

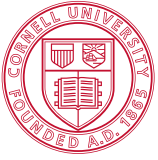
Cornell University
Employee Assembly

AGENDA
Employee Assembly Meeting
March 1, 2017
12:15 -1:30pm
401 Physical Sciences Building
“An Active Voice for Cornell Staff”

- I. Call to Order -12:15
- II. Call for Late Additions to the Agenda
- III. Approval of Minutes
- IV. Committee Reports
- V. Report from the Chair
- VI. Business of the Day
 - a. Presentation: Ombudsmen Report (Linda Falkson)
 - b. Charter and Bylaws Updates
 - c. Staggering of EA Representative Terms
- VII. Old Business
- VIII. New Business
- IX. Adjournment

Future Guests:

Future Events:



Cornell University Employee Assembly

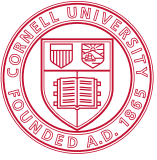
Cornell Employee Assembly

Minutes of the February 15, 2016 Meeting

12:15 PM – 1:30 PM

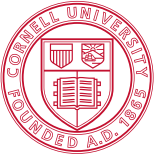
401 Physical Sciences Building

- I. Call to Order
 - a. U. Smith called the meeting to order at 12:19.
 - b. *Members Present:* U. Smith, I. Allen, B. Ayanfodun, A. Darko, K. Fitch, T. Grove, L. Johnson-Kelly, J. Kruser, K. Mahoney, R. Morris, T. Payne, C. Sanzone, T. Shapiro, K. Shiels, M. Stefanski-Seymour, P. Thompson,
 - c. *Members Absent:* M. Carcella, H. Hall, B. Nicholson, S. Vaccaro, S. Willcox
 - d. *Also Present:* L. Croll-Howel, G. Giambattista, A. Robinson
- II. Report from the Chair
 - a. U. Smith passed report to K. Fitch to discuss the transportation board.
 - i. K. Fitch said that the transportation board is being reinstated. The board would meet once a month to hear appeals. The board requested four employee assembly members to sit on the committee.
 1. Second Sub-Point
- III. Presentation from Linda Croll-Howel: Human Resources and Analytics
 - a. L. Croll-Howel said that this presentation is about the staff survey both in terms of the history of the staff survey and this current survey. She said that the results will be released around April.
 - i. L. Croll-Howel Said that part of the delay is that the survey used a lot of paper copies that are still coming in and that CISER is currently processing three surveys.
 - b. L. Croll-Howel said that this survey had not been done before 2009 and it was in response to hearing a lot of concerns from constituents and the Employee Assembly wanted to address this. The Employee Assembly formally requested that a staff survey be conducted to see what the Assembly could do to help the staff.
 - i. L. Croll-Howel said that a resolution was developed and requested that Employee Assembly members be involved in the survey process.
 - c. T. Shapiro said that the original resolution was that information be shared with the Employee Assembly and a later resolution indicated involvement in future surveys.
 - d. L. Croll-Howel said that Institutional Research and Planning (IRP) did focus groups with staff to design questions and the survey was administered in the fall of 2011.
 - i. L. Croll-Howel said that the results came out in 2012, both quantitative and comments and that there was a 65% response rate. She said that key areas



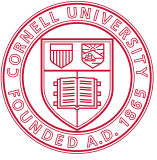
Cornell University Employee Assembly

- that were identified were career development, workload, release time for wellness, position descriptions and supervisor feedback.
- ii. T. Shapiro added that a major area was workload balance and career development within your position. She said that after the results were released there was a Human Resources and Employee Assembly committee that reviewed the data, followed by conversations around the campus and focused research on how to improve each area.
 - iii. T. Shapiro said that a report was developed and sent to university leadership and the president, whom gave thoughtful feedback on what could be done.
- e. L. Croll-Howel said that the expectation after the survey and report was that each unit would report back on the success of the unit and how they have made changes.
 - f. U. Smith said that there might still be a point of contention and that there was a lot of discussion about the policies about wellness that were not applied equally across the university.
 - g. T. Payne said that her interpretation was that a policy was not what was wanted and that they had a recommendation.
 - i. T. Shapiro said that she would encourage everyone to take a look at the old report regarding wellness and see the historical perspective.
 - h. L. Croll-Howel said that it is good to think about how the Employee Assembly wants to be involved going forward, such as focus groups or developing a best practice approach that can be taken to individual colleges and units.
 - i. L. Croll-Howel added that there may be issues for staff that are not on the survey and said that she is happy to help develop shorter surveys geared towards determining what constituents would like the Employee Assembly to work on and to help focus the agenda.
 - ii. L. Croll-Howel said that she is happy to help and support in any way that she can.
 - i. K. Fitch asked when the next staff survey will be released.
 - i. L. Croll-Howel said that they are on a five year cycle.
 - ii. K. Fitch asked if it is possible to do another in two years.
 - iii. T. Payne said that we can ask but that they are trying to get the surveys on a regular cycle and that two years is not enough time to see the changes from the survey.
 - iv. U. Smith said that the Assembly can do pulse surveys on their own and that the Employee Assembly does not have to wait for the full survey.
 - j. K. Fitch said that response rate could be a concern if individuals are worried about the surveys being rackable.



