

BOROUGH OF MANHATTAN COMMUNITY COLLEGE

GOVERNANCE PLAN

CURRENT – APRIL 1997

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GOVERNANCE PLAN OF BOROUGH OF MANHATTAN COMMUNITY COLLEGE

PREAMBLE

RULES GOVERNING THE FACULTY OF BMCC

THE PURPOSE OF THIS DOCUMENT IS TO CODIFY THE RULES AND REGULATIONS UNDER WHICH THE FACULTY OF THE BOROUGH OF MANHATTAN COMMUNITY COLLEGE OPERATES. THE MAJOR DUTIES OF THIS FACULTY ARE TO ASSUME RESPONSIBILITY, SUBJECT TO THE BY-LAWS OF THE BOARD OF TRUSTEES, FOR THE FORMULATION OF POLICY RELATING TO THE CURRICULUM, THE GRANTING OF DEGREES, STUDENT AFFAIRS, STUDENT DISCIPLINE AND STUDENT ADMISSION. THE FACULTY ALSO MAKES RECOMMENDATION ON POLICY WITH RESPECT TO BUDGETARY MATTERS AND FACULTY PERSONNEL MATTERS WITHIN THE FRAMEWORK OF THE BY-LAWS OF THE BOARD OF TRUSTEES. IT ALSO CONDUCTS ALL OTHER EDUCATIONAL AFFAIRS CUSTOMARILY CARED FOR BY A COLLEGE FACULTY.

AMENDMENTS: All amendments to the governance plan of Borough of Manhattan Community College shall be subject to the approval of the Board of Trustees of The City University of New York.

ARTICLE I: THE FACULTY COUNCIL

Section I: Purpose

- a. The Faculty Council of the Borough of Manhattan Community College shall be the agent of the faculty in carrying out the functions of faculty subject to the provisions of the By-laws of the Board of Trustees.
- b. The Faculty Council shall have all the responsibilities of the faculty subject only to the right of the faculty to reverse any specific vote of the Council by a two-thirds vote of the entire membership of the faculty.

Section II. Membership

- a. The Faculty Council shall consist of the president of the college, the deans, the business manager, the head librarian, the registrar, the director of admissions and records, the chairs of departments, one or two members elected from each department and delegates-at-large equal to the number of departments.
- b. Eligibility to serve and to vote shall be determined on the basis of faculty membership. Membership in the Faculty of the Borough of Manhattan Community College consists of the President of the college, the deans, the business manager, the head librarian, the director of admissions, and records, the registrar, full-time professors, associate and assistant professors, lecturers, * Instructors, * college laboratory technicians* with educational responsibilities, and other such members of the staff the faculty may add because of their educational responsibilities.
- c. Instructional departments with 20 or more teaching faculty members as defined above are allowed two departmental representatives, those with less than 20, one representative.
- c. There shall be no substitutes or proxies in place of absent members.

Section III: Elections and Vacancies

- a. Department delegates, except for the department chair are elected by secret ballot by eligible members of the department for a term of three years in May of the appropriate year. Vacancies are filled in the same manner by the department for the unexpired portion of the term. Department delegates may not succeed themselves after having served two successive full terms.

ARTICLE I: THE FACULTY COUNCIL

Section III: Elections and Vacancies (continued)

- b. Delegates-at-large are chosen from the membership of the faculty. They serve a three-year term with 1/3 to be elected each year. Candidates must file a nominating petition containing the signature of 25 eligible voters. Elections of delegates-at-large are by secret ballot in April of each year with newly elected delegates-at-large assuming office at the next annual organizational meeting. Delegates-at-large are ineligible to serve simultaneously as department delegates. Vacancies for delegate-at-large are filled from the list of unsuccessful candidates of the last election, with the person having the most votes among the unsuccessful candidates receiving the vacancy. The vacancy is for the unexpired portion of the term.

Section IV: Structure and Functions of the Faculty Council

a. The officers and their duties

1. The chair of the Faculty Council is the president of the Borough of Manhattan Community College and the vice-chair is the Dean of Faculty. In the absence of the chair, the vice-chair presides. In the absence of both the chair; and the vice-chair, the chair appoints any dean to preside.
2. The chair and vice-chair are members of the Executive Committee of the Faculty Council. The chair, and in his absence the vice-chair, presides over the Executive Committee.
3. The secretary of the council is elected by the Faculty Council from among the membership of the council by secret ballot by a majority vote. The secretary is a member of the Executive Committee but not of any other standing committee. The secretary is responsible for the minutes of all meetings, and for the notification of all members of the council concerning meetings and council action.
4. A parliamentarian is elected by the Faculty Council at its first general meeting each year.

b. Meetings

1. The Faculty Council meets at least twice each semester as determined by the Executive Committee of the Council. Monthly meetings are incorporated into the college calendar.

