SUNY Delhi College Senate
Bylaws

The Bylaws have been developed to establish the basis and provide the means by which the Academic and Non-Academic Staff of the State University of New York College of Technology at Delhi (SUNY Delhi) can govern itself as a body within the College, involve itself in the governance of the College, and carry out its responsibility to participate in the development of the educational program of the College and to conduct this program.

These bylaws are in accordance with the requirements and policies of the Board of Trustees of the State University of New York.

These bylaws are governed by the current edition of Robert's Rules of Order, except as otherwise provided by these bylaws.

TITLE A. ESTABLISHMENT AND PURPOSES

§ 1. Name. The name of this organization shall be the SUNY Delhi College Senate.

§ 2. Purposes. The SUNY Delhi College Senate will be the official agency through which the SUNY Delhi academic and non-academic staff engage in shared governance of the College. The Senate shall be concerned with effective educational policies and other professional matters within the College. The SUNY Delhi College Senate will make recommendations to College leadership, which includes the President and Provost of SUNY Delhi, concerning effective policies and other matters within the College.

TITLE B. MEMBERSHIP

§ 1. Composition.

A. Composition of the SUNY Delhi College Senate will consist of one non-voting Presider and thirty-three (33) Senators with voting privileges:

- One (1) academic staff representative from each of the six (6) academic program areas, as defined below, each representative elected by the full-time academic staff of their own area:
    - Residential Construction, Construction Technology, Construction Management, Mechatronics, Architecture (South);
    - Automotive, Electrical, HVAC, Welding, Plumbing & Heating (North);
    - Liberal Arts and Sciences;
    - Nursing;
    - Professional Studies (Business, Hospitality, Applied Sciences, Recreation);
    - Veterinary Science.
- One (1) Librarian, elected by the Library staff

- Twelve (12) academic staff representatives, elected at-large, by the full-time academic staff
- One (1) non-academic staff representative from each of the four (4) Vice President and areas that directly report to the President, each representative elected by the full-time non-academic staff of their area.
- Nine (9) non-academic staff representatives, elected at-large, by the full-time non-academic staff
- One (1) academic or non-academic graduate program representative, elected at-large, by the full-time academic and non-academic staff

All Senators must be full time employees of SUNY Delhi.

B. One (1) Senator will be elected as the University Faculty Senate (UFS) representative. This position is elected by the Senate. This Senator must be a member in good standing.

One (1) Senator will be elected as the alternate UFS representative. This position is elected by the Senate. This Senator must be a member in good standing. The duties and responsibilities of the alternate UFS representative shall follow the requirements for alternate Senators as defined in Section 5C of these Bylaws.

The University Faculty Senate representative represents the college on the SUNY University Faculty Senate. The UFS representative's responsibilities include attending three yearly plenary meetings and bringing concerns to the SUNY University Faculty Senate. The UFS representative also works with the fellow senators from the Technology Sector to discuss concerns and compare experiences. The UFS representative is also responsible for voting on SUNY University Faculty Senate resolutions and offices, and is expected to report back to the SUNY Delhi College Senate and the campus community.

C. The College President, College Provost, and Student Senate President serve as ex-officio, non-voting members.

D. Senate membership will terminate upon any change to an ineligible status or separation of employment with the College.

E. Academic staff is the staff comprised of those persons having academic rank or qualified academic rank. Academic rank includes, but is not limited to, the titles of Professor, Associate Professor, Assistant Professor, Instructor, Librarian, Associate Librarian, Senior Assistant Librarian, and Assistant Librarian. Qualified academic rank includes the title of Lecturer and titles of academic rank preceded by Visiting.

F. Non-academic staff is comprised of all classified and unclassified SUNY Delhi employees who do not hold academic or qualified academic rank.

G. Academic and non-academic staff holding Management/Confidential titles are not eligible to serve as voting members of Senate.

§ 2. Duties and Responsibilities of Senators -

A. Definitions

- Area Elected Representatives – Represent the academic staff of their academic program area.

- At-Large Representatives – Academic at-large representatives represent the academic staff of the campus. Non-academic representatives represent the non-academic staff of the campus.

B. Responsibilities

- To attend all Senate meetings.
- To participate in deliberations.
- To vote on all motions that are brought before the Senate.
- To be fully informed on all issues before the Senate.
- To communicate and discuss issues before the Senate with constituents and to bring the perspective of constituents on these issues to the Senate.
- To bring matters of constituent concerns to the Senate.
- To serve on Senate subcommittees.
- Participate in annual shared governance training.
- Participate in annual Robert's Rules of Order training.

