

Cornell University
University Assembly

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Agenda

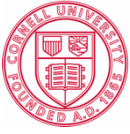
University Assembly
October 4th, 2016
4:30pm - 6:00pm
401 Physical Science Bldg

- I. Call to Order (Chair)**
 - i. Call to Order (1 minute)
 - ii. Introduction and Welcome (5 minutes)
 - iii. Call for Late Additions to the Agenda (1 minute)
- II. Approval of Minutes (Chair)**
 - i. September 20th, 2016 (2 minutes) ^[1]
- III. Assembly Reports**
 - i. GPSA President (N. Rogers) (3 minutes)
 - ii. EA Chair (U. Smith) (1 minute) (3 minutes)
 - iii. Dean of Faculty (C. Van Loan) (3 minutes)
 - iv. SA President (J. Berger) (3 minutes)
- IV. Committee Reports**
 - i. Executive Committee (E. Baptist) (3 minutes)
 - ii. Codes and Judicial Committee (M. McBride) (3 minutes)
 - iii. Campus Welfare Committee (U. Smith) (3 minutes)
 - iv. Campus Infrastructure Committee (J. Kruser) (3 minutes)
- V. Liaison Reports**
 - i. Policy Advisory Group (E. Winarto) (2 minutes)
 - ii. Transportation Task Force (K. Fitch) (2 minutes)
 - iii. Student Health Advisory Committee (J. Berger) (2 minutes)
 - iv. Campus Planning Committee (R. Howarth) (5 minutes)
- VI. Business of the Day**
 - i. For Vote: Concurrence on Appointment of Charles Walcott as University Ombudsman (10 minutes) ^[2]
 - ii. For Discussion: UA Resolution #1: Updating and Clarifying University Assembly Charter and Bylaws (E. Winarto) (25 minutes) ^{[3] [4]}
- VII. Late Additions to the Agenda**
 - i. Late Additions to the Agenda (10 minutes)
- VIII. Adjournment**
 - i. Adjournment (1 minute)

If you are in need of special accommodations, contact Office of the Assemblies at (607) 255-3715 or Student Disability Services at (607) 254-4545 prior to the meeting.

IX. Attachments

1. UA Meeting Minutes – 9.20.2016
2. University Ombudsman Appointment Letter
3. Appendix A: UA Proposed Charter Update
4. Appendix B: UA Proposed Bylaws Update



Cornell University Assembly
Minutes of the September 20th, 2016 Meeting
4:30pm – 6:00pm
401 Physical Science Bldg.

- I. Call to Order
 - a. G. Kaufman called the meeting to order at 4:33 PM.
 - b. *Members Present:* E. Baptist, J. Berger, L. Copman, M. de Roos, M. Hatch, R. Herz, R. Howarth, G. Kaufman, J. Kruser, M. McBride, N. Rogers, U. Smith, C. Van Loan, E. Winarto
 - c. *Members Absent:* K. Fitch, E. Loew
 - d. *Also present:* G. Giambattista
 - e. Call for Late Additions to the Agenda
 - i. No late items were requested.

- II. Approval of Minutes
 - a. September 6, 2016
 - i. There was a motion to amend “N. Rogers does want...” to “N. Rogers does not want...” The motion was approved.
 - ii. The Minutes were approved by unanimous consent.

- III. Approval of Ay 2016-2017 Meeting Schedule
 - a. Meeting Schedule
 - i. There was a friendly amendment to add April 11th to the meeting schedule.
 - ii. The Meeting Schedule for AY 2016-2017 was approved.

- IV. Assembly Reports
 - a. GPSA President
 - i. N. Rogers said that the only resolution they looked at and approved unanimously was the interim budget. They approved around \$25,000 and will pay an amount to Anabel’s Grocery.
 - b. EA Chair
 - i. U. Smith said that the EA will be having a discussion geared towards staff about the implications of a tobacco-free campus.
 - c. Dean of Faculty
 - i. Interim President Rawlings attended and spoke at the last meeting. The Faculty Senate discussed how to interact with other assemblies. C. Van Loan said that the academic calendar will have to be reorganized.
 - d. SA President
 - i. J. Berger said that the SA talked about lighting on the Slope and environmental impacts. They are currently in discussion about a recent policy change regarding students in the Economics department and their access to independent study.

