

Faculty By-laws

State University of New York

College of Environmental Science and Forestry

(AMENDMENT HISTORY)

November 1, 1973; April 17, 1975; April 28, 1978; February 16, 1984; April 19, 1985; November 25, 1985; April 1988; and February, 2009.

Preamble

It is the purpose of these by-laws to set forth the responsibilities of the Faculty of the State University of New York College of Environmental Science and Forestry and to establish organization and procedures necessary for the effective performance of such responsibilities and for the orderly transaction of College Faculty business. These by-laws are consistent with policies adopted by the State University Board of Trustees for the organization and governance of the University as set forth in Policies of the Board of Trustees, State University of New York, 1973.

I. THE FACULTY

A. Definition.

1. The Faculty of the State University of New York College of Environmental Science and Forestry shall be composed of:

The Chancellor of the State University;

The President of the College;

Members of the academic staff of the College;

Senior research associates, research associates, research assistants, and other member of the professional staff¹ who hold appointments the primary responsibility of which, as determined by Faculty vote, is in the initiation, development, or implementation of the educational program.

2. The voting Faculty shall be composed of all members of the Faculty, except: instructors, assistant librarians, and research assistant who have completed less than one year of professional service in the University, and members of the academic staff of the College having qualified academic rank.

B. Responsibilities, Functions, and Powers

¹ *Policies of the Board of Trustees (SUNY). 1973, Article II (i, j, k)*

(i) "Academic staff." The staff comprised of those persons having academic rank or qualified academic rank.

(j) "Academic rank." Rank held by those members of the professional staff having the title of professor, associate professor, assistant professor, instructor, and assistant instructor, including geographic full-time faculty members having such titles and rank held by members of the professional staff having the titles of librarian, associate librarian, and assistant librarian. A geographic full-time Faculty member is a person serving on the faculty of a medical center who is not employed on a full-time basis for the purpose of fixing compensation payable by the State but all of whose professional services and activities are conducted at the medical center or its affiliated hospital and are available to the State on a full-time basis for clinics and instructional purposes.

(k) "Qualified academic rank." Rank held by those members of the academic staff having titles of lecturer, or title of academic rank preceded by the designations "clinical" or "visiting", or other similar designation

1. The policies of the State University Board of Trustees oblige the Faculty to participate significantly in the initiation, development, and implementation of the educational program.
2. To meet these responsibilities, the Faculty shall:
 - a. organize itself for the orderly transaction of Faculty business;
 - b. meet regularly to discuss matters of College interest;
 - c. review existing College policies and programs and cooperate in carrying them out;
 - d. recommend to the President, or to other appropriate individuals or bodies, proposed new policies and programs or revisions to existing policies and programs; and
 - e. assist in the enhancement and development of the College and its programs.

C. Organization

1. Officers

- a. Chair. The President of the College shall be Chair of the Faculty. The Presidents' designee shall act in the absence of the President. The Chair is empowered to call meetings of the Faculty and to report to the Faculty (with agenda priority) at all meetings. A member of every standing committee, the President may be represented on each committee by a designee. The President shall receive for action all Faculty recommendations about the instructional, research, and service programs of the College, and shall report their disposition to the Faculty.
- b. Executive Chair. The Executive Chair shall be the presiding officer at all meetings of the Faculty and Chair of the Faculty Executive Committee, shall represent the Faculty at College Board of Trustees meetings and shall exercise such other powers as are set forth in these by-laws. In the

absence of the Executive Chair, the Secretary shall act as Executive Chair.

- c. Secretary. The Secretary shall record the minutes of all Faculty meetings and shall distribute such minutes to the Faculty prior to the next regular meeting. The Secretary shall be a voting member of the Executive Committee and shall act as Secretary of that committee.
- d. Parliamentarian. A Parliamentarian shall be appointed biennially in even-numbered years from the voting Faculty by the Executive Chair to serve in an advisory capacity to the Executive Chair on matters of procedure.
- e. Sergeant-at-Arms. A Sergeant-at-Arms shall be appointed biennially in even-numbered years from the voting Faculty by the Executive Chair. In charge of roll call, the Sergeant-at-Arms shall establish the existence of a quorum, provide written or electronic ballots for voting, appoint tellers, and generally expedite Faculty voting. It is the further responsibility of the Sergeant-at-Arms to exclude unauthorized persons from all Faculty meetings and maintain order, appointing assistants from the Faculty as needed.