§ 3. Election

A. Area Elected Seats

The Senate Operations Committee will oversee the nomination and election of the area seat(s) when an elected area term has expired. The nomination period will last for the first week of May, immediately followed by a one (1) week voting period. These elections shall be conducted by secret ballot, through electronic means, and by majority of those voting. The chair of the Senate Operations Committee will share the results.

When an area-elected seat has been vacated during the Senate meeting schedule, the Senate Operations Committee will begin the nomination period within three (3) business days of notification of the seat vacancy. The nomination period will last for one (1) week, immediately followed by a one (1) week voting period. These elections shall be conducted by secret ballot, through electronic means, and by majority of those voting. The chair of the Senate Operations Committee will share the results. The seat will be filled for the remainder of the term.

When an area-elected seat from an academic program area has been vacated outside the Senate meeting schedule, the Senate Operations Committee will begin the nomination period by the end of the first week of faculty obligation. The nomination period will last for

one (1) calendar week, immediately followed by a one (1) week voting period. These elections shall be conducted by secret ballot, through electronic means, and by majority of those voting. The Senate Operations Committee will share the results. The seat will be filled for the remainder of the term.

If an administrative restructuring of the College results in a change to the areas that require representation, as defined in Title B, Section §1 of these Bylaws, the necessary changes will be made to the Bylaws according to the process in Title F of these Bylaws. Vacancies resulting from restructuring will be filled upon expiration of the Senator's current term. The nomination period will last for the first calendar week of May, immediately followed by a one (1) week voting period. These elections shall be conducted by secret ballot, through the current learning management system or other electronic means, and by majority of those voting. The chair of the Senate Operations Committee will share the results.

B. At-Large Elected Seats

The Senate Operations Committee will oversee the nomination and election of the at-large seats and the graduate representative seat when an elected at-large term has expired. The nomination period will last for the first week of May, immediately followed by a one (1) week voting period. These elections shall be conducted by secret ballot, through electronic means, and by majority of those voting. The chair of the Senate Operations Committee will share the results.

Should an at-large seat be vacated during the Senate session, the seat will be filled twice per academic year, in November and May, at which time the seat will be filled for the remainder of the term. The nomination period will last for the first calendar week of November and May, immediately followed by a one (1) week voting period. These elections shall be conducted by secret ballot, through electronic means, and by majority of those voting. The chair of the Senate Operations Committee will share the results.

C. The Senate Operations Committee will oversee the representative membership by maintaining and publishing a current list of members.

§ 4. Terms.

A. Each elected Senator will serve a term of two (2) years concurrent with the Senate session.

B. The Senator elected as the UFS representative will serve a term of three (3) years.

C. The Senator elected as the alternate UFS representative will serve a term of three (3) years.

§ 5. Attendance, Proxy, Alternate

A. Attendance: Senators are expected to attend all scheduled Senate meetings.

B. Proxy: Senators who are unable to attend a scheduled Senate meeting will be responsible for arranging a proxy to fill in for that meeting. A proxy is defined as a current, voting member of Senate in good standing, or a member of the Senator's constituency. The proxy will be responsible for notifying the Secretary of their presence and who they are representing. A Senator may be represented by a proxy no more than three (3) Senate meetings in one (1) academic semester. Senators may proxy for no more than two (2) Senators at one time. It is the responsibility of the absent Senator to communicate information from the missed meeting to their constituents.

C. Alternate: Alternates will be allowed to serve in the long-term absence of an elected Senator, and shall serve for the same term as the representatives for whom they are alternates. Such alternate representatives shall exercise all the powers and duties of the Senator for whom they are alternates. Alternate Senators will have full floor privileges when substituting for a duly elected Senator. Alternate Senators will be elected according to the election process stated in these bylaws as defined in Section B3. Any Senator who will be absent for four (4) or more consecutive meetings in one academic semester must be represented by an alternate for the duration of their absence.

§ 6. Reelection. Senators may be reelected for an indefinite number of terms.

§ 7. Vacancies.

A. Vacant Representative Seats. A Senator's seat will be deemed vacant by the Presider if:

- A Senator, or alternate Senator, fails to be present at roll call for three (3) or more Senate meetings in one (1) academic year without a proxy.
- A Senator resigns from the Senate or leaves employment at the College.
- A Senator in good standing is on sabbatical, or otherwise unable to fulfill Senate duties for a period exceeding one (1) semester.

If a Senator's seat is deemed vacant, the affected constituency will elect another Senator to fulfill the Senator's unexpired term according to the election procedures specified in Title B, Section 3 of these bylaws.