- V. Committee Reports
- a. Executive Committee
 - i. E. Baptist said that most of the Executive Committee's communication was related to the agenda, including UA Resolution 1. G. Kaufman said that K. Fitch reached out about some operational issues and will be presenting a budget report soon.
 - b. Codes and Judicial Committee
 - i. M. McBride said that he is hoping to have a meeting the following week.
 - ii. M. Horvath introduced herself as the new Judicial Administrator (JA).
 - c. Campus Welfare Committee
 - i. U. Smith said that the CWC met today for the first time. Their meeting schedule is every other Tuesday. The CWC recapped the previous academic year and discussed accessibility on campus. They also talked about sexual violence prevention.
 - d. Campus Infrastructure Committee
 - i. J. Kruser was absent.
- VI. Liaison Reports
- a. Policy Advisory Group
 - i. PAG will have its first meeting on October 7.
 - b. Transportation Task Force
 - i. K. Fitch was not present.
 - c. Student Health Advisory Committee
 - i. The SHAC did not meet.
 - d. Campus Planning Committee
 - i. R. Howarth said that the CPC received an update on the new Maplewood housing; the developers have committed to being carbon neutral. A major agenda item was discussing future undergrad dorm buildings. R. Howarth said that one issue driving that is that the University is allowing more sophomores to live in quality on-campus housing, which requires more buildings. The CPC also talked about the role of art on campus. They also spent some time talking about the Senior Leadership Climate Action Group, which the Provost appointed the previous year.
- VII. Business of the Day
- a. For Referral to Committee: Initial Presentation and Discussion on University-Wide Tobacco Policy
 - i. A. Iglesias said that the current policy for tobacco is that people can smoke 25 feet away from any building, but it is also up to the discretion of the building managers, which has led to inconsistencies.
 - ii. A. Iglesias said that he would like to work with CWC, SA, and other committees to have a community conversation about the existing tobacco policy.
 - iii. R. Herz asked how the current tobacco policy is inconsistent. She also said she does not currently see the policy being enforced.
 1. A. Iglesias said that the current policy, 8.7, gives building managers

the ability to increase the distance from 25 ft. He said that the policy does say that EHS and department heads have power to enforce the policy, but CUPD does not.

- iv. N. Rogers wanted to clarify that the goal was to investigate tobacco use.
 - 1. A. Iglesias said the goal is to investigate tobacco use on campus and have a conversation about it.
 - v. M. McBride asked who will be on the committee. A. Iglesias said that they will represent the most people they can, including everyone who is affected by the tobacco policy.
 - vi. G. Kaufman said that the UA can task one of its standing committees to deal with this issue. Another option they have is to create an ad hoc investigative committee. He said that this policy could potentially fall into all three standing committees.
 - vii. E. Baptist said there are quite a lot of areas on campus that have sheltered buildings where policies are not being enforced. He said he also thinks that the measures are problematic in that they encourage people to hide smoking, which leads to safety issues. He asked if the CWC would be interested in taking the tobacco policy up as an issue.
 - viii. U. Smith said he was happy to take this on as an issue. He said he would strongly discourage a task force, especially because the UA has standing committees that can take on the issue. He said he encourages the chairs of the different Assemblies to individually discuss this issue because it affects them all differently.
 - ix. A. Iglesias said that he supports the idea of the policy going to CWC but the only concern he has is whether the CWC can ensure that no one's voice is lost in the process. U. Smith said that these committees are open to the public so if anyone is interested they can join the conversation.
 - x. R. Herz said that she agrees with J. Berger that the issue falls under all three committees and not just the CWC, although they may be the best suited to do the investigation.
 - xi. N. Rogers motioned to refer the tobacco policy to the CWC. The motion was seconded.
 - xii. By a unanimous vote of 13-0-0, the issue of tobacco use on campus was referred to the CWC for further consideration.
- b. For Introduction: UA Resolution #1: Updating and Clarifying University Assembly Charter and Bylaws
- i. E. Winarto said that this Resolution proposes updates and clarifications to the University Assembly Charter and Bylaws.
 - ii. Charter Updates
 - 1. Article IV Section 4.1
 - a. Currently the GPSA has three representatives to the UA. The proposed change makes the number of representatives equal for all the constituencies, so the GPSA can send in five members just like EA, SA, and the Faculty Senate. They would like to make clear in the charter that appointments to the UA should be made by May 1.

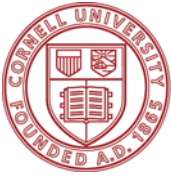
- b. Another proposed change was that the SA and GPSA can appoint four people for one-year terms. This is the current procedure, but the change would formally encode it in the charter.
 - 2. Article IV Section 4.3 clarifies the removal process for UA members.
 - 3. Article IV Section 5.3
 - a. The change specifies who should preside over the election of the Chair and clarifies a clause stating if there is only one nomination for an officer position, then a secret ballot is not needed.
 - iii. Bylaws Updates
 - 1. Article II Section 2.12
 - a. Currently the policy is that if a member misses two UA Meetings, the Chair must call for a vote to remove the member. The proposed change allows constituent assemblies to handle the issue.
 - 2. Article II Section 3.2.2
 - a. This change would make officers of the Assembly non-voting, ex-officio members of standing committees.
 - 3. Article IV Section 4.1
 - a. This change would make the JA and JCC non-voting, ex-officio members of the Codes and Judicial Committee.
 - iv. M. Hatch proposed an amendment to Section 4.3 to clarify that a member can only be removed if he or she resigns, or at least two-thirds of the University Assembly votes to remove that member and a majority of the member's constituent assembly votes to remove that member from the Assembly.
 - v. The proposed amendment **passed** by a vote of 7-4-0.
 - vi. U. Smith said that he thinks each of the Assemblies should confer and make revisions to their charter before making a change to the UA charter. He motioned to table the Resolution.
 - vii. UA Resolution 1 was **tabled** to the next meeting.