II. MEETINGS

A. Regular Meetings

1. Regular meetings of the Faculty shall be held each semester to carry out normal faculty business on a schedule to be set by the Executive Committee and distributed to the Faculty at the beginning of each academic year. An itemized agenda shall be distributed at least one week before each meeting.
2. After consultation with the Chair of the Faculty, the Executive Committee may cancel any regular meeting but may not cancel two consecutive meetings.

B. Special Meetings

1. The Chancellor of State University, the Chair, or the Executive Chair may call special meetings at any time, provided the Faculty is notified in advance of the meetings. The Executive Committee shall call special meetings within two weeks of petition by at least ten percent (10%) of the voting Faculty. Notice of such a meeting establishing the time, place and itemized agenda shall be distributed to the Faculty at least one week before the meeting. Business transacted at special meetings shall be limited to the items on the agenda.

C. Conduct

1. All Faculty meetings shall be conducted according to Robert's Rules of Order (Revised) except as otherwise specified in these by-laws and in the Policies of the Board of Trustees, SUNY, 1973.
2. The Chair and the Executive Chair may at their discretion invite visitors including student representatives and recognize them in discussions.

D. Quorum

1. A quorum shall consist of one-third (1/3) of the voting faculty.
2. Each member of the voting Faculty shall have one vote. Voters who are located at the College's regional campuses, or who are absent from the Syracuse campus for one semester or more, may appoint a limited proxy from among the voting Faculty, provided the Executive Chair is notified annually of such assignment in writing with the signature of both the voter and the proxy. The results of any vote shall be established by count, if requested by a voting member. The Executive Chair's vote shall be counted last and shall not be counted if it causes a tie. A secret ballot may be requested by any voting member.

III. PROCEDURES

A. Elections

1. Time of Elections. The annual election shall take place in the Spring Semester.
2. Election and Assignment to Committees
 - a. The Departments of Landscape Architecture, Environmental Resources and Forest Engineering, Environmental Studies, Chemistry, and Forest and Natural Resources Management shall each, on even years, identify one representative to serve on Faculty Governance for a term of two years.
 - b. The Departments of Environmental and Forest Biology, Construction Management and Wood Products Engineering, Paper Science and Bioprocess Engineering and the Library and Learning Resources Center shall each, on odd years, identify one representative to serve on Faculty Governance for a term of two years.
 - c. Each year there will be election conducted by the Executive Committee. Biennially, in even-numbered years, the voting Faculty shall elect one of its members to serve as Executive Chair, who may serve no more than two successive terms. Biennially, in odd-numbered years, the voting Faculty shall elect one of its members to serve as Secretary of the Faculty who may serve for no more than two successive terms. At-Large Representatives to Faculty Governance shall also be elected. Three representatives shall be chosen in even, and four in odd years.
 - d. Committee assignments of newly elected At-Large Representatives and continuing members, will be made by a caucus of the Chairs of the standing committees. The Executive Chair will chair the caucus.
3. Election of Officers
 - a. The Executive Committee shall be responsible for conducting the College-wide election of Executive Chair, Chair of the Committee on Public Service and one Syracuse University Senator on

even-numbered years; Secretary, Chair of the Committee on Instruction, Chair of the Committee on Research, and one Syracuse University Senator on odd-numbered years; and SUNY Senator and Alternate every three years.

- b. Two weeks prior to the second spring semester Faculty Meeting, the Executive Committee shall distribute to the Faculty a slate of one or more consenting nominees for each elective office. The Executive Committee shall also invite nominations from the floor at the regular Faculty Meeting and from the Professional staff for SUNY Senator and Alternate.
4. Balloting. Voting in College-wide elections shall be by secret ballot. Absentee ballots may be cast before the election by arrangement with the Sergeant-at-Arms. In each contest, the nominee receiving the largest number of votes shall be elected. In the event of a tie, there shall be a runoff election. The preparation, distribution, collection and counting of the ballots and the reporting of results shall be the responsibility of the Sergeant-at-Arms, who may, upon approval of the Faculty, establish an electronic balloting process that guarantees secrecy.
5. Taking Office. Faculty members elected to office or committee shall assume their posts on July 1st immediately following the election, except as otherwise provided in these by-laws.
6. Vacancies. In the case of a vacancy in any office or committee post of more than one month, the Executive Committee may appoint an alternate for the duration of the duly-elected incumbent's absence.
7. Removal from Office. Officers and committee members may be removed from office by two-thirds (2/3) vote of the Faculty following complaint to the Executive Committee and review and recommendation by the Committee.