B. Vacant Executive Seats. The seat of a Senate officer will be deemed vacant for any of the reasons listed previously for Senators.

If the following seats become vacant:

- Presider: The Associate Presider will assume the Presidership for the unexpired term of the Presider.
- Associate Presider: A new Associate Presider will be elected by the Senate if the unexpired term exceeds one (1) semester, in the same manner as the original election, as defined in Title D of these Bylaws, at the next Senate meeting following the occurrence of the vacancy. If the unexpired term is one (1) semester or less, then the Executive Committee shall elect one of its members to serve as acting Associate Presider until the next election.

- Secretary: A new Secretary will be elected by the Senate if the unexpired term exceeds one (1) semester, in the same manner as the original election, as defined in Title D of these Bylaws, at the next Senate meeting following the occurrence of the vacancy. If the unexpired term is one (1) semester or less, then the Executive Committee shall elect one of its members to serve as acting Secretary until the next election.

TITLE C. OFFICERS

§ 1. Presider of the Senate. The election of the Presider will be conducted by the Operations Committee at the first April meeting of the outgoing College Senate. The Presider shall serve for a term of two (2) years. The Presider of the Senate may be reelected for two (2) subsequent terms, only one (1) of which may be consecutive, but may not thereafter be eligible for any additional terms. The Presider will have no voting rights while serving as Presider.

The Presider's term(s) will be followed by a 1-year term as Past Presider, serving in an advisory role to the current Presider, and will sit on the Executive Committee. The Past Presider will have no voting rights while serving as Past Presider. Upon conclusion of the advisory term, if the Past Presider wishes to continue serving on the Senate, the Past Presider shall run for an open position via the election process contained in these bylaws.

Upon taking office as Presider of the Senate, the elected member shall vacate the position as the representative of his or her area in the Senate. The vacated seat shall be filled with a representative from the elected Presider's area, via the election process contained in these Bylaws.

In the event that the Senate is unable to elect a Presider at the first meeting in April of the affected year, nominations will continue to be accepted at each subsequent Senate meeting through the final meeting of May, if necessary. Once a nomination is received, an election will be held during the next Senate meeting. If no Presider is elected by the final meeting of May, the College President shall appoint a Presider from the current Senate membership by June 1. The appointee must have served at least one (1) year on the College Senate prior to the appointment.

Compensation shall be provided to the Presider through either a 3-credit course release or financial distribution equivalent to a 3-credit course at the respective extra service rate.

Duties and Requirements of Presider:

A. The Presider will preside at all meetings of the College Senate.

B. The Presider will ensure that all responsibilities and actions of the Senate are promptly and properly carried out.

C. The Presider will chair the Senate Executive Committee.

D. The Presider will meet regularly with the College President and the College Provost to discuss issues of concern to the Senate.

E. The Presider will carry out other duties as assigned by the Senate or the Senate Executive Committee.

F. The Presider will receive and communicate all items of business that are conducted by and/or presented to the Senate to the appropriate area on campus.

G. The Presider position may be filled by either an academic or non-academic Senator.

§ 2. Associate Presider. The election of the Associate Presider will be conducted by the Operations Committee at the last meeting of April of the outgoing College Senate, or during the meeting following the election of the Presider. The Associate Presider shall serve for a term of two (2) years, provided that they remain a Senator in good standing. The Associate Presider position may be filled by either an academic or non-academic Senator, whichever was not elected to the Presider role. The Associate Presider shall serve as Presider of the Senate during that officer's absence or inability to act. Compensation shall be provided to the Associate Presider through either a 3-credit course release or financial distribution equivalent to a 3-credit course at the respective extra service rate.

In the event that the Senate is unable to elect an Associate Presider during the meeting following the election of the Presider, nominations for Associate Presider may be accepted from both academic and non-academic Senate members during the next Senate meeting.

In the event that the Senate is unable to elect an Associate Presider within three Senate meetings of the scheduled election for the Associate Presider, the Presider shall appoint an interim Associate Presider from the current Senate membership until a nominee comes forward. The appointee must have served at least one (1) year on the College Senate prior to the appointment.

Duties and responsibilities of Associate Presider:

A. The Associate Presider will perform the duties and responsibilities of the Presider in the absence of the Presider.

B. The Associate Presider will serve as the Senate Parliamentarian.

C. The Associate Presider will chair the Operations Committee.

§ 3. Secretary. The election of the Secretary will be conducted by the Operations Committee at the last meeting of April of the outgoing College Senate, or during the meeting following the election of the Presider. The Secretary shall serve for a term of two (2) years, provided that they remain a Senator in good standing. The Secretary shall take and keep minutes of the Senate, and shall exercise such other powers and duties as the Senate shall provide in these Bylaws.