- VIII. Late Additions to the Agenda
- a. No late items were requested.

- IX. Adjournment
- a. An Executive Session was called.
 - b. The Executive Session was adjourned at 6:08 P.M.

Respectfully submitted,

Vishal Bhaya
Assemblies Clerk



Cornell University

Hunter R. Rawlings III
Interim President

September 27, 2016

Mr. Gabriel Kaufman
Chair, Executive Committee
University Assembly
109 Day Hall
Cornell University
Ithaca, NY 14853

Dear Gabe,

I am pleased to recommend that Charlie Walcott be reappointed as the University Ombudsman effective July 1, 2017 through June 30, 2019. Charlie has been the University Ombudsman since being appointed to the role in July 2011. In accordance with the established procedures in the University Assembly's Charter, I seek the concurrence of the University Assembly on this reappointment.

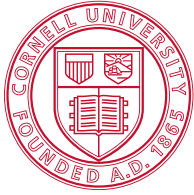
Charlie has performed extremely well in his role as the University Ombudsman. Under his leadership, the Ombudsman's office has continued to increase their outreach efforts to the Cornell community as well as clarifying the role of this office. Charlie's colleagues and key stakeholders praise his contributions, advice and leadership. We look forward to Charlie serving another two-year term in this role.

I look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink that reads "Hunter R. Rawlings III".

Hunter R. Rawlings III



Cornell University
University Assembly

U.A. Resolution # 1

**Updating and Clarifying the University Assembly
Charter and Bylaws**

[9/20/2016]

1 **Sponsored by:** Ekarina Winarto, Graduate and Professional Student Representative;
2 **Ranking Member, Executive Committee**

3
4 **On Behalf Of: The University Assembly Executive Committee**

5
6 **Whereas,** the University Assembly (the Assembly) annually reviews the Charter and Bylaws at
7 the beginning of each session of the Assembly and additionally throughout the session as
8 needed; and

9
10 **Whereas,** Counsel's Office has recommended that the Assembly specifically consider clarifying
11 the appointment and removal process for members of the Assembly; and

12
13 **Whereas,** Article IV, Sections 4.1 and 4.3, and Article V, Section 5.3 of the Charter are
14 ambiguous; and

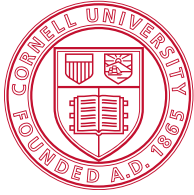
15
16 **Whereas,** because all constituencies ought to have equal representation on the Assembly, the
17 Charter should be amended to provide for two more Graduate and Professional Student
18 Representative seats on the Assembly; and

19
20 **Whereas,** in the Bylaws, Article II, Section 2.12 requires the Chair to call for votes to remove
21 members after missing two scheduled meetings, Article III, Sub-Section 3.2.2 does not
22 currently include all officers of the Assembly as ex-officio, non-voting members of the
23 Standing Committees, and Article IV, Section 4.1 does not currently note the inclusion of
24 the Judicial Codes Counselor and the Judicial Administrator as ex-officio, non-voting
25 members of the Codes and Judicial Committee,

26
27 **Be it therefore resolved,** that the Charter be amended to reflect the changes denoted by blue text
28 in Appendix A; and

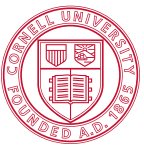
29
30 **Be it further resolved,** that the Bylaws be amended to reflect the changes denoted by blue text
31 in Appendix B; and

32
33 **Be it finally resolved,** that the University Assembly advises the constituent assemblies to review



Cornell University University Assembly

34 their appointment procedures to the University Assembly in light of these proposed
35 updates and clarifications.



Charter

Cornell University Assembly

As amended on ~~October 6, 2015~~ [Date specified if approved]

PREAMBLE

After consultation with members of the campus community, and to effect more extensive involvement in campus governance through a University Assembly and constituent assemblies representatives of faculty, students, and employees, the President, through the authority granted him by the Board of Trustees, hereby establishes this Charter for the University Assembly of Cornell University.

ARTICLE I: NAME AND DEFINITIONS

Section 1: Name

The name of this organization is the University Assembly of Cornell University, hereinafter referred to as the Assembly or the UA.