ARTICLE I: THE FACULTY COUNCIL

Section IV: Structure and Functions of the Faculty Council

b. Meetings (continued)

2. Upon petition of ten or more members of the council, a meeting must be called in order to deal with matters of council concern. The chair, the Executive Committee, or a Faculty Council resolution may call for special meetings.
3. When time permits the proposed agenda for both stated and special meetings is sent to the members of the full faculty and Faculty Council at least one week prior to the meetings.
4. A quorum of both stated and special meetings consists of a majority of the members of the Faculty Council.
5. The order of business at meetings of the Faculty Council.
 - i. Action on minutes
 - ii. Special orders
 - iii. Communications and announcements
 - iv. Unfinished business
 - v. Reports of standing committees
 - vi. Reports of special committees
 - vii. New business
6. Meetings of the Faculty Council follow Roberts Rules of Order, revised, latest edition.
7. Minutes of each meeting are sent to the members of the faculty as soon as practicable after the meetings but in no case more than ten days after each meeting.
8. Members of the faculty who are not members of the Faculty Council may attend meetings and have the privilege of the floor but may not vote.

Section V: Structure and Functions of Faculty Council Committees

- a. The members of the two types of Faculty Council standing committees (administrative and policy) are only those elected to serve on Faculty Council itself. However, a maximum of three student representatives, elected by the Student Government Association in secret ballot may serve with full voting rights on any standing policy committee with the exception of the Committee on Faculty Development and Procedures. No student may serve on more than one committee. Students may serve on the Academic Standing Committee when it is meeting to discuss policy questions or to consider student appeals. However, the names of appellants are kept confidential whenever student representatives are present. and appellants are afforded the opportunity to specify in writing that they request a hearing by faculty only.

ARTICLE I: THE FACULTY COUNCIL

Section V: Structure and Functions of Faculty Council Committees (Continued)

b. The standing administrative committees are:

1. The Committee on Committees
2. The Elections Committee
3. The Executive Committee

The function of the administrative committee is to provide for the execution of policy decisions. The members and the specific functions of each administrative committee are:

1. The Committee on Committees consists of five members of the Faculty Council elected at the beginning of each new academic year. There is no more than one person from any one department and members may not succeed themselves. The Committee each year appoints members of the Faculty Council to standing policy committees and special committees, honoring the request of individual council members as far as practicable.
2. The Elections Committee consists of five members elected by secret ballot of the Faculty Council. This committee certifies the procedures and results of all college balloting, nominations, and elections.
3. The Executive Committee consists of the chair, vice-chair, the secretary of the Faculty Council and one representative of each standing policy committee, elected by secret ballot by each committee, each new academic year. The functions of the Executive Committee are:
 - i. To act for the Faculty Council when it is not in session. All such actions are subject to review at the next session of the council.
 - ii. To prepare the agenda for Faculty Council meetings. This agenda must include all motions passed by the standing policy committees and may include any other proposals which do not fall within the province of a standing policy committee.
 - iii. To refer matters brought to its attention to the appropriate committee.
 - iv. To implement Faculty Council decisions.
 - v. To construct the calendar for the academic year.
 - vi. To meet at least once a month during the academic year.
 - vii. To have the power to call the Faculty Council into session and to coordinate the activities of all committees.

ARTICLE I: THE FACULTY COUNCIL

Section V: Structure and Functions of Faculty Council Committees
(continued)

c. The standing policy committees are:

1. Academic Standing
2. Admissions
3. Curriculum
4. Instruction
5. Faculty Development and Procedures
6. Student Affairs

All policy committees consist of approximately an equal number of members as far as practicable. Each member of the Faculty Council, appointed by the Committee on Committees, serves on one and only one policy committee.

- i. Any member of the faculty has the right, upon request, to appear before and speak, without vote, at any meeting of any Faculty Council policy committee meeting.
- ii. Elected student representatives to standing policy committees shall be responsible to report on the actions of their respective committees to the Student Government Association.