In the event that the Senate is unable to elect a Secretary within three (3) Senate meetings of the scheduled election for the Secretary, the Presider shall appoint an interim Secretary from the current Senate membership until a nominee comes forward.

Duties and responsibilities of Secretary:

A. The Secretary will record and keep the minutes of the Senate and Executive Committee.

B. The Secretary will assemble and distribute the Senate minutes and meeting agendas to the College.

C. The Secretary will maintain all College Senate documents in the current electronic repository.

D. The Secretary will maintain the College Senate website.

TITLE D. ELECTION OF OFFICERS

A. The election of Senate Officers will be conducted by the Operations Committee at the first and last meetings of April of the outgoing College Senate as defined in Section B3 of these Bylaws.

B. Officers will be directly elected by the voting membership of the Senate.

C. The chair of the Operations Committee will call for nominations for officer positions a month prior to the scheduled officer elections. Any nominations that are not self-nominations require the nominee's written permission to be nominated. All nominations for officer positions will be published prior to the election.

D. Nominations will be accepted from the floor. A nominee need not be present but must have given written permission to be nominated.

E. Prior to the election of Presider, nominees for Presider must present to the Senate, either orally or in writing, a brief summary of their vision for the Senate and the key issues that they wish to address as Presider.

F. The nomination and election of officers will proceed in the following sequence:

1. Presider
2. Associate Presider
3. Secretary

G. To be elected, an officer must receive a simple majority of votes cast.

Tie Breaker for the Election of Officers (adapted from recently adopted UFS language): If no candidate for an officer position receives a majority of the votes cast, then the candidate who

received the lowest number of votes shall be removed from the ballot, and the election repeated until a candidate receives a majority of the votes cast. In the case of a tie for the lowest number of votes in any round, the election will be repeated with no candidates removed from the ballot. If two rounds of voting after the first tie does not break the tie, the two tied candidates with the lowest number of votes will be identified and the election will be repeated (with all remaining candidates including those tied) until a candidate receives a majority of the votes cast. The vote count shall be reported only for the final ballot.

TITLE E. ORGANIZATION AND COMMITTEES

§ 1. Meetings. The College Senate will meet bi-monthly during the academic calendar year, at such times and places as shall be determined by the Executive Committee. If regularly scheduled meetings fall on academic breaks and holidays, that meeting will be postponed until the next regularly scheduled meeting. The SUNY Delhi College Senate Executive Committee and/or the SUNY Delhi College Senate Presider may call a non-scheduled meeting, or cancel a regularly scheduled meeting if deemed necessary. The SUNY Delhi College Senate shall meet no less than once per month during the academic calendar year, and at other times as determined by the College Senate Executive Committee. The meeting agenda and all related meeting materials must be made available to the College Senators at least five (5) business days prior to the scheduled meeting.

§ 2. Committees of the Senate.

The Senate may establish such committees as it deems advisable and shall prescribe the functions of such committees. All committees must report monthly to Senate.

§ 3. General Duties and Responsibilities of Committee Chairs. Committee chairs are responsible for leading their committees, conducting committee meetings, ensuring that their committees are fully staffed and functioning effectively, and for reporting interim and final findings to the Senate.

§ 4. Vacant Committee Seats

A. A committee member or committee chair seat will be deemed vacant for any of the reasons previously listed for Senators.

B. If a committee chair seat is deemed vacant, a new chair will be elected by the means designated for that committee to serve the unexpired term.

C. If a committee member seat is declared vacant and the unexpired term exceeds one (1) semester, or if the committee cannot otherwise function, a new committee member will be seated according to the procedure for that committee.

§ 5. Internal Committees of the Senate

A. Internal Committees manage the internal functions of the College Senate.

B. Elections and terms of Internal Committee members will be carried out as defined by the individual committee and in accordance with these Bylaws.

Senate Executive Committee

It will be the responsibility of the Executive Committee to:

a. Receive, review, and distribute for action, in a timely manner, all items of business directed to the Senate.
b. Set the agenda for Senate meetings.
c. Monitor all Senate functions and recommend ways to improve Senate effectiveness.
d. Conduct business in the name of the Senate between Senate meetings.
e. Ensure all committees report activities and business conducted in the name of the Senate to the Senate.
f. Ensure that resolutions of the Senate are properly communicated and when appropriate that they are properly carried.
g. Abide by the provisions of these bylaws and ensure that the Senate abides by these bylaws.
h. To exercise such other duties and responsibilities as may be conferred by the Senate.

