair may be elected for an additional one-year term, if the body deems it necessary to do so. The Chair may not thereafter run again until a new Chair is elected and serves a full two-year term.
4. During the Chair's second year, nominations for the Chair Elect shall be solicited, and an election for Chair Elect shall be held by the final meeting of the spring semester. If there is only one nominee for Chair Elect, the position shall be filled by unanimous consent, and no election need be held.
5. The Chair Elect shall only vote on resolutions put to the FS body of the whole if the Chair is absent and a tiebreaker is necessary.
6. The Chair Elect shall become Chair at the expiration of the Chair's term of office.
7. The Secretary shall be elected for a one-year term. Nominees shall be solicited at the start of the spring semester, and a vote held by the last meeting of the spring semester. If there is only one nominee for Secretary, the position shall be filled by unanimous consent, and no election need be held. The Secretary may serve consecutive terms.
8. The Secretary may participate in FSEC debates, but not vote; for votes of the FS body of the whole, the Secretary votes.
9. A recording secretary being necessary to conduct business, should circumstances arise where the FS is without a current member who can serve as the Secretary, the Chair may nominate a person eligible for membership in FSEC but who is not a current member to be the Acting Secretary who shall serve until a current member becomes available to serve a full term.
10. The Parliamentarian shall be appointed by the FS Chair with the advice and consent of the Chair Elect and Secretary. The Parliamentarian:
 - a. will have working knowledge of the *Democratic Rules of Order* so that assistance can be provided to the Chair of the FS in conducting meetings of the body of the whole as well as the FSEC.
 - b. The Parliamentarian may participate in FSEC debates, but not vote; for votes of the FS body as a whole, the Parliamentarian votes.

Elections for Voting Representatives of the FSEC.

1. The process for election of the voting representatives of the FSEC shall be overseen by the FS Chair with the assistance of the Shared Governance Secretary.
2. The successful candidates for voting representatives of the FSEC shall be the top two recipients of the votes cast by their constituency.
3. In the case of a tie in a Shared Governance election vote for an FSEC voting representative position, the resolution should be found in the constituency of the group the representative will represent.
4. FSEC voting representatives shall be elected for a two-year term and may serve one additional consecutive term. After the consecutive term is concluded, the member will be eligible to run for election again after a newly elected member serves at least one year of a new two-year term. Nominees for FSEC voting representatives shall be solicited in the spring semester and a vote held by the last FS meeting of the spring.
5. If there are no more than two nominees for a particular constituency of the voting representatives of the FSEC, the positions shall be filled by unanimous consent, and no election need be held.
6. Alternates/Substitutes. The FSEC may permit elected or appointed alternates with voting privileges. In general, if an FSEC member cannot attend a meeting, they can nominate an alternate who, if approved by a simple majority of the voting representatives, will have all the rights and privileges of said FSEC member, although only for one meeting.
7. Vacancies. Resignation of Representatives of the FSEC shall be presented in writing to the FS Chair. 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 the FSEC.

Article V. Terms of Membership

Eligibility and Terms of Service for FS Officers and the FSEC:

1. Any member of the FS is eligible to serve as an FS Officer or a Voting Representative to the FSEC.
2. All elected, voting positions on the FSEC shall be staggered, so that no more than half of the elected, voting members will be replaced and/or renewed in their two-year terms each year.
3. The seat of a FS Officer or FSEC member shall be deemed vacant when the incumbent resigns from the FSEC or the College, is no longer a member of the elected position or category, or is not fulfilling membership duties.

4. Members of the FSEC shall serve with the expectation of consistent attendance at scheduled meetings or participation in working sessions. If a member is determined, based on meeting or committee (if relevant) attendance or other FSEC activity, not to be fulfilling membership duties, the seat will be considered vacant if approved with a simple majority vote.

5. With a simple majority vote, the FSEC shall have the right to dismiss members who miss more than three unexcused meetings of the FSEC and/or any of its Standing or ad hoc Committees in any given year, or any of its working sessions, and to initiate the appropriate procedures to replace said members in a timely fashion. (Vacancies will be filled per Article III.)