Section 2: Definitions

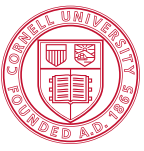
- A. **Campus Community:** The students, staff, and faculty of the Ithaca and Geneva campuses of the university.
- B. **Constituency:** A constituency is a population represented by one of the constituent assemblies.
- C. **Constituent Assembly:** Any one of the following campus governance units of the university may be considered a constituent assembly: Student Assembly, Graduate and Professional Student Assembly, Employee Assembly, or Faculty Senate.
- D. **Session of the Assembly:** A session of the Assembly begins June 1 and continues through May 31 of the next year.

ARTICLE II: OBJECT

The object of the Assembly is to improve and sustain the involvement of the campus community in the governance of campus affairs affecting the broad campus community by establishing open, effective, and efficient channels of communication between and amongst the community and university administration.

ARTICLE III: AUTHORITY AND RESPONSIBILITY

The Assembly, by delegation from the President, has the following authority and responsibilities:



28 **Section 3.1: Authority in policy development**

29 The Assembly may examine, on its own initiative, matters which involve the interests or concern the
30 welfare of a substantial segment of the campus community and may make recommendations or
31 resolutions thereon to the President or to other appropriate officers or decision-making bodies of the
32 University. Such matters include, but are not necessarily limited to:

- 33 • common standards of conduct,
- 34 • campus planning,
- 35 • diversity and inclusion,
- 36 • environmental impact and sustainability,
- 37 • family support,
- 38 • health services,
- 39 • information technology,
- 40 • public safety, and,
- 41 • transportation and commuter policies.

42 **Sub-Section 3.1.1: Assembly responsibilities**

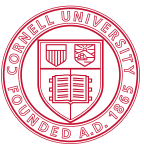
43 To the extent practical and appropriate, the Assembly shall provide public notice of either the terms
44 or the substance of each proposed recommendation or resolution and a meaningful opportunity for
45 community participation in the development of such recommendations and resolutions. Such
46 opportunity may include:

- 47 A. a comment period of at least one calendar month during which any member of the community
48 may submit written information or opinions for the Assembly's consideration,
- 49 B. at least one public hearing during which any member of the community may submit
50 information or opinions to the Assembly in person for its consideration, and,
- 51 C. solicitation of pertinent information from appropriate University officials.

52 **Sub-Section 3.1.2: Recipient responsibilities**

- 53 A. To the extent practical and appropriate, University officials will provide pertinent information
54 as the Assembly requests.
- 55 B. Recipients of recommendations and resolutions shall reply in writing, either accepting them or
56 explaining why they will not be implemented. When circumstances prevent recipients'
57 response within one calendar month, they shall inform the Assembly of such circumstances
58 and a date by which it can expect a response.

59 **Sub-Section 3.1.3: Policies and actions subject to Assembly review**



- 60 A. Responsible University officials shall consider designating the Assembly, or one of its
61 constituent assemblies, as a stakeholder in each impact statement, prepared under the terms of
62 University Policy 4.1, Policy on the Formulation and Issuance of University Policies, which
63 involves the interests or concerns the welfare of a substantial segment of the campus
64 community. If the Assembly is not identified as a stakeholder, the impact statement should
65 incorporate a brief explanation for this determination.
- 66 B. Where circumstances permit, the Assembly shall be allowed a period of at least one calendar
67 month to review and respond to proposed changes of the following policies:
- 68 a. the Campus Code of Conduct, and
 - 69 b. the Rules and Regulations for the Control of Traffic and Parking on the Grounds of
70 Cornell University.
 - 71 c. Officers of the university should consider consultation with the Assembly before
72 implementing other significant actions or policies which involve the interests or
73 concern the welfare of a substantial segment of the campus community.
- 74 C. The Assembly may review or recommend specific policies and actions on its own initiative or
75 in response to a petition from members of its constituencies.

76 **Section 3.2: Appointments to certain administrative offices**

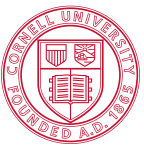
77 **Sub-Section 3.2.1: Confirmation of certain Presidential appointments**

78 The Assembly must approve each appointment or reappointment by the President of the
79 University to the following offices: the Judicial Administrator, the University Ombudsman, and
80 the Judicial Codes Counselor. In the event of a vacancy in the offices of the University
81 Ombudsman or Judicial Codes Counselor, the President or a designee will appoint a search
82 committee to which the Assembly may appoint a representative. In the event of a vacancy in the
83 Judicial Administrator's office, the procedure laid out in Article II, Section A, Subsection 3 of
84 Campus Code of Conduct for constituting a search will be followed. Incumbent occupants of each
85 office may serve any number of consecutive terms; however, no single term may exceed two years
86 in duration.