Membership of the Executive Committee of the College Senate will be composed of the Presider (chair), Associate Presider, Secretary, UFS Representative, and the alternate UFS Representative.

Senate Operations Committee

It will be the responsibility of the Senate Operations Committee to:

a. Oversee the representative membership of the Senate.
b. Maintain and publish a roster of current Senators with their areas of representation and term.
c. Oversee the election process of at-large Senate members.
d. Communicate with all academic program areas to ensure that each area elects their representative, and provides that name or names to the Senate.
e. Oversee the membership of Internal and External Committees of the Senate.
f. Oversee the election process of Internal Senate Committee membership.
g. Oversee and conduct elections and voting on Senate matters not otherwise stated in these bylaws.

Membership of the Senate Operations Committee of the College Senate will be composed of:

a. The Associate Presider (chair) and four (4) elected members of the Senate.
b. All Senate Operations Committee members will serve on the Senate Operations Committee for the duration of their current Senate term.

Bylaws Committee

It will be the responsibility of the Bylaws Committee of the College Senate to:

a. Review the College Senate Bylaws on an annual basis.
b. Recommend any changes to the Senate as needed.
c. Update the College Senate bylaws with accepted changes.
d. Ensure a current copy of the College Senate Bylaws is available in the current electronic repository, and on the College Senate website.

Membership of the Bylaws Committee of the College Senate will be composed of:

a. Five (5) members of the Senate.
b. The chair of the Bylaws Committee will be decided by the committee members and will serve no more than two (2) consecutive terms as chair.
c. All Senate Bylaws Committee members will serve on the Senate Bylaws Committee for the duration of their current Senate term.

Resolutions Committee

It will be the responsibility of the Resolutions Committee of the College Senate to:

a. Present the passed UFS resolutions to the SUNY Delhi College Senate, and propose and draft similar resolutions if the College Senate agrees that the resolution is appropriate for the SUNY Delhi campus to adopt.
b. Review local resolutions proposed by campus committees, including the College Senate, and present them to the College Senate for discussion and approval.
c. Once a resolution is approved by the College Senate, the Resolutions Committee will inform SUNY Delhi administration, and will contact the appropriate committee, campus department, or persons associated with the implementation of the passed resolution.
d. Report the status of current resolutions to the Senate.

Membership of the Resolutions Committee of the College Senate will be composed of:

a. Five (5) members of the Senate, including the UFS Senator.
b. The chair of the Resolutions Committee will be decided by the committee members and will serve no more than two (2) consecutive terms as chair.
c. All Senate Resolutions Committee members will serve on the Senate Resolutions Committee for the duration of their current Senate term.

Scholarship Committee

It will be the responsibility of the Scholarship Committee of the College Senate to:

a. Review scholarship applications for awards to be provided by the College Senate Endowment fund.
b. Recommend award nominee(s) to the Senate for approval.

Membership of the Scholarship Committee of the College Senate will be composed of:

a. Five (5) members of the Senate.
b. The chair of the Scholarship Committee will be decided by the committee members and will serve no more than two (2) consecutive terms as chair.

c. All Scholarship Committee members will serve on the Scholarship Committee for the duration of their current Senate term.

§ 6. External Committees of the Senate

A. External Committees are concerned with the broader interest of the College and the college community.

B. Members of External Committees will be elected from, among, and by constituent groups.

C. Elections and terms of Internal Committee members will be carried out as defined by the individual committee and in accordance with these Bylaws.

D. The following committees will maintain their own membership and bylaws. The College Senate shall review all policies and proposals presented to Senate by these committees, which will be voted on by Senate before submission to leadership.

<u>Academic Policy Committee</u>

It will be the responsibility of the Academic Policy Committee to:

a. Make recommendations to the Senate on all matters regarding academic policy.
b. Develop proposals for the establishment and continuous review of academic policies.
c. Develop and review proposals relating to teaching, learning, and research.

Membership of the Academic Policy Committee of the College Senate will be composed of:

a. One (1) academic staff member from each of the six (6) program areas, as defined in Title B. Section 1.A. of these Bylaws, and the Library, for a total of seven (7) academic staff members
b. Two (2) non-academic staff members
c. Each committee member is elected by their constituency and will serve one, 2-year term with no term limit.
d. The chair of the Academic Policy Committee will be decided by the committee members and will serve no more than two consecutive, 2-year terms as chair.
e. The Provost, the Registrar, the Director of Student Financial Services or designee, and the Director of Academic Advisement will be ex-officio, non-voting members of the Academic Policy Committee of the College Senate.