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- i. T. Payne said that the surveys are anonymous and that the comments do not get shared out and are scrubbed so that no one knows what area of campus they came from.
 - k. C. Sanzone asked how specific divisions know what came from their area if there is no specific information.
 - i. T. Payne said that the specific information goes to the college and vice presidents but that no individual level data is provided.
 - l. K. Shiels asked how the aggregate data for the whole university is shared.
 - i. L. Croll-Howel said that the Employee Assembly sees the data first and then it is published.
 - m. U. Smith said that a follow up note will be sent about what the Employee Assembly should do next.
- IV. Resolution 8: In support of DACA Student and Foreign
 - a. U. Smith said that this is a reintroduction of the resolution and that whole resolution is an amendment and needs to be approved before the resolution can be considered overall.
 - i. P. Thompson said that the title of the resolution had been changed due to feedback from previous discussions and that the other major change is the November 22nd statement and added information about the travel ban and the refugee admissions program. She said that concerns are included about the employee expectations but that the resolution is overall supportive.
 - b. T. Payne asked if the resolution is voicing concerns for employees or as employees.
 - c. I. Allen said that the goal was to highlight that there are concerns amongst employees.
 - i. T. Payne said that she agrees but there is a difference between being concerned as an employee or being concerned for the job of an employee.
 - ii. P. Thompson said that we understand the sentiment in the resolution and the direction and that there are too many concerns to bullet them out. She said that the main purpose is to get the sentiment across.
 - d. K. Fitch motioned to accept and put all amendments into Resolution 8.
 - i. U. Smith said that the amendments were approved by unanimous consent.
 - e. K. Fitch motioned to accept the resolution and to vote.
 - i. U. Smith called the question on Resolution 8.
 - ii. Resolution passes 12-0-0
- V. Parking and Transportation Discussion
 - a. J. Kruser said that this is a follow up on a discussion from a couple meetings ago where there was no quorum to make decisions and wanted to bring up the issue of transportation again to talk about what actions to take as a result. He said that this is



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a topic that we should pay more attention to because of a high amount of concern amongst staff.

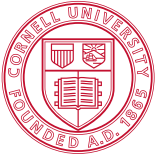
- i. J. Kruser added that parking and transportation should be discussed as a single unit and not as separate entities. He said that this more holistic.
- b. L. Johnson-Kelly said that if the university is serious about creating a parking free campus then a way for people to use a park and ride or more parking lots needs to be considered.
 - i. L. Johnson-Kelly asked how much time the average Cornell employee wastes on transportation.
- c. J. Kruser said that there is a difference between how students and staff use parking but that they are treated the same by enforcement and there is no thought on whether your parking is for the purpose of business. He said that there does not seem to be a rational way around this.
- d. K. Mahoney said that at the transportation forum the priorities from transportation seemed to be sustainable parking and not so much the interests of the staff.
- e. U. Smith said that there was also discussion on the tiers of the parking system and said that there needs to be a parking ecosystem and that the priorities of transportation and of staff are not currently aligned.
- f. K. Fitch said that we need to know how transportation administration works in terms of how they come up with their budget. He said that a lot of former parking spaces for environmental health and safety vehicles have been replaced with handicap parking. He said this is a problem because of job regulations and if you park in those spots the employer will not pay the ticket.
- g. M. Stefanski Seymour asked how much Cornell pays TCAT and what their other sources of funding are.
 - i. J. Kruser said that they have federal funding that is reapplied for each year but was not received last year.
- h. K. Shiels said another problem is parents who cannot get their child from daycare on time because they cannot navigate public transportation on campus in a timely manner.
- i. T. Grove asked if it was possible to start an ad hoc committee to work on transportation.
- j. U. Smith said that T. Grove can draft a resolution that can be presented at the next Employee Assembly meeting.