B. Consultation

1. Appointment of the President. The Faculty shall assist the College Board of Trustees in seeking candidates for the office of President of the College.
2. Appointment and Re-appointment of Vice-presidents, Deans, Directors, and Faculty Chairs. Before the President of the College appoints, re-appoints, or recommends the appointment or re-appointment of vice-presidents, deans, directors, and faculty chairs, the President shall:
 - a. Announce by written memorandum to each Faculty member of the appropriate administrative unit that an opening exists.
 - b. Invite Faculty members in the appropriate administrative units involved to submit nominations.
 - c. Present the nomination to Faculty members in the appropriate administrative units involved for their evaluation and recommendation.
3. Appointment, Re-appointment, and Promotion of Faculty Members

- a. Faculty members shall, at any time, recommend to the heads of the appropriate administrative units, the names of prospective candidates for appointment, re-appointment, and promotion.
- b. Before a unit head recommends the appointment, re-appointment, or promotion of Faculty members, the names of all prospective candidates shall be presented to the appropriate Faculty members in their unit, for their evaluation and recommendation.
4. Development of Instructional, Research, and Public Service Programs
 - a. Faculty members shall propose, at any time, changes in existing programs.
 - b. Opportunity shall be given all members of the appropriate group to review, evaluate, and recommend disposition of every proposal.

IV. COMMITTEES OF THE FACULTY

A. Structure

1. Standing Committees. Standing Committees shall include the Executive Committee and the Committees on:
 - a. Instruction
 - b. Research
 - c. Public Service
 - d. SUNY and ESF Awards
2. *Ad Hoc* Committees. At its pleasure, the Executive Committee may appoint or abolish *ad hoc* committees, the function of which fall within Faculty prerogatives and responsibilities as specified in these by-laws.

B. Functions. The general functions of the standing committees shall be:

1. to study current policies and programs;
2. to search out and eliminate current policies and programs which are unsuitable to College needs;
3. to receive, study, and evaluate proposals for improvement in policies and programs;
4. to place before the Faculty proposals for revision and formulation of policies and programs;
5. to meet such other responsibilities as are set forth elsewhere in these by-laws; and
6. in carrying out the above, to consult and cooperate on a permanent or temporary basis with appropriate persons, groups, and advisors.

C. Procedures

1. Committees shall:
 - a. make proposals with specific recommendations to the Faculty;
 - b. present such proposals in writing to the Faculty for review and response;
 - c. revise the proposals according to Faculty response and present the revised draft, or op-

- tional drafts, for action at a meeting of the faculty.
2. Committees shall inform the Faculty of their activities by:
 - a. filing monthly the minutes of all meetings with the Chair of the Executive Committee;
 - b. reporting to the Faculty at least once each semester upon request of the Executive Committee

D. Composition

1. Executive Committee. The Executive Committee shall consist of the Chairs of each of the Standing Committees or their designees; Secretary; Chair (President); and Executive Chair, who shall preside. The SUNY Senator and the senior Syracuse University Senator are Ex-Officio Members of the Executive Committee.
2. Standing Committees: The Committee on Instruction shall consist of the Committee Chair and eight (8) faculty members, and the Chair of the Faculty. The Committees on Research, Public Service, and SUNY and ESF Awards shall each consist of a Committee Chair, four (4) Faculty members, and the Chair of the Faculty.
3. Except as noted elsewhere in these by-laws, Committee members shall be elected for a term of two years and may be reelected.
4. Committee meetings shall be open to members of the Faculty. The Undergraduate and Graduate Student Associations will each be invited by the Executive Chair to designate a representative to each of the Faculty Committees. At their discretion, the Committee Chairs may invite visitors and recognize them in discussion.
5. Committee decisions shall be made by no less than two-thirds (2/3) of the voting membership.
6. Subcommittees. Each Standing Committee, in order to fulfill its responsibilities as outlined below, may recommend to the Executive Committee the establishment of subcommittees to more effectively organize its work. The subcommittees may be relatively permanent or they may be *ad hoc* in nature, designed to address a single short-term issue. Membership on the subcommittees need not be restricted to members of the parent committee, but may draw on the expertise of the entire College Faculty. The chair of each subcommittee should, however, be a member of the parent committee.