Responsibilities of Voting and Non-Voting FSEC Members:

1. The duties and responsibilities of the FSEC members shall be to:
 - a. Review and evaluate all relevant resource information, committee reports, recommendations, and resolutions that accompany each agenda prior to meetings.
 - b. As necessary and possible, determine the opinion of their constituents before meetings or the conclusion of working sessions.
 - c. Attend all meetings or working sessions of the FS and FSEC or to arrange for the attendance of an appropriate alternate.
 - d. Bring to the FSEC, and then the FS, matters that concern their constituents.
 - e. Engage in deliberation regarding issues that the FS has been charged with or initiates.
 - f. Report fully and regularly to their constituents on the activities of the FSEC and FS.

Article VI: Elections

1. The process for election or appointment of members of the FSEC shall be overseen by the FS Elections Committee.
2. In cases where there are not enough elected members, the FSEC 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 Secretary.
4. Elections shall be decided by a simple majority of the votes cast.

Article VII: Officers

1. The officers of the FS shall be the Chair, a Chair Elect, a Secretary, and a Parliamentarian.
2. The Chair shall prepare the agenda for each meeting or working session of the FSEC. With the advice of the FSEC, the Chair shall prepare an agenda for each FS meeting.
3. Meetings and working sessions of the FSEC:
 - a. Meetings: in-person or virtual, synchronous meetings to prepare for an upcoming meeting of the FS body of the whole. In general, meetings of the FSEC will be held to discuss major issues affecting the Faculty or the college as a whole for which action must be taken in a definite time frame.
 - b. Working sessions: asynchronous group work conducted via email, Google Drive, or other means, including but not limited to assisting the Chair in preparing for FS meeting agendas, wordsmithing resolutions, gathering and disseminating information, discussing FS member concerns, determining responses to requests from administration or elsewhere, and gathering pertinent information on issues or concerns brought to the EC by FS members or other constituencies.
 - c. Meetings will be held at the discretion of the Chair after the Chair duly solicits the opinion of the FSEC.
4. The Chair will preside over each FS and FSEC meeting or working session and provide for continuity in the flow of business.
5. The Chair shall maintain a liaison relationship with the Chair of the College Senate, and all FS Standing or ad hoc Committees, as well as act as the FS liaison with campus persons and/or groups.
6. The Chair may serve as an ex-officio member of all Standing or ad hoc Committees of the FS.
7. The Chair shall serve as an alternate delegate to the Faculty Council of Community Colleges (FCCC). If the FS Chair is ineligible or unable to serve, an alternate delegate will be elected from the eligible membership of the FS.
8. The Chair shall meet regularly with the College President or Chief Academic Officer to address issues of academic concern. As necessary, the Chair may designate a FS member (usually the Chair Elect) to meet with the President or the

CAO. The frequency and scope of these meetings shall be jointly determined by the Chair and the President and/or VPAA at the start of each year. Meetings for specific purposes may occur at any time.

9. The Chair, Chair Elect, or delegate shall attend select meetings of the SUNY Broome Community College Board of Trustees.

10. The Chair Elect shall assist the Chair in supervising and coordinating all of the business and affairs of the FS and shall, in the Chair's absence, be responsible for all of the duties of the Chair. The Chair Elect shall automatically succeed the Chair upon expiration of the two-year term of the Chair. If the Chair vacates the office before the expiration of their 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 they were elected.

11. If the Chair Elect should for any reason withdraw from their role, a new election for Chair Elect shall be held as soon as possible.

12. Election to the office of Chair Elect shall be made from among the voting membership of the FS.

13. The Secretary will take minutes of all meetings of the FS, and the FSEC as necessary, and prepare them for distribution. The Secretary will maintain appropriate records of attendance, agendas, and approved minutes.

14. The Secretary, if applicable and necessary, may circulate the agenda, minutes and, as necessary, related information for major items on the agenda. The Secretary will send official FS correspondence as requested by the FS Chair and will maintain appropriate records of official correspondence and other FS business.