87 **Sub-Section 3.2.2: Appointment of members to the University Hearing and Review 88 Boards**

89 The Assembly may appoint members to and remove members from service on the University
90 Hearing and Review Boards convened under the Campus Code of Conduct as needed to assure
91 the effective operation of those panels.

92 **Section 3.3: Internal operations**



93 The Assembly has authority in matters concerning its internal operation and maintenance, including
94 provisions for the creation of bylaws and procedures.

95 **Section 3.4: Establish committees**

96 The Assembly establishes standing committees and ad hoc committees as needed to perform its duties.

97 **Section 3.5: Reservation of authority**

98 Nothing contained herein shall be construed to limit or constrain the President or other officers of the
99 University in the exercise of their delegated authority. The Assembly shall also defer to the advisory
100 authority of the Faculty Senate and the college and school faculties regarding matters of educational
101 policy within their purview pursuant to the University Bylaws.

102 **ARTICLE IV: MEMBERSHIP**

103 **Section 4.1: Composition and terms**

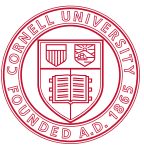
104 ~~A. The Student Assembly may appoint four, the Graduate and Professional Student Assembly,~~
105 ~~two, the Employee Assembly, four, and the Faculty Senate, four, members from their~~
106 ~~respective constituencies to serve staggered terms as voting members of the Assembly~~
107 ~~concurrent with two consecutive sessions of the Assembly. Additionally, the presiding officer~~
108 ~~of each constituent assembly serves as a voting member of the Assembly concurrent with his or~~
109 ~~her term of office.~~

110 ~~B. The Assembly may provide in its bylaws for appointment of additional non-voting members to~~
111 ~~serve ex-officio~~

113 A. The total membership of the Assembly shall consist of twenty voting members: five
114 Undergraduate Student Representatives, five Graduate and Professional Student
115 Representatives, five Employee Representatives, and five Faculty Representatives.

116 B. Appointments to the Assembly will be made before the last regularly scheduled meeting of the
117 current session of the Assembly. Seats left unfilled after this time will be considered vacant.

118 a. For a given session of the Assembly, the Student Assembly and Graduate and
119 Professional Student Assembly may appoint four members from their respective
120 constituencies to serve one-year terms concurrent with that session of the Assembly.
121 Excluding the presiding officers, at least two of the appointed members from each
122 constituent assembly at a given time must also serve concurrently as members of the
123 constituent assembly responsible for their appointment.



- 124 b. For a given session of the Assembly, the Employee Assembly and the Faculty Senate
125 may appoint two members from their respective constituencies to serve two-year terms
126 as voting members of the Assembly concurrent with the next two consecutive sessions
127 of the Assembly. Excluding the presiding officers, at least two of the appointed
128 members from each constituent assembly at a given time must also serve concurrently
129 as members of the constituent assembly responsible for their appointment. Remaining
130 a voting member of the constituent assembly for two consecutive sessions of the
131 constituent assembly shall satisfy the requirement for serving concurrently.
132 c. The presiding officer of each constituent assembly serves as a voting member of the
133 Assembly concurrent with his or her term of office.
134 d. Each constituent assembly may appoint members to the Assembly in the manner of its
135 choosing and may fill vacancies as they occur with members who will serve the balance
136 of the term of the vacated member.
137 C. The Assembly may provide in its bylaws for appointment of additional non-voting members to
138 serve ex officio.

139 Section 4.2: Exclusion

140 A voting member of the Assembly may not serve concurrently as a member of the Board of Trustees of
141 the University.

142 Section 4.3: Removal

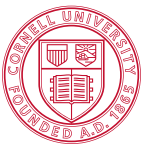
143 ~~Any member may be removed by affirmative vote of two-thirds of seated members of the assembly and~~
144 ~~consent of the constituent assembly responsible for his or her appointment.~~

145
146 Once appointed by a constituent assembly and seated as a member of the Assembly, a member can only
147 be removed if he or she resigns or both:

- 148 A. At least two-thirds of the Assembly affirmatively vote to remove the member from the Assembly;
149 and
150 B. At least one-half of the constituent assembly responsible for his or her appointment affirmatively
151 votes to remove the member from the Assembly.

152 ARTICLE V: OFFICERS

153 Section 5.1: Positions



154 The officers of the Assembly are the Chair, the Executive Vice Chair, and the Vice Chair for Operations,
155 who must be of different constituencies. Additionally, a ranking member must be appointed for each
156 constituency not otherwise represented by the officers of the Assembly.