<u>Academic Promotion Committee</u>

It will be the responsibility of the Academic Promotion Committee of the College Senate to:

a. Solicit, review, and evaluate academic staff promotion dossiers.
b. Make recommendations for promotion to the Provost.
c. Review and approve changes to the academic promotion process.

Membership of the Academic Promotion Committee of the College Senate will be composed of:

a. Six (6) academic staff members elected from each academic program area, as defined in Title B. Section 1.A. of these Bylaws, and one (1) academic staff member from the Library, for a total of seven (7) academic staff members.
b. The chair of the Academic Promotion Committee will be decided by the committee members.
c. Eligibility of committee members will be academic staff members of assistant professor or senior assistant librarian rank (or higher), having applied for and earned at least one academic promotion at SUNY Delhi, with continuing appointment and five (5) continuous years of full-time service at SUNY Delhi, and who are not in the final year of the academic promotion process.
d. Members of the Promotion Committee of the College Senate serve one, 3-year term. In the case where an academic program area does not have the required qualified personnel to adhere to this term limit, one of the following actions should be voted on by the ~~school~~ academic program area: 1) the qualified member who has completed his or her third year can continue to serve on the committee until another qualified member within that ~~school~~ area becomes eligible to serve and is voted in by their area, or 2) the academic program area may elect to leave the committee seat vacant until such a time when the area has an additional member eligible to serve.

<u>Assessment Committee</u>

It will be the responsibility of the Assessment Committee of the College Senate to:

a. Track assessment programs across campus and monitor for compliance with the College's strategic plan and/or the mandates of external entities;
b. Review and advise changes to campus assessment structures, processes, and procedures;
c. Assist academic and student support areas in developing robust assessment efforts, based on measurable outcomes, by making available assistance from campus staff who engage in best practices in assessment;
d. Periodically report on the progress of the campus in sustaining and improving its assessment efforts;
e. Identify data, evidence, and institutional research needed in order to improve and document assessment efforts;
f. Assist in improving efforts by using assessment results to improve or strengthen academic programs and student support service efforts;
g. Coordinate with the Middle States Steering Committee to assure that recommendations for improving assessment, data gathering, and analysis are seamlessly implemented.
h. Advise on the Institutional Learning Outcome assessment processes and reporting.

Membership of the Assessment Committee of the College Senate will be composed of:

a. The Assessment Committee shall consist of 19 voting members including the following:

    1. Applied Technology and Architecture: Residential Construction, Construction Technology, Construction Management, Mechatronics, Architecture (1 member)
    2. Applied Technology and Architecture: Automotive, Electrical, HVAC, Welding, Plumbing & Heating (1 member)

3. Business, Hospitality, and Recreation (3 members)
4. Liberal Arts and Sciences (2 members)
5. Nursing (2 members)
6. Veterinary Science (2 members)
7. Academic Support Services (3 members)
8. Student Life (3 members)
9. Finance and Administration (1 member)
10. College Advancement (1 member)

b. Members of the committee will be elected by the members of the area which they represent with unlimited reappointments of three (3) years. Members from the same areas shall have staggered terms.
c. The Assessment Committee will be co-chaired by one representative from the academic staff membership of the committee and one representative from the non-academic staff or Library or student support staff membership of the committee.
d. Faculty and staff who currently serve on the Assessment Committee shall be eligible to vote and are eligible to be nominated for co-chair.
e. Each co-chair will serve for two (2) years with a maximum of two consecutive terms but may be re-elected as a co-chair after one (1) term out of office. Terms for co-chairs shall be staggered.
f. Administration members accountable for assessment (for example, The Dean of Curriculum, Instruction and Assessment, Vice President of Institutional Effectiveness, and the Assessment Coordinator), or any other person appointed by administration to oversee assessments, will serve as a standing ex-officio member of the assessment committee. In addition to the administration of assessment process across the campus, the ex-officio member will work closely with the two co-chairs.
g. A person serving in an ex-officio position cannot concurrently serve as a voting member or co-chair of the committee.
h. Ex-officio members are non-voting members listed below:
    a. Provost (ex-officio)
    b. Administrator(s) for Assessment (ex-officio)
    c. Director of Institutional Research (ex-officio)