The function of the policy committees is to design the legislation of college policy.

- i. Each standing policy committee renders an annual report to the faculty. The secretary of each standing committee sends to each member of the faculty a copy of the minutes of each committee meeting no later than two weeks after the meeting.
- ii. All committee reports requiring Faculty Council action are sent to the members of the Faculty Council at least one week prior to Faculty Council meetings.

The specific functions of each policy committee are:

1. The Academic Standing Committee

- i) establishes and protects the quality of the academic standards of the college;
- ii) sets academic qualifications for obtaining degrees, for continuing in good standing, for receiving academic honors, and for maintaining matriculation status;

ARTICLE I: THE FACULTY COUNCIL

Section V: Structure and Functions of Faculty Council Committees

(continued)

- iii) determines questions of academic standing and rules on various appeals by students regarding specified requirements of curriculum and grades.
2. The Admissions Committee formulates the policies, principles and standards for admission to each of the programs offered by the college. It serves as the administrative arm for implementing departmental requirements and evaluations of previous course work.
3. The Curriculum Committee formulates and evaluates current requirements for degrees. The committee maintains a continuing review of the operation of the college curriculum and of pertinent developments in this field. Its function includes the evaluation and review of proposals for the modification of curricula.
4. The Instruction Committee recommends policy in all areas dealing with effective teaching, (class size, workloads, visual aids, remedial and tutorial programs, etc.) It also distributes to the faculty information on the improvement of instruction.
5. The Faculty Development and Procedures Committee is concerned with questions and procedures relating to the welfare of the faculty, including working conditions, salary problems, workloads, promotional opportunities, retirements and benefits, etc. The Committee is also concerned with the professional development of the faculty.
6. The Student Affairs Committee recommends policy dealing with non-academic student activities, including financial assistance and scholarships. This committee also recommends policy and maintains a continuous review of all non-academic student affairs, policy and programs not within the jurisdiction of any other standing policy committee.
- d. Special committees of the Faculty Council, on which any member of the faculty may serve, may be formed by a majority vote of the Faculty Council. Two such committees might be a library committee and a committee on building and grounds; all departments might have representation on these committees. Ad-hoc committees, whose purpose is to perform a given task, may also be formed by a majority vote of the Faculty Council. Members of Ad-hoc committees must be elected by a majority vote of the Faculty Council but any member of the Faculty may serve.

ARTICLE II: DEPARTMENT ORGANIZATION

Section I: Purpose

- a. Each department, subject to the approval of the Faculty Council, shall have control of the educational policies of the department through the vote of its faculty members.
- b. Each department shall cooperate with related departments, and with college agencies in general, in the development of college-wide interests.

Section II: Membership

- a. Members of a department shall be primarily recruited by the department chair.
- b. Recommendations for appointments, reappointments and reappointments with tenure to a department shall be initiated by the Department Personnel and Budget Committee or, for a professorial title, by the president.
- c. The president may recommend that a professorial department appointee be designated as department chair. Such recommendation may be made either at the time of election of department chair or such other time as the educational interests of the college may require. Before recommending such appointment or designation, the president shall confer with the Department Personnel and Budget Committee and with the College-Wide Personnel and Budget Committee.
- d. All appointments, reappointments and reappointments with tenure to a department are recommended to the College-Wide Personnel and Budget Committee by the department chair in accordance with the vote of the majority of the Department Personnel and Budget Committees and subject to the approval of the president and Board of Trustees.

Section III: Elections and Vacancies

- a. The department chair is a tenured member of the department in the rank of professor, associate professor, or assistant professor. The chair is elected the first week in May for a three year term by a majority of the reappointed department faculty. Mail or proxy voting is not permitted and these three year terms for all chairs are staggered. An exception is the chair of the Department of Student Life who shall be the Dean of Students and the chair of the Library who is designated by the president and is charged with the administration of the college library and the performance of other duties assigned by the president; in addition, both shall perform functions of a department chair, enumerated below in this Article II, Section IVa.

ARTICLE II: DEPARTMENT ORGANIZATION

Section III: Elections and Vacancies (continued)

- b. In any case where the president does not approve the election of a department chair, or at such other time as the interests of the college may require the removal of a chair and the appointment of a new one, the president shall confer with the department and thereafter shall report to the board any subsequent action by the department with respect thereto, together with the president's recommendation for a chair. The recommendation by the president to the board for the designation of the department chair should take place only after careful consideration by the president of the qualifications of those selected by the respective departments. The president's recommendation shall be based on the capacity of the individual selected to act effectively as the departmental administrator and spokesperson and as a participant in the formation, development and interpretation of college-wide interest and policy.