157 Section 5.2: Terms

158 The term for each office is concurrent with a session of the Assembly.

159 Section 5.3: Election

160 ~~A. At the organizational meeting of the Assembly or at the first meeting after a vacancy arises, the~~
161 ~~Assembly must elect officers from its membership by secret ballot in closed session. Elections will~~
162 ~~utilize the exhaustive ballot system: until a candidate receives a majority of votes cast, the~~
163 ~~candidate receiving the fewest number of votes will be removed from the ballot and another round~~
164 ~~of votes cast.~~

165 ~~B. As soon as possible after the officers have been elected, seated members of the constituency not~~
166 ~~represented by the officers must caucus and elect, following the same procedure as provided for~~
167 ~~the election of officers, a ranking member to represent their constituency.~~

168
169 A. The organizational meeting for the next session of the Assembly shall occur after the adjournment
170 of the final regularly scheduled meeting of the current session of the Assembly and prior to the
171 beginning of the next session of the Assembly to ensure that the Assembly may organize before
172 the next session begins.

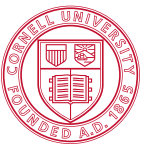
173 B. At the organizational meeting of the Assembly or at the first meeting after a vacancy arises, the
174 Assembly must elect officers from its membership by secret ballot in closed session. The highest
175 ranking non-returning member of the current session of the Assembly shall preside over the
176 election of the Chair for following session. Where no such person exists, the longest consecutively
177 serving member of the Assembly shall preside over the election of the Chair.

178 C. Elections will utilize the exhaustive ballot system: until a candidate receives a majority of votes
179 cast, the candidate receiving the fewest number of votes will be removed from the ballot and
180 another round of votes cast.

181 a. If, after the floor is closed for nominations for specific officer position, only one candidate
182 is nominated to be an officer, he or she will be seated immediately, unless a member of the
183 assembly opposes the nomination.

184 D. As soon as possible after the officers have been elected, seated members of the constituency not
185 represented by the officers must caucus and elect, following the same procedure as provided for
186 the election of officers, a ranking member to represent their constituency.

187 Section 5.4: Responsibilities



188 **Sub-Section 5.4.1: Responsibilities of the Chair**

189 The Chair:

- 190 A. presides over meetings of the Assembly;
- 191 B. serves as the spokesperson of the Assembly; and,
- 192 C. transmits any formal recommendations, resolutions, or reports issued by the Assembly to
- 193 the appropriate recipients.

194 **Sub-Section 5.4.2: Responsibilities of the Executive Vice Chair**

195 The Executive Vice Chair:

- 196 A. presides over meetings of the Executive Board;
- 197 B. receives and tracks reports, resolutions, and other items of business from members of the
- 198 Assembly and the chairs of its committees;
- 199 C. prepares and distributes the agenda for each meeting of the Assembly to all members of
- 200 the Assembly and to the Office of the Assemblies at least twenty four hours prior to the
- 201 meeting;
- 202 D. assists the Chair in compiling reports and materials as needed; and,
- 203 E. fulfills the responsibilities of the Chair in his or her absence or if the position is vacant.

204 **Sub-Section 5.4.3: Responsibilities of the Vice Chair for Operations**

205 The Vice Chair for Operations:

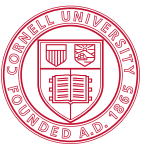
- 206 A. reviews and approves expenses under the discretionary budget of the Assembly;
- 207 B. monitors the activities of each committee of the Assembly;
- 208 C. assures that each committee of the Assembly is properly staffed, consulting with the
- 209 Executive Board, the committee's chair, and the appropriate officers of the constituent
- 210 assemblies as needed; and,
- 211 D. fulfills the responsibilities of the Executive Vice Chair in his or her absence or if the
- 212 position is vacant.

213 **Sub-Section 5.4.4: Responsibilities of the Ranking Member**

214 The ranking member:

- 215 A. serves as a voting member of the Executive Board;
- 216 B. represents the interest of his or her constituency in meetings of the Executive Board; and,
- 217 C. resigns from office in the event that another member of his or her constituency becomes an
- 218 officer of the Assembly.

219 **Section 5.5: Removal**



220 The Assembly may remove any of its officers upon an affirmative vote of two-thirds of the seated
221 membership of the Assembly. Immediately thereafter, a new officer must be elected from among the
222 voting members of the Assembly for the balance of the term of office.

223 **ARTICLE VI: EXECUTIVE BOARD**

224 The Assembly has an Executive Board (the Board) to manage its daily operation and to provide continuity
225 of operation outside of the academic year.

226 **Section 6.1: Membership**

227 The Board consists of the officers and the ranking members of the Assembly.

228 **Section 6.2: Authority during the academic year**

229 The Board:

- 230 A. prepares the agenda for each meeting of the Assembly;
- 231 B. calls special meetings of the Assembly as needed; and,
- 232 C. removes members from committees in cases where behavior or absence disrupts the sound
233 operation of those committees.