E. Scope and Responsibilities

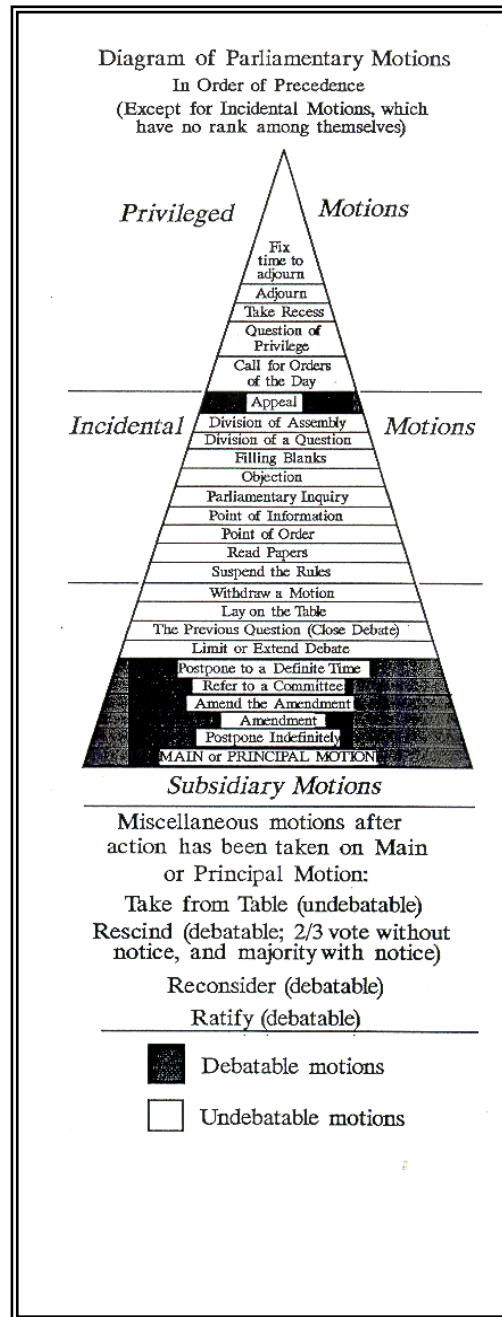
1. Executive Committee. This committee shall:
 - a. study and formulate statements of the philosophy and objectives of the College;
 - b. review the College's programs and policies and recommend Faculty action for increasing their effectiveness;
 - c. review the college's budget requests and appropriations throughout the budget cycle with the President;

- d. review and coordinate the activities of standing committees;
 - e. assign to appropriate committees of the Faculty issues for study and consideration;
 - f. review the by-laws annually and recommend needed changes to the Faculty;
 - g. recommend to the Faculty creation of *ad hoc* Faculty committees and the membership and functions of such committees;
 - h. plan, in consultation with the Chair, the agenda of Faculty meetings;
 - i. prepare and present to the Faculty a slate of nominees for Faculty offices or Faculty committees;
 - j. designate, as appropriate, members of the Faculty to represent the Faculty at various occasions;
 - k. transmit to the President recommendations by the Faculty;
 - l. propose nominations for honorary degree candidates to the President; and
 - m. assist in the electoral process by which College representation to the University Faculty Senate is determined, in accordance with the Policies of the Board of Trustees, SUNY, 1973.
2. Committee on Instruction. This committee, in order to exercise its responsibility for the conduct of the College's instructional program, shall be concerned with:
 - a. policies regarding instructional development, support and administration including the library and educational communications;
 - b. the structure, content, and interrelationship of courses, curricula and degree requirements the methods, quality and evaluation of instruction;
 - c. standards for evaluating student academic performance;
 - d. the quality of academic advisement; and
 - e. policies regarding recruitment and admission of both graduate and undergraduate students.
 3. Committee on Research. This committee, in order to exercise its responsibility for the conduct of the College's research program, shall be concerned with
 - a. policies regarding research development, support and administration;
 - b. policies and procedures related to graduate academic affairs;
 - c. academic support services, such as analytical and technical services and computer facilities; and
 - d. utilization of College Properties.