The meeting was adjourned at 1:31.

Respectfully Submitted,

Amanda Robinson

Clerk of the Assembly



Cornell University
Employee Assembly



Charter

Cornell University Employee Assembly

As amended on April 8, 2015

1 **PREAMBLE**

2 In response to a vote of the Cornell community and to effect direct and continued involvement of
3 staff in the governance of non-academic affairs and in the life of the university, the President,
4 pursuant to the authority delegated by the Board of Trustees, hereby establishes the Employee
5 Assembly to be peopled by employees and to be concerned with those matters directly affecting the
6 staff community of Cornell University

7
8 **ARTICLE I: NAME**

9 The name of this organization shall be the Employee Assembly of Cornell University (herein after
10 referred to as the Assembly).

11
12 **ARTICLE II: OBJECT**

- 13 A. The object of this assembly shall be to ensure a direct focus for the continued involvement of exempt
14 and non-exempt staff members in the governance of non-academic affairs and in the life of the
15 University.
16 B. The Employee Assembly will bring about a higher visibility for employees as community members,
17 more equal participation with faculty and students in the policy-making process, and an increased
18 sense of community among all constituencies through shared responsibilities. This is accomplished
19 by charging the assembly with the authority and the responsibility to examine any matters which
20 involve the interests or concern the welfare of the non-academic employee community and to make
21 proposals concerning those issues to the appropriate officers or decision-making bodies of the
22 University.
23 C. The Employee Assembly will actively seek to involve all segments of Cornell's diverse employee
24 population in the Assembly's decision-making activities.
25

26 **ARTICLE III: ESTABLISHMENT**

27 **Section 1: Employee Defined**

28 For the purposes of this Charter, employees are any regular full-time and part-time staff
29 members in non-exempt, exempt, or academic non-professorial staff categories who are
30 employed at the Ithaca or Geneva campuses of the university.

Comment [GAG1]: Ask about Cornell Tech?



31 **Section 2: Session Defined**
32 A session of the assembly shall be from June 1 until May 31 of the following calendar year.
33

34 **ARTICLE IV: AUTHORITY AND RESPONSIBILITY**

35 **Section 1: Legislative Authority Over Policies**

- 36 A. Subject to approval by the President, the Assembly shall have legislative authority to
37 recommend changes to university policies that affect the staff community, including
38 Human Resources and Personnel policies.
39 B. The Assembly will have authority over its own policies and operations.
40

41 **Section 2: Information Exchange**

- 42 A. The Assembly facilitates communication between employees and the President of the
43 University;
44 B. This Assembly interacts with and discusses issues of mutual interest with the Student
45 Assembly, the Graduate and Professional Student Assembly, the University Assembly
46 and the Faculty Senate.
47

48 **Section 3: Requests for Information**

- 49 A. The Assembly shall by majority vote have the authority to request information directly
50 from a department, or a specific individual within that department, concerning the
51 budget, policies, or actions of said department. The request for this information shall be
52 made at a regular meeting of the Assembly.
53 B. Should a request be refused, the Assembly by simple majority vote may request the
54 information be given to the Vice President for Human Resources who shall forward it to
55 the assembly.
56

57 **Section 4: Reporting on the Actions of the Assembly**

- 58 A. Reporting to the President – Via the Actions listserve, managed by the Office of the
59 Assemblies, all legislative actions of the EA will be reported by the Chair of the Assembly
60 to the University President. The EA will respond to any requests for information from
61 the President on its actions. The President may also request reconsideration of
62 legislation proposed by the EA. Such a request must be filed within thirty days of
63 notification of the legislation. The EA will take action on such a request, and, if the
64 legislation is upheld, the EA will inform the President.
65 B. Reporting to Other Bodies – Via the same transmittal through the Actions listserve, the
66 Assembly will report its actions to the GPSA, SA, UA, and the Faculty Senate.



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- C. Annual Report - The Chair of the Assembly will present an annual report at the last regular meeting prior to the Elections deadline of May 1 of each assembly session. This report will be sent to the President of the University and made available to the staff community.
 - a. The report will include a summary of the Assembly’s work during the preceding year and, in addition, describe any unresolved issues that are expected to arise in the future. All members of the Cornell community will have access to this report.
 - b. The report must be shared with the assembly prior to being presented to the University President.

Section 5: Representation Exclusions

The Assembly may not represent any interested party, including either the University or its employees, in matters concerning grievances, labor disputes, wages, rates of pay, hours of employment, or terms and conditions of employment, and may not investigate the merits of individual grievances.