234 **Section 6.3: Emergency Authority**

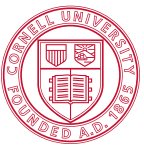
235 During periods between academic semesters and during university holidays, the Board may additionally:

- 236 A. speak on behalf of the Assembly on matters where, in the opinion of the Board, a delay would
237 prevent effective exercise of the Assembly's authority or hinder the efficient operation of
238 institutional functions for which the Assembly is responsible; and,
- 239 B. convene any ad hoc committees as needed to fulfill its responsibilities.

240 In taking any such actions, the Board must make a reasonable effort to involve all of its members,
241 including those absent from campus, and to consult the chairs of any committees that the Assembly
242 would ordinarily consult. The Chair must report such actions, including the results of any votes, at the
243 first meeting of the Assembly that occurs after the actions are taken.

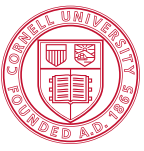
244 Article 7: Changes in the Charter and Bylaws of the University Assembly

245 **ARTICLE VII: CHANGES IN THE CHARTER AND BYLAWS OF THE** 246 **UNIVERSITY ASSEMBLY**



Cornell University
University Assembly

- 247 A. An affirmative vote of a majority of the seated members of the Assembly is required to amend the
248 Bylaws of the Assembly, and an affirmative vote of two-thirds of the seated membership is
249 required to amend the Charter.
250 B. Proposed amendments to the Bylaws or the Charter of the Assembly must be publicized at least
251 one week before any meeting where they are discussed or adopted. The Assembly may not adopt
252 amendments to the Charter at the same meeting where they are introduced or modified, and the
253 President of the University must approve such amendments before they may be implemented.



Bylaws

Cornell University Assembly

As amended on ~~October 6, 2015~~ [Date specified if approved]

ARTICLE I: EX-OFFICIO MEMBERSHIP

The following serve as members of the Assembly ex-officio without vote:

1. the chair of each associated committee of the Assembly.

ARTICLE II: PROCEDURES

Section 2.1: Meetings

At the first meeting of the academic year, the Assembly shall adopt a schedule of meetings for the remainder of the year. These meetings shall be referred to as the regular meetings.

Section 2.2: Special Meetings

Special meetings of the Assembly may be convened to consider issues of immediate and pressing concern. The Chair of the Assembly, the President or in the President's absence, the Acting President, may call a special meeting of the Assembly. The Chair shall call a special meeting of the Assembly when requested to do so by two-thirds of its seated members.

Section 2.3: Quorum

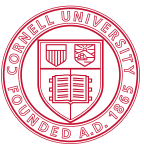
A majority of the seated members of the Assembly constitutes a quorum to do business.

Section 2.4: Robert's Rules of Order

The procedures for debate and general conduct of business of the Assembly in all matters not specifically described in this document are Roberts Rules of Order, latest edition.

Section 2.5: Executive Session

With the concurrence of a majority of the voting members present, the Assembly or any of its committees may enter executive session to discuss confidential matters. The Assembly must enter into its minutes the purpose of an executive session. No policy decisions shall be made in executive session.



25 **Section 2.6: Speaking Privileges**

26 Any member of the Cornell community may request speaking privileges through the Chair, provided the
27 request is made at least 24 hours prior to a meeting. Consultants invited to a meeting by the Chair may
28 speak regarding the particular topic on which they were invited to present information or answer
29 questions. During the course of the meeting the Assembly may establish additional procedures for
30 granting speaking privileges.

31 **Section 2.7: Agenda**

32 The President of the University or any member of the Assembly may ask the Executive Vice Chair to
33 place of an item of business on the agenda. The Executive Board should place the item at the earliest
34 possible time that is practical or refer the item to appropriate committees for further review. The
35 Executive Vice Chair must make the agenda of the Assembly available to members no less than twenty-
36 four hours prior to a meeting of the Assembly.
37 Except where explicitly stated by the Executive Board, agendas and associated documents are presumed
38 to be public documents that may be shared with the campus community.

39 **Section 2.8: Minutes**

40 The minutes of Assembly meetings and those of its committees shall be available to all members of the
41 University, except for those meetings, or portions thereof, conducted in executive session.

42 **Section 2.9: Annual Report**

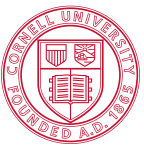
43 The Chair of the Assembly, in consultation with its members, presents an annual report to the President
44 of the University. The report includes a summary of the Assembly's work during the year and describes
45 any outstanding issues or items of business that are expected to arise in the future. The Assembly must
46 make the report available to all members of the University.

47 **Section 2.10: Timing of Regular Meetings and Notice of All Meeting Times and**
48 **Locations**

49 Regular meetings shall occur during the academic year only. The Executive Board must publicize and
50 allow the campus community to attend and observe all open meetings of the Assembly.

51 **Section 2.11: Attendance Policy for Elected Members Not Yet Seated**

52 Newly selected members of the Assembly must make every effort to attend any meetings that occur before
53 such members are seated.