- c. Department Personnel and Budget Committee consists of four members of the department faculty, at least three of whom are tenured, and all in the rank of professor, associate professor, or assistant professor. Members of the Department P&B are elected by a majority of the reappointed department faculty for a three year term in May - at the same time as the election of the chair.

- c. Vacancies for department chair or Department Personnel and Budget Committee members are filled by departmental election for the unexpired term. A vacancy in the office of chair does not alter the terms of the committee members.

ARTICLE II: DEPARTMENT ORGANIZATION

Section IV: Structure and Functions

- a. The department chair is the executive officer of the department. As such the chair:
 - i. Is responsible for departmental records.
 - ii. Assigns courses to an arranges programs of Instructional staff members of the department.
 - iii. Initiates policy and action concerning the recruitment of faculty and other departmental affairs to the staff of the department in regard to educational policy, and to the Department Personnel and Budget Committee in the matter of promotions and appointments.
 - iv. Represents the department before the faculty council.
 - v. Presides at meetings of the department.
 - vi. Is responsible for the work of the department's committee on personnel and budget which he/she chairs.
 - vii. Prepares the tentative departmental budget, subject to the approval by the department's committee on personnel and budget.
 - viii. Transmits the tentative departmental budget to the president with his/her own recommendations.
 - ix. Arranges for careful observation and guidance of the department's instructional staff members.
 - x. Makes a full report to the president and to the college committee on faculty personnel and budget of the action taken by the department committee on personnel and budget.
 - xi. Holds an annual evaluation conference with every member of the department after observation and prepare a memorandum thereof.
 - xii. Generally supervises and administers the department.
 - xiii. Chairs the meetings of the Department Personnel and Budget Committee.
- b. The Department Personnel and Budget Committee which consists of the chair and four elected** Department Faculty has the departmental authority in all matters pertaining to appointments, reappointments, tenure, promotions (except for rank of professor), sabbaticals, as well as budget. All votes of the committee are by secret ballot, require a majority with a tie vote considered as a denial, and must be recorded in the minutes. No committee member shall be included in any committee decision pertaining to him (her)self and it is the chair's duty to communicate to the candidate the action of this committee without assigning reasons for a negative decision.

ARTICLE II: DEPARTMENT ORGANIZATION

Section IV: Structure and Functions (continued)

- b. All departmental personnel decisions shall be in accordance with the criteria for professional evaluation as stipulated in the provisions governing professional evaluation of the collective bargaining negotiation agreement between CUNY and the PSC together with applicable provisions of City University Bylaws and policies. Personnel dissatisfied with departmental decisions may file a complaint or grievance in accordance with the collective bargaining agreement.

**Elected by reappointed department faculty.

ARTICLE III: COLLEGE-WIDE PERSONNEL AND BUDGET COMMITTEE

Section I: Purpose

- a. To examine individual departmental decisions regarding personnel considering the totality of college-wide interests and uniformity of criteria; and to recommend action thereon to the president.
- b. To make recommendations regarding promotion to full professor.
- c. To make recommendations regarding the annual tentative college budget to be prepared and submitted by the president within the period prescribed by the chancellor.
- d. To receive petitions and appeals from the faculty regarding status and compensation and to present recommendations to the president.

Section II: Membership

- a. The President, the Dean of Faculty and the Chairs of Departments.

Section III: Elections and Vacancies

For election and filling of vacancies of departmental chair, see Article II, Sections III a, b, and d.

- a. The President serves as chair. The Dean of Faculty presides as chair in the absence of the President.
- b. The College-Wide Personnel and Budget Committee receives and considers from the departments their decisions regarding appointment, reappointment, compensation, tenure, promotion, and sabbatical and recommends action thereon to the President. Chairs of departments present the cases of the candidates from their departments and the committee bases its decision on teaching effectiveness (based on peer observation and student evaluations); department, college, and university service; professional organizations and activities; publications, research, grants, community service, and honors and awards. The Committee shall also consider other factors consistent with City University Bylaws and policies, including institutional considerations. Qualifications for faculty ranks are based on the criteria listed in Article XI of the Board of Trustees By-laws. All votes are by secret ballot with abstentions not counted in totaling the votes. The presiding chair may vote if he has not yet voted at the time the vote is announced. Members must be present to cast valid votes and a majority of the whole number of voting members must be present. A majority of the whole number of voting members must vote affirmatively to make a positive recommendation. Committee members may not be included in discussions or allowed to vote on matters concerning themselves except in the case of sabbatical. Minutes of meetings contain only affirmative and negative votes and only committee members receive a copy of the minutes.