Section 6: Public Hearings, Forums, and Referenda

The SA will have the authority and responsibility to conduct public hearings, forums, and referenda concerning topics of current employee interest, and to determine other appropriate ways to best represent the needs and opinions of the staff community.

Section 7: Internal Maintenance

The Assembly controls its own operations and maintenance, including bylaws, procedures and amendments.

Article IV: MEMBERSHIP

Section 1: Eligibility

- A. Except in the case of an incidental vacancy, members of the assembly must also be members of the constituency associated with their respective seats. Changes of status within the university do not alter the eligibility of a member to serve as long as that member remains an employee of the University.
- B. A voting member of the assembly may not serve concurrently as a trustee of the University.

Comment [GAG2]: Is this indeed the case?

Section 2: Seat allocation

The Assembly consists of 28 voting members allocated as follows:

- A. Academic College/Schools (1 seat each, 9 seats total)
 - 1. College of Architecture, Art, & Planning



- 105 2. College of Arts & Sciences
- 106 3. College of Agriculture & Life Sciences
- 107 4. College of Engineering / Computer & Information Science
- 108 5. College of Human Ecology
- 109 6. School of Hotel Administration
- 110 7. School of Industrial and Labor Relations
- 111 8. Graduate School/Law School/Johnson Graduate School of Management
- 112 9. College of Veterinary Medicine
- 113 **B. Staff Units (1 seat each, 11 seats total)**
- 114 1. Alumni Affairs & Development
- 115 2. Student and Campus Life
- 116 3. Health and Safety
- 117 4. University Relations
- 118 5. Human Resources
- 119 6. Library/Museum
- 120 7. Facilities
- 121 8. Research/Tech Transfer
- 122 9. Division of Financial Affairs
- 123 10. Administration
- 124 11. Geneva Campus
- 125 **A. Affinity Based (1 seat each, 8 seats total)**
- 126 1. International
- 127 2. Diversity
- 128 3. Women
- 129 4. LGBTQ
- 130 5. Veterans
- 131 6. Less than 5 years of service
- 132 7. Exempt
- 133 8. Non-exempt

Section 3: Vacancies

- 136 **A. Vacancy defined:**
- 137 a. A regular vacancy occurs when the term of a member expires, and may be filled by
- 138 election.
- 139 b. An incidental vacancy occurs when:
- 140 i. a seat remains vacant after a regular election;
- 141 ii. a member resigns or is removed from membership; or,
- 142 iii. a member ceases to be eligible for membership.
- 143 **B. Filling regular vacancies by election:**



- 144 a. The assembly reviews and approves election rules, procedures, and a publicity plan
145 for elections within the first three meetings of the semester in which the elections will
146 be held.
- 147 ~~b. Candidates may stand for election only to those seats designated to represent their~~
148 ~~own population.~~
- 149 ~~e. Employees may vote only in elections for seats designated to represent their own~~
150 ~~population.~~
- 151 ~~d. To mitigate potential conflicts of interest, no employee standing for election to the~~
152 ~~Assembly may vote on questions relating to or disputes arising from such elections.~~
- 153 e. Candidates will be recused from any voting, discussion or disputes arising during the
154 election in which they are a candidate, unless specifically requested to respond by the
155 Director of Elections or Chair of the Assembly.
- 156 f. Elections must be completed and results tabulated no later than May 1st of each
157 assembly session.
- 158 C. Filling incidental vacancies:
- 159 A. In the event a seat remains open because an eligible staff candidate did not run for
160 election, that seat is first filled from any eligible candidates not seated from other
161 elections. If there are no eligible candidates, that seat remains open and quorum for that
162 session will be based on the filled seats. If a candidate later emerges for that seat, the
163 assembly members may vote by a simple majority of seated members to appoint that
164 candidate to fill the remainder of the open seat's term.
- 165 B. Should an incidental vacancy occur for any seat, the assembly seats the highest-ranked,
166 unseated candidate from the most recent election for the seat.
- 167 C. Should an incidental vacancy occur and no eligible candidates remain to be seated from
168 the most recent election for that seat, the Assembly may seat a member to fill the vacancy
169 by the following process:
- 170 a. The assembly solicits interest from the employee community within two weeks of the
171 vacancy's occurrence. The solicitation proceeds for no less than ~~one month~~ two
172 weeks, and continues until it is closed by the Assembly
- 173 b. At the next meeting after solicitation has been closed, a slate of eligible candidates
174 must be presented to the Assembly.
- 175 c. To conduct the election, the chair of the meeting:
- 176 i. Allows each candidate to make an opening statement;
- 177 ii. Allows all members present to ask questions of the candidates, including the
178 candidates for the office;
- 179 iii. Closes question and answer period;
- 180 iv. Moves to a vote by secret ballot; and,
- 181 v. Repeats voting as needed until one candidate receives a majority of votes cast,
182 eliminating the candidate receiving the fewest votes in each round of voting.
- 183 d. Members who fill incidental vacancies shall serve the full remainder of the term.