15. Parliamentarian: see Article IV.12.

Article VIII. Conduct of Business – FS & FSEC

1. The business of the FS and FSEC shall be conducted in accordance with the FS Bylaws.

2. The FS meets as stipulated in the meeting schedule published prior to each academic year. The FS shall meet as a body of the whole monthly during the spring and fall semesters. The FSEC shall meet or conduct working sessions monthly in the week preceding the meeting of the FS during the spring and fall semesters, and, if determined necessary, once during the summer (with due attention paid to the requirements of the FA contract). Meetings may be held in-person, virtually, or as a combination.

3. Working sessions and meetings of the FSEC may be open only to the FS Officers, voting representatives, other members of the FSEC (and invited guests whose participation is deemed necessary by an FSEC member) as defined in Article III of these bylaws at the discretion of the Chair after consultation with the Chair Elect and Secretary.

4. All FS members have speaking privileges at FS meetings, under terms to be reasonably specified by the Chair (who may, for example, impose time constraints for the purposes of completing the agenda, or else to ensure collegiality).

5. Additional meetings of the FS and FSEC may be called by the FS Chair with advance notice to members.

6. All FS meetings are open to all members of the campus community. FSEC meetings and work sessions are open only to FSEC members, unless otherwise determined by the FS Chair. The Chair may grant speaking privileges to non-FS members of the SUNY Broome campus community at FS meetings, if said persons have made either an official request to the Chair to be put on the agenda, or if the Chair recognizes a non-FS member for the purpose of advancing the meeting agenda.

7. The FS 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 two minutes shall apply unless modified by the Chair for the purpose of advancing the meeting agenda.

8. Rules of procedure shall be according to the current edition of the *Democratic Rules of Order*. The Parliamentarian shall advise the Chair on procedure.

9. Minutes shall be prepared by the Secretary following every FS meeting, approved by the FS membership, and posted on the Shared Governance website. Detailed minutes, including supporting documentation/reports, shall be made available to all FS members. A quorum is established when a majority of the FS or FSEC voting members are present.

10. Voting representatives of the FSEC are expected to attend every meeting of the FS and work session of the FSEC as soon as the full minutes are approved by simple majority at the next meeting and working session of the FSEC and every meeting of the FS. If unable to attend a meeting, the representative shall notify the FS Secretary and make every reasonable effort to identify and send an alternate from the same constituency. This will constitute an excused absence.

11. All reports and requests for action/response by the FS or any of its Standing or ad hoc Committees, sent by the college President, or the Vice President for Academic Affairs, must be placed on the agenda of the next regularly scheduled FS meeting.
12. Special meetings of the FS or FSEC may be scheduled by the Chair or upon the written request of twenty (20) FS 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.
13. The FSEC is responsible for determining which issues ought to be deemed “major” from an academic perspective and thus must be considered, discussed, and voted upon by the FS as a body of the whole.
14. The FSEC is responsible for informing the FS as a whole about the provenance of a major issue, formulating the language of any resolutions, tabulating the results of votes, soliciting and making available the opinions of constituents, and drafting and sending on recommendations.
15. FS members submitting an issue to the FS Chair or their FSEC representative shall receive written acknowledgement, as promptly as possible, that their communication has been received and will be discussed at the next FSEC meeting or working group. After said meeting or working group, the member bringing forward the issue, and/or faculty directly impacted, shall be notified that their issue has been placed on the agenda for the following FS meeting. If the FS member so chooses, they, and/or faculty directly impacted, shall have speaking privileges at the next FSEC meeting or working group. If the FSEC determines that the matter should not be placed on the agenda – for instance, if the issue is seen as a workplace issue more properly addressed by the Faculty Association – the member shall be promptly advised of this in writing with a rationale provided.
16. If any FS member disagrees with the decision of the FSEC on any of these items in this section (i.e., a determination that a particular issue is not “major”), that member, and/or faculty directly impacted, shall have the right to be placed on the agenda for the next FSEC and/or FS meeting to make their case.