<u>Budget and Planning Committee</u>

It will be the responsibility of the Budget and Planning Committee of the College Senate to:

a. Function as a liaison between the Senate, the Budget Director, and/or relevant administrator(s). As a liaison, committee members will meet regularly with the Budget Director and/or relevant administrator(s) to understand and communicate budgetary information to the Senate, and relay questions and concerns from the Senate to the Budget Director and/or relevant administrator(s) in advance of Senate reports.
b. Receive and review quarterly actual-to-budget variance reports, quarterly reporting of reserves, end-of-year financial results, and/or other reports as requested from the Budget Director. Reports will be presented to Senate in a form and content as deemed necessary

to communicate the status of campus operations and effectuate better planning and campus-wide understanding.

c. Review the current year's fiscal requests by department. Recommend priorities to the Budget Director and/or relevant administrator(s). When necessary, this committee will liaison with campus committees that are involved in long-term and strategic planning.
d. Provide membership to other campus budget and finance committees, where members participate in and make recommendations on related matters. As Budget and Planning Committee representatives, members will relay Senate questions and concerns to the appropriate campus committee and report concerns to the Senate.

Membership of the Budget and Planning Committee of the College Senate will be composed of 17 members:

a. Two (2) academic Senators from two separate academic program areas or the Library, as assigned by the Senate.
b. Two (2) non-academic Senators from two separate Vice Presidents' areas, as assigned by the Senate.
c. One non-academic staff member from each Vice President's area, who is not already representing the Senate, as elected by constituency:
    - VP for Academic Affairs
    - VP for Student Life
    - VP for Administration and Finance
    - VP for College Advancement
d. One academic staff member from each academic program area, as defined in Title B. Section 1.A. of these Bylaws, and the Library, who is not already representing the Senate, as elected by constituency.
    - Residential Construction, Construction Technology, Construction Management, Mechatronics, Architecture
    - Automotive, Electrical, HVAC, Welding, Plumbing & Heating
    - Arts and Sciences
    - Nursing
    - Professional Studies (Business, Hospitality, Applied Sciences)
    - Veterinary Science
e. The Budget Director will serve as a non-voting, ex-officio member.
f. Each member will serve one (1), staggered two (2)-year term with no term limit.
g. The chair of the Budget and Planning Committee will be decided by the committee members and will serve no more than two (2) consecutive, two (2)-year terms as chair.

<u>Campus Life Committee</u>

It will be the responsibility of the Campus Life Committee of the College Senate to:

a. Review and make recommendations pertaining to the educational, developmental, social, cultural, and recreational policies, programs, issues, and services that affect the quality of student and professional life, and the campus environment at SUNY Delhi.

b. Serve as a liaison to campus committees that are concerned with student and professional life and do not report to Senate.

Membership of the Campus Life Committee of the College Senate shall be composed of:

a. Three (3) academic and four (4) non-academic staff members.
b. Each member will serve one (1), two (2)-year term with no term limit.
c. The chair of the Campus Life Committee will be decided by the committee members and will serve no more than two (2) consecutive, two (2)-year terms as chair.

Chancellor's Awards Executive Committee

It will be the responsibility of the Chancellor's Awards Executive Committee of the College Senate to:

a. Facilitate an appropriate nomination process of college academic and non-academic staff.
b. Place chairs of each Chancellor's award committee and ensure each award committee is populated according to SUNY guidelines.
c. Distribute the current Chancellor's criteria for each award, as designated by SUNY, to each award committee chair.
d. Solicit nominations from the campus for the following Chancellor's awards:

    a. Excellence in Teaching
    b. Excellence in Professional Service
    c. Excellence in Faculty Service
    d. Excellence in Scholarship and Creative Activities
    e. Excellence in Librarianship
    f. Distinguished Teaching Professorship
    g. Distinguished Service Professorship
    h. Chancellor's Award for Student Excellence
    i. Any additional Chancellors Awards that may be created in the future

e. Receive each award committee's chosen candidate and ensure the nomination portfolio is complete.
f. Submit completed nomination portfolio to the President's office for signatures and submission to SUNY.
g. Guide committee chairs on closure of the award process.

Membership of the Chancellor's Awards Executive Committee of the College Senate shall be composed of two (2) co-chairs with staggered, 2-year terms and with no term limits.

Co-chairs will be elected by the campus community. The College Senate Operations Committee will call for nominations and oversee the election. Elections of co-chairs will occur by the end of obligation for the coming academic year.

Continuing and Term Appointment Committee

It will be the responsibility of the Continuing and Term Appointment Committee of the College Senate to:

a. Review documents in support of reappointment and make recommendations to the College Provost.
b. Review and approve changes to the reappointment process.