ARTICLE III: COLLEGE-WIDE PERSONNEL AND BUDGET COMMITTEE

Section III: Elections and Vacancies (continued)

- b. The College-Wide Personnel and Budget Committee considers directly, without necessity of departmental action, applications for promotions to rank of full professor.
- c. Letters of appeal of negative decisions addressed to the president as chair are considered. Personnel dissatisfied with committee decisions may file for complaint or grievance in accordance with Article 20 of the current collective negotiation agreement or successor agreement.
- d. The president, as chair, shall submit his annual tentative budget within the period prescribed by the chancellor for committee recommendations. If the committee fails to act upon the budget within the prescribed period, the president shall submit to the chancellor his own recommendations together with a statement of explanation.

ARTICLE IV: PERSONNEL REVIEW COMMITTEE

Section I: Purpose

The Committee shall review, upon written request by the faculty member or CLT affected, those negative personnel recommendations of Department Personnel and Budget Committees and/or College Personnel and Budget Committee concerning:

1. Reappointment
2. Reappointment with Tenure or CCE
3. Promotion (including Appointment to Assistant Professor of Instructors and Lecturers)
4. Sabbatical (Fellowship) Leave

Section II: Membership

- a. The Committee shall consist of nine (9) members holding faculty status and rank elected by the faculty. An Academic Dean appointed by the President shall preside without vote.
- b. No voting member of the College Personnel and Budget Committee shall serve on the Review Committee.
- c. No more than one (1) member of any department or program may serve on the Committee. In the event that more than one (1) person from any department or program is elected, the person with the highest number of votes shall serve.
- d. No member of the faculty shall be eligible to serve who has not completed two (2) years of full-time service in the College.
- e. No member of the Committee shall serve for two consecutive terms.
- e. The term of office for elected Committee members, shall be two (2) years.

Section III: Elections and Vacancies

- a. All full-time members of the faculty with a minimum of one full year of service to the College shall be eligible to vote for Committee members.
- b. Committee members shall be elected by a plurality of those voting.
- c. Elections shall be scheduled to coincide with the election of at-large member of Faculty Council.
- d. Nominations for the Review Committee shall be by nominating petition requiring

twenty-five (25) signatures of faculty members eligible to vote.

ARTICLE IV: PERSONNEL REVIEW COMMITTEE

Section III: Elections and Vacancies (continued)

- e. Elections shall be supervised by the BMCC Elections Committee in accordance with the election procedures established by Faculty Council.
- f. Vacancies shall be filled in accordance with the same vacancy procedures established for at-large members of Faculty Council, and shall be supervised by the BMCC Elections Committee.

Section IV: Structure and Functions

- a. The Committee shall be chaired by an Academic Dean who shall preside at all meetings without vote.
- b. A quorum for the Committee shall be two-thirds (2/3) of its members.
- c. All votes of the Committee shall be by secret ballot. Committee members shall be bound by University regulations concerning confidentiality of deliberations. An affirmative recommendation of the Committee shall require a majority vote of those members present.
- d. The Committee Chairperson shall notify in writing the concerned individual of the Committee recommendation to the President.
- e. The Committee shall conduct its meetings in accordance with Robert's Rules of Order.
- f. The faculty member or CLT may request a review by the Committee by submitting a written appeal to the Committee Chairperson within fifteen (15) calendar days following receipt of the negative personnel recommendation of the College P&B Committee.
- g. The Committee shall base its review on the criteria established in the PSC-CUNY Agreement, University bylaws and College policies, and shall forward its recommendation to the President.

ARTICLE V: THE FACULTY ITS MEETINGS AND POLLS

Section I: Purpose

a. (Preamble)

The major duties of this faculty are to assume responsibility, subject to the Bylaws of the Board of Trustees, for the formulation of policy relating to the curriculum, the granting of degrees, student affairs, student discipline, and student admission. The Faculty also makes recommendation on policy with respect to budgetary matters and faculty personnel matters within the framework of the Bylaws of the Board of Trustees. It also conducts all other educational affairs customarily cared for by a college faculty.

