

**BROOKLYN COLLEGE
OF THE
CITY UNIVERSITY OF NEW YORK**

**FACULTY COUNCIL
BY-LAWS**

Article 1 – Meetings

- Section 1 Regular meetings shall be held at least each month of the academic year on a Tuesday chosen by the Steering Committee. Notice of such meetings will be publicly announced.
- Section 2 Special meetings shall be held at the call of the Steering Committee or the written request of ten members of Faculty Council.
- Section 3 A majority of the members of Faculty Council shall constitute a quorum.
- Section 4 The order of business shall be determined by the Steering Committee. This order may at any time be suspended by an affirmative vote of two-thirds of the members present.
- Section 5 All items of new business requiring action at a regular meeting of Council shall be submitted to the Secretary ten days in advance of the meeting for communication to members along with the call letter. This rule may be suspended by a 2/3 vote of the members present.
- Section 6 All members shall attend all meetings unless excused by the Chair or Secretary. Any other individuals who wish to attend as observers may do so without voice or vote.
- Section 7 If a department representative is unable to attend a meeting, (s)he should contact the Secretary and his/her departmental alternate, and the department alternate should be asked to attend the meeting. If a divisional representative is unable to attend a meeting, (s)he should contact the Secretary, and the next unused divisional delegate should be asked to attend the meeting.
- Section 8 All final action items must be approved by a roll call vote by a majority of the members of Faculty Council.
- Section 9 The rules contained in Roberts Rules of Order (latest edition) shall govern all meetings, save where they are inconsistent with these bylaws and/or the laws of the State of New York.

Article II - Officers

- Section 1
Officers The officers of Faculty Council shall be a Chair and a Secretary.
- Section 2
Elections The Chair shall be elected at the October meeting following the triennial elections to Faculty Council, or as soon thereafter as possible. The election for Secretary shall take place immediately after the election of the Chair. All elections of Officers shall be by roll call ballot.
- Section 3
Terms The Officers shall be elected to serve for three years or until their successors are elected, and their term of office shall begin at the close of the meeting at which they are elected.
- Section 4
Qualifications All members of Faculty Council, and only they, shall be eligible for election (or re-election) as Officers.
- a. If an Officer becomes unavailable due to a leave of absence, Faculty Council shall elect a substitute to serve for the period of the leave.
 - b. If an Officer becomes an administrator at or above the rank of Assistant Dean, Assistant Registrar or Assistant Business Manager, the office shall immediately become vacant and Faculty Council shall elect a successor for the remainder of the term. (The original holder of the Office shall be eligible for re-election thereto.)
 - c. If an Officer ceases to be a member of Faculty Council for any reason, at any time before May 1 of a triennial year, the Office shall immediately become vacant and Faculty Council shall elect a successor for the remainder of the term.
- Section 5
Chair a. The Chair shall preside over the meetings of Faculty Council and shall perform such other duties as are normally fulfilled by a Chair.
- b. The Chair shall serve as a member of the Steering Committee and as its Chair.
- Section 6
Secretary a. The Secretary shall prepare and distribute copies of the agenda for each meeting, and shall send out proper notice of all meetings of Faculty Council.
- b. The Secretary shall attend all meetings of Faculty Council and prepare the minutes.
- c. The Secretary shall have custody of all records of Faculty Council, shall conduct all its correspondence, and shall perform such other duties as are usually discharged by a Secretary.
- d. The Secretary shall serve as a member of the Steering Committee and as its Secretary.
- Section 7
Parliamentarian A Parliamentarian shall be appointed by, and serve at the pleasure of, the Chair.
- Section 8
Pro-tem In the absence of the Chair, the Secretary, or the Parliamentarian from a meeting of Faculty Council, a member designated by the Chair shall serve pro-tem.

Article III - Steering Committee

Section 1 Composition

The Steering Committee shall be composed of five members: The Chair and the Secretary of Faculty Council, the Chair of the Committee on Committees, and two additional members.

Section 2 Election, Term And Qualifications

The two additional members shall be elected by roll call ballot immediately following the election of the Secretary. Their terms of office and qualifications shall be identical to those of the Officers of Faculty Council.

Section 3 Duties

The Steering Committee shall form the agenda and plan the orderly conduct of business for the meetings of Faculty Council, coordinate the operation of committees, supervise the implementation of Faculty Council directives, alert Faculty Council to matters requiring its attention, advise the President and members of the administration on all matters of interest to the faculty of the college, establish and maintain active liaison with other governance bodies of the college, and, on its own authority, call a special session of Faculty Council.

Section 4 Executive Committee

The Steering Committee shall serve as the Executive Committee of Faculty Council in the following ways:

- a. Appoint nominees of the Committee on Committees to serve as acting members and Chairs of Faculty Council committees until the next meeting of Faculty Council.
- b. Between Commencement and the first Faculty Council meeting of the Fall semester recommend to the Board of Trustees that degrees or certificates be awarded to students, subject to removal for cause, and provided such awards have been approved by the Committee on Review of Student Records.

Article IV – Committees

Section 1 There shall be a Committee on Committees consisting of six members of Faculty Council. Each year, at the December meeting of Faculty Council, two members of the Committee shall be elected by a majority of the members of Faculty Council to serve for three years beginning the following January first.

A member of the Committee who ceases to be a member of Faculty Council shall serve until December 31 of that calendar year. A successor to serve the unexpired term shall be elected at the December meeting of Faculty Council.

Members of the Committee on Committees shall be eligible for re-election. Each year the Committee shall choose its own Chair. If the Chair ceases to be a member of Faculty Council for any reason, the Chair shall immediately become vacant and the Committee shall elect a successor for the remainder of the year from among its members who are still members of Faculty Council.

The Committee on Committees shall make nominations to Faculty Council with respect to the faculty membership of all standing Faculty Council committees. The Committee on Committees shall report periodically to Faculty Council on the effectiveness of the committee structure.

Section 2 There shall be standing and ad hoc committees as established by Faculty Council. They may consist of faculty and student members as designated in each committee charge. A majority of the faculty members of a committee shall constitute a quorum.

Section 3 Faculty members of standing committees shall be elected annually on nomination by the Committee on Committees or on nomination from the floor. Nominations by the Committee on Committees shall be circulated at least one week before the election meeting. All members of the Faculty shall be eligible to serve on committees of Faculty Council. Faculty members of standing committees shall serve for one year unless otherwise specified in the committee charge or until their successors have been elected, and shall be eligible for re-election. Ex-officio and other members of standing committees may be added as Faculty Council may provide.

Section 4 Faculty members of ad hoc committees shall be elected by Faculty Council or appointed by the Chair, as Faculty Council may direct.

Article V – Amendments

These by-laws may be amended by a two-thirds affirmative vote of the members of Faculty Council at any stated or special meeting of Faculty Council, provided that notice shall have been given at a previous meeting, and provided that the text of the proposed amendment shall have been sent in writing to every member of Faculty Council at least a week before the meeting at which the proposed amendment is to be considered.

Amended 3/28/06