Membership of the Continuing and Term Appointment Committee of the College Senate shall be composed of:

a. Six (6) academic staff members elected from each ~~school~~ academic program area, as defined in Title B. Section 1.A. of these Bylaws, and one (1) academic staff member from the Library, for a total of seven (7) academic staff members.
b. The chair of the Continuing and Term Appointment Committee will be decided by the committee members.
c. Eligibility of committee members will be academic staff with continuing appointment and at least five (5) years of service at SUNY Delhi.
d. Members who serve on the Continuing and Term Appointment Committee of the College Senate serve one, 3-year term. In the case where an academic program area does not have the required qualified personnel to adhere to this term limit, one of the following actions should be voted on by the academic program area: 1) the qualified member who has completed his or her third year can continue to serve on the committee in question until another qualified member within that area becomes eligible to serve and is voted in by their area, or 2) the academic program area may elect to leave the committee seat vacant until such a time when the area has an additional ~~school~~ member eligible to serve.

<u>Curriculum Committee</u>

It will be the responsibility of the Curriculum Committee of the College Senate to:

a. Receive, review, and evaluate curriculum proposals.
b. Submit all proposals deemed acceptable by the Curriculum Committee to the Senate for approval.

Membership of the Curriculum Committee of the College Senate will be composed of:

- Representation from each of the following program areas:
    - School of Applied Technologies and Architecture
        - Residential Construction, Construction Technology, Construction Management, Mechatronics, Architecture – One (1) member
        - Automotive, Electrical, HVAC, Welding, Plumbing & Heating – One (1) member
    - School of Nursing
        - Nursing – One (1) member
    - School of Liberal Arts and Sciences
        - Humanities & Social Sciences, Criminal Justice – One (1) member
        - Science & Mathematics – One (1) member
    - School of Veterinary Science

    - Veterinary Science Technology – One (1) member
- Library – One (1) member

a. Each member will serve one, two (2)-year term with no term limit.
b. The chair of the Curriculum Committee will be decided by the committee members and will serve no more than two (2) consecutive, two (2)-year terms as chair.
c. The Provost, Registrar, Director of Admissions and Enrollment Management, and a representative from the Online Instruction Committee will serve as ex-officio, non-voting members of the Curriculum Committee of the College Senate.

TITLE F. BYLAWS AND AMENDMENTS

A. The Senate may adopt, amend, or repeal such bylaws as it deems advisable, consistent with this document, governing its activities and procedures. Amendments to these Bylaws may be proposed by Senators and/or by the Bylaws Committee.

B. The Bylaws Committee submits proposed amendments to these Bylaws to the Executive Committee, which will be distributed to Senators with Executive Committee recommendations prior to the meeting at which they will first be discussed.

C. Proposed amendments to these bylaws must appear on the agendas of two (2) regularly scheduled meetings prior to being voted upon.

D. Amendments will be adopted if approved by a two-thirds (2/3) vote of all currently seated voting Senators.

E. If a regular meeting vote on a bylaws amendment is not conclusive, that is neither two-thirds (2/3) approve nor more than one-third (1/3) disapprove, a ballot will be immediately sent to all absent Senators to determine the final vote.

TITLE G. QUORUMS, ACTIONS, AND PROCEDURE

§ 1. Quorum. A quorum for transacting business at any meeting of the Senate or of a Senate committee will be a majority of the voting members currently seated on the Senate or Senate committee.

§ 2. Actions. The act of a majority of the members at any meeting of the Senate or of a Senate committee, where a quorum is established, will be the act of that body, except as otherwise stipulated in these bylaws. Members are free to abstain from voting. Acts of the body are based on a majority of the votes cast. All business conducted by the College Senate in person and/or electronically is considered official.

§ 3. Procedure. Procedure at meetings of the College Senate will be governed by the current edition of Robert's Rules of Order, except as otherwise provided by these bylaws.

§ 4. Voting. Voting will be conducted by show of hands or similar electronic means, except when a motion is approved for a different voting method or as stated otherwise in these bylaws.

For the actions described below, voting will be conducted anonymously by electronic ballot, using an electronic polling system as long as anonymity can be reasonably guaranteed. A motion can be made for a vote by paper ballot, providing that all Senators in attendance are physically present. The following actions will be voted on by anonymous ballot:

- Elections for Senate officers
- Elections for Senate representatives to campus committees
- Motions to request a UFS consultation
- Motions to request a UFS visitation
- Votes of no confidence

§ 5. Meeting Records. The written meeting minutes as recorded by the Secretary and approved by the voting members of the College Senate serve as the official record of College Senate meetings. Electronically generated meeting transcripts and recordings may only be used to assist Senators with the creation of reports to their constituents. Electronically generated meeting transcripts and recordings may not be used in place of approved Senate minutes and may not be distributed to the greater campus or public.