Article IX. Voting Procedure and Privileges

1. All members of the FS, with the exception of the Chair, shall have voting privileges. Each member shall have one vote. It is expected that members of the FSEC will inform and poll their constituencies on major issues so that all members may conduct an informed discussion prior to voting.
2. The Chair of the FS shall vote only in cases when a tie vote needs to be broken. If the Chair is absent, the Chair Elect shall hold the tie-breaking vote.
3. A vote of the FS shall be considered either passed or failed by simple majority of the vote of one fifteenth 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 FS, the Chair may conduct balloting on an item-by-item basis outside of a meeting.
5. Voting shall be by whatever method the Chair deems appropriate. They shall determine the method based on the issue and circumstances (i.e., inclement weather) unless overruled by a majority of the members.

Article X. Shared Governance Information Sharing

Overview. Since the FS is the body of the college 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 Chair of the FS shall provide the College Senate with an executive summary at each regularly scheduled Senate meeting, containing the following specific information:
 - a. Accomplishments/progress since the last meeting relevant to the overall academic mission of the college.
 - b. Risks that may delay delivery or affect the success of any initiative and that require the attention of the College Senate.
 - c. Present and future plans (as not yet discussed in previous reports).
2. The Shared Governance Chairs (the Chairs of the College Senate, the Student

Assembly, and the FS) initially determine to which governing body(s), Standing Committee(s), or unit(s)/area(s) requests for action or recommendation or communication from the campus community to the Shared Governance leaders shall be channeled.

3. Once determination in (2) above is made that an issue referred to Shared Governance leaders in general is best handled by the FS, the FS Chair forwards requests to appropriate governing body(s), Standing Committee(s), or unit(s)/area(s) with all available relevant information and documentation; a request for recommendations; a 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 FS if, and only if,
 - a. irreconcilable conflict has arisen within a governing body and/or unit/area.
 - b. 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 FS, the FS will internally study, review, and arrive at its own recommendation(s), which will then be forwarded to the College Senate, 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 FS, the recommendation(s) will directly go to the appropriate administrative officers.
6. Policy and operational recommendations from the FS will be made, in writing, by the Chair of the FS directly to the College Senate, Vice President for Academic Affairs, and/or President of the College.
7. The College Senate, Vice President for Academic Affairs, and/or President of the College shall respond, in writing, to the Chair of the FS within 14 work days unless the matter requires a more timely response (as specified in the original recommendation from the Chair of the FS).
8. The College Senate, Chief Academic Officer, and/or President of the College may return a recommendation with suggestions for modification(s) or, when rejecting the recommendation, shall provide a rationale.
9. For academic policy matters, if the College Senate, Chief Academic Officer, and/or President of the College chooses to not accept the recommendation of the FS and to make its own recommendation to the SUNY Broome Board of Trustees, the President shall also forward the recommendation from the FS to the Board of Trustees.

Article XI: Committees

1. The FS 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 FSEC.
3. FS Committees are constituted according to the bylaws established by said Standing Committee. All members of the FS, 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.
4. Standing Committee members shall serve according to the terms of membership associated with said committee as noted in Article XI: Section 3.
5. 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.
6. The number of FS Standing Committees may be increased or reduced by a two-thirds vote of the FSEC. FS members shall have the right to challenge such votes.
7. Ad hoc Committees may be appointed by the FS Chair as needed, to expedite the work of the body. These committees should not overlap existing duties of other committees.
8. All FS Standing and ad hoc Committees shall follow the Guidelines that appear in Appendix I of these Bylaws.

Article XII. Standing and ad hoc Committees

1. Ad Hoc Faculty Senate Academic Grievance Committee

- a. Functions:
 - i. Following the College's Academic Grievance Procedure and specified

timelines, meet to review and provide recommendations for academic grievances that have been referred to the Vice President for Academic Affairs.

ii. When the duties of the Ad Hoc Grievance Review Committee are complete, the committee is disbanded.

iii. The grievance will not be discussed at any shared governance meetings.

b. Membership:

i. When an academic grievance is appealed to the VPAA, the chair of the Faculty Senate will recruit membership for an Ad Hoc Grievance Review Committee with representation as stipulated by the college's procedure:

ii. One teaching faculty member with Continuing Appointment who is from the same division as the instructor named in the grievance but not from the same department.

iii. One academic department chair from a different academic division.

iv. One student selected from a list of students provided by the Student Assembly. The student shall not have been a member of the course section at issue.

c. Reporting Relationship:

i. The Faculty Senate accepts requests from the VPAA to form an Ad Hoc Grievance Review Committee. The Ad Hoc Grievance Review Committee reports to the VPAA. Matters related to the Academic Grievance including parties involved, documentation related to the grievance, and the matters being discussed are strictly confidential.