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Section 4: Ex-officio members

- A. All members of the Cornell staff community are considered non-voting members of the assembly, and are encouraged to attend and participate in meetings.
- B. In addition, the following serve as members of the assembly ex-officio without vote:
 - a. the Employee Elected Trustee,
 - b. the Editor of PawPrint, and
 - c. the Vice President of Human Resources or a designee.

Comment [GAG3]: Does this position still bring value to the assembly?

Section 5: Authority to Appoint Delegates, Committee Members and Liaisons

- A. The Assembly has staffing authority to appoint constituent representatives to assemblies and other committees.
- B. Regarding the University Assembly, the Assembly has staffing authority to appoint representatives as follows:
 - a. Five employees, of whom at least two are also members of the assembly.
 - b. These appointments shall be made before May 1 of each year.
 - c. Members of the assembly appointed to the University Assembly and/or any of its standing committees, may serve only as long as they remain a member of the Employee Assembly.
 - i. If at any time during the course of an assembly session, a UA member appointed directly by or from the Employee Assembly should vacate their seat, the seat shall be reassigned by a caucus of seated members of the Assembly, and appointed by the Executive Committee.
 - ii. If at any time during the course of an assembly session, a staff member appointed to the UA or one of its committees ceases to be eligible for their seat on the Assembly, the seat shall be reassigned by a caucus of the seated members of the Assembly, and appointment by the Executive Committee.
- C. The EA will have the authority to appoint eligible employees to serve as non-voting liaisons to department, unit, administrative of university committees, councils, working groups, etc., as such need is conveyed.

Section 6: Term

The term of membership is two consecutive sessions of the assembly. Terms are staggered such that only half of the members' terms expire each year.

Section 7: Removal



- 221 A. Any member of the Assembly may motion to remove another member for conduct that is
222 unethical, illegal, disruptive, or otherwise in conflict with the charter and bylaws of the
223 Assembly or the University.
224 B. The Assembly must allow the member to attend any discussion, deliberation, or vote related
225 to the removal and must inform all members at least one week in advance of any meeting
226 where it will consider such a motion.
227 C. The Assembly may remove the member by an affirmative vote of two-thirds of the seated
228 membership.

229

230 **ARTICLE V: Amendment**

- 231 A. The assembly may amend this Charter by an affirmative vote of two-thirds of the seated
232 members. The assembly may not approve proposed amendments on the same date that they
233 are proposed or modified.
234 B. Amendments are subject to approval by the President of the University.

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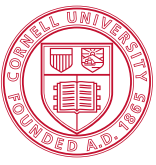
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*Last Date of Amendment to this Charter
10 October 2016*



Standing Rules

Cornell University Employee Assembly

As amended on October 10, 2016

1 **Preamble**

2 The Employee Assembly's foremost interest in 2016 – 2017 shall be in the staff members, any
3 regular full-time and part time staff members in non-exempt, exempt, or academic non-
4 professional staff categories who are employed at Ithaca, or Geneva campuses of Cornell
5 University.

6 These Standing Rules shall serve as guidelines for specific rules and effective leadership from the
7 Employee Assembly that may not specifically be covered in the Charter, but will aide in the
8 efficiency of a successful Assembly.

9 These Standing Rules shall be adhered to by all Employee Assembly members and committee
10 members.

11 These Standing Rules shall be utilized with the following prefaces:

12 **Rule 1**

13 In the event of a conflict, the Charter and Bylaws shall supersede the Standing Rules.

14 **Rule 2**

15 The Standing Rules shall be revised at the beginning of each Assembly term, submitted for review
16 by the Employee Assembly Chair. The Standing Rules shall take effect upon their approval by a
17 majority vote of the membership of the Employee Assembly. The Standing Rules can also be edited
18 at any time by a majority vote of the membership of the EA.