4. Committee on Public Service. This committee, in order to exercise its responsibility for the conduct of the College's public service program, shall be concerned with:
 - a. policies regarding development, support, and administration of the Public Service and Non-resident Instruction programs;
 - b. the effectiveness and adequacy of the Public Service programs;
 - c. the nature and operation of the Nonresident Instruction program;
 - d. the maintenance of a strong and vital placement and alumni affairs program.
5. Committee on SUNY and ESF Awards
 - a. To solicit nominations and testimony for recognition of exemplary service to ESF in accordance with SUNY and ESF guidelines, as appropriate;
 - b. To review nominations and the testimony in support of these nominations;
 - c. To make recommendations to the Provost for awards;
 - d. To maintain college-wide records of awardees.

V. BY-LAW REVISION

1. Amendments. Proposals for amendments to these by-laws may be made by any Faculty member at a Faculty meeting. They shall then be distributed to the Faculty by the Secretary within ten days after the meeting. Written or secure electronic balloting will be completed in not less than seven days, nor more than fourteen days after the date of circulation of the proposed amendment. Passage at the time of the amendment shall require a majority of the votes cast.
2. Adoption. These by-laws and any subsequent amendments shall become effective immediately after the adoption by the Faculty, except that those provisions concerning presidential consultation with the Faculty shall be subject to approval by the President.



Abstract of ROBERT'S RULES OF ORDER

Prepared in the interest of aiding full debate, maximum decorum, and efficient, productive meetings.¹

Purpose of the Rules of Order.

From the Preface by General Henry M. Robert: "The object of Rules of Order is to assist an assembly to accomplish the work for which it was designed, in the best possible manner. To do this it is necessary to restrain the individual as the right of an individual, in any community, to do what he pleases, is incompatible with the interests of the whole. Where there is no law, but every man does what is right in his own eyes, there is the least of real liberty."

Abstracted Table of Rules and Motions

| Rules: ⇨ | Undebatable | Opens Main Question to Debate | Cannot be Amended | Cannot be Reconsidered | Requires 2/3 Vote | Does not Require a Second In Order if Another has the Floor |
|--|-------------|-------------------------------|-------------------|------------------------|-------------------|---|
| Order: ⇩ | | | | | | |
| Parliamentary Motions, in order of Precedence | | | | | | |
| Privileged Motion | | | | | | |
| Adjourn | ✓ | ✓ | ✓ | | | |
| Incidental Motions (no precedence within group) | | | | | | |
| Objection (consideration).... | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Point of Order | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Suspend the Rules ①..... | ✓ | | ✓ | ✓ | | |
| Withdraw Motion | ✓ | ✓ | | | | ② |
| Subsidiary Motions | | | | | | |
| Lay on Table | ✓ | ✓ | | ③ | | |
| Previous Question | ✓ | ✓ | | ✓ | | |
| Postpone to a Time..... | | | | | ④ | |
| Refer or Commit | | | ✓ | | | |
| Amend Amendment ⑤ | | | | ✓ | | |
| Amend | | | | | | ⑥ |
| Principal Motion | | | | | | |
| Main Motion | | | | | | |

- Notes: ① Rules may be amended, "provided the amendment was submitted in writing at the previous regular meeting" and by a 2/3 vote. (RRO, §45). Debate may be limited or extended as a part of the amendment to the main motion; close of debate is achieved with Previous Question. (RRO, §37).
- ② Unless there is an objection, may be withdrawn anytime before a decision.
- ③ "An affirmative vote on this motion cannot be reconsidered". (RRO, §19)
- ④ "Allows of but limited debate upon the propriety of postponement." (RRO, §57)
- ⑤ Can only amend an amendment once. (RRO, §23)
- ⑥ "When the assembly has voted that certain words shall form a part of a resolution, it is not in order to make another motion which involves exactly the same question as the one it has decided." (RRO, §23)

Quorum

"Whenever during the meeting there is found not to be a quorum present, the only thing to be done is to adjourn; though if there is no question raised about it, the debate can be continued, but no vote taken, except to adjourn." (RRO, §43)

¹ The fact that other possible motions and other details are omitted herein does not alter the circumstances of their existence, their possible use, nor their effect. This abstract is based solely on my recollection of most common motions, problems, and procedures of the several parliamentary organizations with which I have been affiliated as chief elected officer or Parliamentarian. It is based on *Robert's Rules of Order*, 1970, Pyramid Books, NY. Peter E. Black, September 27, 1995