2. SUNY Awards Selection Committee: standing

a. Function:

i. 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.

b. Membership:

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

c. Reporting Relationship:

i. The SUNY Awards Selection Committee reports to the FS, the College Senate, and the CACC (Chancellor's Awards Coordination Committee).

Article XII: Assessment of the Body's Effectiveness

Assessment. In alignment with Middle States Commission on Higher Education (MSCHE), SUNY, and college guidelines and best practices, the FS shall be regularly assessed in order to determine the body's effectiveness and to identify areas of improvement.

The FS shall:

1. Every two years, establish an ad hoc Assessment Committee to conduct an assessment of the body. This committee shall:

a. Design and administer a survey to determine the membership's satisfaction with the body, rating how well the body communicates information, welcomes suggestions, provides for open discussion and debate, and furthers its mandate to advance the college's academic mission;

b. Review the minutes of the preceding years of both full FS meetings and meetings of the FSEC to evaluate how closely the overall body adheres to its mission and principles;

- c. Gather information and opinions, formally and informally, from both constituents and non-constituents, regarding the effectiveness of the body;
 - d. Issue a Report to the full membership that lays out its findings and makes recommendations for improvement.
2. Vote upon each recommendation of the Assessment Committee;
 3. Act upon each recommendation that it is the will of the body to implement.

Article X. Amendment of Bylaws.

1. The FS bylaws may be amended at any time, excluding the summer and winter terms.
2. Any FS member, with the exception of the FS Chair, may propose an amendment(s) to the bylaws by contacting the FS Chair at least 14 days prior to a meeting (defined as days when the college is open for regular business).
3. The member proposing the amendment is responsible for composing the text of the resolution to amend the bylaws, specifically identifying the language they wish changed, the proposed new language, and a rationale for why the amendment is desirable for the good of the body.
4. The Chair shall place this proposal on the next meeting agenda for discussion, and shall electronically forward the proposed amendment(s) to the FS membership for their information and feedback. Feedback and comment may be directed to the Chair or a Voting Representative of the FSEC.
5. Feedback and comment shall be returned to the proposer prior to the meeting at which the proposal shall be discussed.
6. After discussion at the aforementioned meeting, the proposer shall be given up to seven days (defined as days when the college is open for regular business) to make any changes to their proposed amendment(s), and shall forward the final text of their proposal to the Chair, who shall as soon as reasonably practicable forward said final text to the FS membership as a whole.
7. Feedback may be sent to the FS Chair or FSEC Voting Representatives prior to the subsequent meeting.
8. At the aforementioned subsequent meeting, a vote shall be held by the body to approve or reject the proposed amendments to the bylaws. In the case of a unanimous vote, the amendment shall be held as approved or rejected at the meeting. If the vote is not carried by unanimous consent, the vote shall be extended electronically to the body of the whole, and considered passed by a simple majority of the votes cast. This vote shall be concluded by 5PM Friday on the week following the meeting.
9. If the amendment is successful, the Secretary shall duly amend the bylaws on the FS website as soon as is practicable.

APPENDIX I

Policy Guidelines for Standing Committees of the FS

1. Any member of the FS may be a member of a Standing Committee; they need not be a member of the FSEC.
2. The Secretary of the FSEC, if applicable and necessary, shall receive copies of each of the following: minutes of each meeting, notices of forthcoming meetings, resolutions that a committee wishes to present to the FS, and special communications concerning committee issues/problems as the need may arise.
3. Meetings of Standing Committees should be held according to the preferred schedule of the Committee.
4. Removal of committee members will be according to the bylaws or procedure of the Standing Committee.
5. Where student representation on a Standing Committee is specified, the Student Assembly will be contacted and will follow its bylaws or procedures for assignment to a Committee