19 **Rule 3**

20 A motion to suspend the Standing Rules must be recognized by the Chair and approved by a two-
21 thirds vote of the Employee Assembly members present.

22 **Section I: Ethical Standards**

23 Ethical Conduct is expected of all members at all times, as members are representative of their
24 constituencies and those they represent. Any member found to be using the name of the EA outside
25 of the bounds of the individual's described role on the EA, abusing the EA brand to acquire
26 additional benefits or privileges, or any such similar matter shall be in violation of this ethics
27 clause. The appropriate disciplinary action shall be determined by the Executive Committee and
28 the Office of Assemblies.

29 **Article 1: Attendance**

30 A. Attendance is required at all scheduled meetings for all voting members. Regularly



- 31 B. Scheduled meetings are held the first and third Wednesdays of the month, from 12:15 to 1:15
32 PM. Attendance will be taken verbally at the start of each meeting where each member
33 present will answer with “here or present”. Chair will verify “excused” (chair was notified
34 member is unable to attend the meeting) “Not excused” (member is not present and no
35 notification was sent to chair.) All informal, organizational and specially-scheduled
36 meetings is required when the Chair provides EA members at least 72 hours’ prior notice of
37 the meeting. Such meetings shall be considered “regularly scheduled meeting.”
38

39 **Article II: Agenda-Setting Policies and Procedures**

- 40 A. The Chair will place under Unfinished Business any item that has previously appeared as
41 New Business; items such as appropriation requests, committee assignments are to appear
42 under Business of the Day. All other items shall be introduced as New Business, unless
43 otherwise authorized by a majority vote of the Executive Committee or by a majority vote by
44 the Employee Assembly.
45
- 46 B. New Business shall be an opportunity for community members to ask questions and bring
47 forward issues or concerns and make suggestions. Comments may not be argumentative in
48 nature and questions must seek factual answers.
- 49 C. Unfinished Business shall be an opportunity for discussion and debate on a topic of interest
50 or a Resolution.
- 51 D. Prior to the introduction of a resolution as New Business, all resolutions shall be reviewed
52 by an appropriate EA committee for no more than 30 days before introduction in the
53 general EA meeting and approval by the Employee Assembly. Approval by the committee
54 shall be a majority vote of the committee members present. A representative of the
55 committee that reviewed the resolution shall give a brief summary of the committee’s
56 thoughts and/or concerns on the resolution when it is presented at the general EA meeting.
57 Under extenuating circumstances or time pressures, the Chair can determine that a
58 resolution should be brought to the floor without committee review.
- 59 E. The Executive Committee (at its weekly meeting) will discuss the agenda for Employee
60 Assembly meetings. Items for the agenda must be submitted to the Chair or Executive Vice-
61 Chair of the Employee Assembly. These items must be in the proper format, as designated
62 by the Chair.
- 63 F. The Executive Vice-Chair must post the agenda to the Employee Assembly website no later
64 than noon on the day of the meeting.



65 **Article III: Committee Leadership and Oversight**

- 66 A. The committees of the Employee Assembly are essential to the functioning of shared
67 governance at Cornell University. Leaders of the Assembly are elected to effectively run the
68 Assembly, oversee committees, share information and submit resolutions the President of
69 the University.
- 70 B. In accordance with §Article 2.2.8, the assembly interacts with the constituent Assemblies,
71 including; Student Assembly, Graduate and Professional Student Assembly and Faculty
72 Senate.
- 73 C. Each EA member must be a voting member of at least one EA committee or the University
74 Assembly. The Chair of each committee shall maintain attendance rolls and report absences
75 to the Executive Committee.
- 76 D. Committee chairs will report updates necessary regarding upcoming committee meeting
77 dates and times at regularly scheduled meetings, as well as post committee agendas and
78 minutes to the EA website, as appropriate, through the Assemblies Office.
- 79 E. All EA Committee members must be a member of their respective committee listserv.
- 80 F. Meeting dates, times, and agendas shall be sent to all committee members 48 hours prior to
81 the meeting via the appropriate committee listserv.

82 **Article V: Outreach Guidelines & Member Responsibilities**

83 **Article VI:**

- 84 A. The Executive Committee must update and maintain the internal events calendar that shall
85 be shared with the general membership of the Assembly.
- 86 B. The Chair or Co-Chair must monitor and respond to any inquiries on the EA website. Such
87 inquiries can be forwarded to the appropriate Assembly member in order to ensure the most
88 accurate answers.

89
90 *Last Date of Amendment to these Standing Rules*
91 *16 November 2016*
92