Section II: Membership

a. (See Article I - Section IIb)

Eligibility to serve and to vote shall be determined on the basis of faculty membership. Membership in the Faculty of the Borough of Manhattan Community College consists of the President of the college, the deans, the business manager, the head librarian, the director of admissions and records, the registrar, full-time associate and assistant professors, lecturers, * instructors, * college laboratory technicians* with educational responsibilities, and other such members of the staff; the faculty may add because of their educational responsibilities.

Section III: Elections and Vacancies

- a. There shall be a secretary elected by the faculty for a term of one year at the first regular meeting of the faculty each academic year. In case of vacancy, there will be a new election at the next meeting.

Section IV: Structure and Functions of Its Faculty Meetings

- a. The Chair of the Faculty of the Borough of Manhattan Community College is the President of the College and the Vice-Chair is the Dean of Faculty. The chair of the faculty presides over the meetings of the faculty and performs the functions customarily performed by a chair.
- b. The Vice chair of the faculty presides over the meetings of the faculty in the absence of the chair.

* have full membership in faculty upon adoption of governance plan.

ARTICLE V: THE FACULTY ITS MEETING AND POLLS

Section IV: Structure and Functions of Its Meetings (continued)

- c. The chair of the faculty may appoint any dean to preside in his/her and the vice-chair's absence.
- d. The secretary keeps the minutes and performs the customary duties of a corresponding and recording secretary. Within two weeks after each meeting of the faculty, the secretary transmits a copy of the minutes to each member of the faculty.
- e. Regular meetings of the faculty are held at least once in each fall and spring semester. The dates and agendas for the meetings are set by the chair in consultation with the Executive Committee of the Faculty at least seven calendar days in advance of the meeting.
- f. Special meetings are held on the call of the Chair or on written request to the Chair by 15% of the faculty or on resolution of the Faculty Council. The agenda for such meetings shall be sent to each member of the faculty with the notice of the meeting. The object of the special meeting shall be stated in the call, and no business except that which is so stated shall be transacted, except by a two-thirds vote of the members present.
- g. A quorum for both regular and special meetings consists of 40% of the faculty. Only those members present at a meeting may vote.
- h. Members of the staff who are not members of the faculty and student representatives may attend open meetings and have the privilege of the floor but may not vote.
- i. Outside guests and visitors who are not members of the staff may attend meetings only on the invitation of the faculty.
- j. The order of business of the meetings of the faculty shall be as follows:
 - i. Action on minutes
 - ii. Special orders
 - iii. Communication and announcements
 - iv. Unfinished business
 - v. Reports of standing committee
 - vi. Reports of special committee
 - viii. New business

ARTICLE V: THE FACULTY ITS MEETINGS AND POLLS

Section IV: Structure and Functions of Its Meetings (continued)

- k. This order may be amended for any specific meeting by a majority vote of the members present.
- l. In all matters not covered by these by-laws, the faculty shall be governed in its procedures by parliamentary rules and usages as set forth in Robert's Rules of Order, latest edition.
- m. These by-laws may be amended by a two-thirds affirmative vote of the faculty at any stated or special meeting of the faculty or by a written poll authorized by the faculty (see Section V) provided that the text of the proposed amendment shall have been sent in writing to every member of the faculty at least ten instructional days before the date of the meeting or the close of the written polls.
- n. Amendments may be initiated by any standing committee, member of the Faculty Council or petition of ten members of the faculty.
- o. The faculty also serves on administrative committees by presidential appointment or appointment by a chair chosen by the president. These committees include: Commencement, Safety, and Facilities Committees. They perform their presidentially decreed task.
- p. The faculty elects six faculty members-at-large to serve on the Student-Faculty Disciplinary Committee. The faculty also elects five faculty members-at-large, four full-time and one adjunct, to the CUNY Senate. These elections are held in April and vacancies are filled from the list of unsuccessful candidates of the last election.

Section V: Structure and Functions of Its Polls

- a. A written poll of the faculty shall be taken at the request of the Chair of the faculty or by resolution of the faculty in meeting of the faculty or Faculty Council or at the written request of ten percent of the faculty.
- b. A written ballot containing the proposition to be voted upon, with exposition of the issues involved, shall be sent to each member of the faculty.