54 **Section 2.12: Attendance Policy for Seated Members**

55 Seated and ex-officio members must attend all regular meetings of the Assembly. Members must:

56 A. notify the Chair of the Assembly at least twenty-four hours prior to any scheduled meeting they
57 are unable to attend, if possible; and,

58 B. not miss more than two regular meetings in any session of the Assembly.

59 ~~If the Chair determines a member has failed to meet any of these requirements, he or she must call for a
60 vote on removal of the member at the next regular meeting of the Assembly.~~

61

62 If the Chair determines a member has failed to meet any of these requirements, he or she must call for a
63 vote on removal of the member at the next regular meeting of the Assembly, notify the member's
64 respective constituent assembly, or both.

65 **Section 2.13: Reporting Responsibilities of Members of the Assembly**

66 Presiding officers of each constituent assembly serve as liaisons between the Assembly and their
67 respective constituent assemblies, reporting the activities of the Assembly to their constituent assemblies
68 and the activities of their constituent assemblies to the Assembly.

69 **Section 2.14: Sense-of-the-Community Referendum**

70 The Assembly may call for a Sense-of-the-Community Referendum provided that it:

71 A. can be completed in the current session; and,

72 B. addresses a concern relevant to the entire University community in which all employees, faculty,
73 and students may vote.

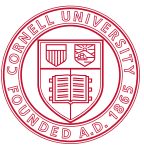
74 **ARTICLE III: COMMITTEES**

75 **Section 3.1: Ad hoc Committees**

76 The Assembly, the Executive Board, and the Assembly's standing committees may establish such ad hoc
77 committees or subcommittees as are necessary for the proper performance of their functions. Any
78 alteration to the charge of such committees and subcommittees or to their membership must be reported
79 to the Vice Chair for Operations before being put into effect.

80 **Sub-Section 3.1.1: Composition and Terms**

81 A. The standing committee may recommend a specific prescription as to the membership of an ad
82 hoc subcommittee, including provisions for the appointment of members who are not
83 members of the standing committee or the Assembly.



84 B. No ad hoc committee may have fewer than three voting members. Each ad hoc committee
85 must disband at the end of a session of the Assembly.

86 **Sub-Section 3.1.2: Appointment and removal of ad hoc committee members and chairs**

87 Except where otherwise provided, the Vice Chair for Operations, in consultation with the Executive
88 Board, may appoint members. The Executive Board may remove members. A standing committee may
89 appoint members to or remove members from the subcommittees it establishes at its own discretion.

90 **Section 3.2: Standing Committees**

91 **Sub-Section 3.2.1: Standing Committee Responsibilities**

92 Each standing committee must:

- 93 A. hold and publicize at least one meeting per semester that is open to the campus community
94 where it receives and discusses items of business relevant to its charge;
- 95 B. submit, in a timely fashion, minutes of each meeting to the Vice Chair for Operations;
- 96 C. submit, before May 1, an annual report to the Vice Chair for Operations including a
97 summary of unfinished business of the committee;
- 98 D. make every reasonable attempt to insure that members of the University community
99 affected by its recommendations are informed of the agenda of its meetings and of its
100 recommendations;
- 101 E. request that the Chair of the Assembly place on the agenda of the Assembly those matters,
102 which in its opinion require discussion by the Assembly; and,
- 103 F. respond to any requests from the Assembly for information or reconsideration of
104 recommendations.

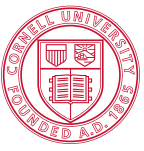
105 **Sub-Section 3.2.2: Standing committee composition and terms**

106 Unless otherwise specified in its charge, each committee will consist of eleven voting members:

- 107 A. three appointed by and from the voting membership of the Assembly;
- 108 B. one appointed by each constituent assembly from its voting membership; and,
- 109 C. one appointed by each constituent assembly from the constituency it represents.

110 *The officers of the assembly serve as non-voting, ex-officio members of the standing committees.*

112 **Sub-Section 3.2.3: Appointment and removal of standing committee members and**
113 **chairs**



- 114 A. The Vice Chair for Operations, in consultation with the Executive Board, may appoint
115 members on behalf of the voting membership of the Assembly. The Executive Board may
116 remove members.
117 B. Except for compelling circumstances, no person should serve more than two consecutive
118 terms in a given committee.

119 **Section 3.3: Procedures for policy development and legislative actions**

120 The responsibilities articulated in this section apply only to committee business related to the Assembly's
121 authority in policy development or legislative actions.

122 **Sub-Section 3.3.1: Mandatory Procedures**

123 Each committee must:

- 124 A. issue a public notice on the Assembly's website of each motion related to a substantive
125 policy change, which includes:
126 1) a contact to whom inquiries and written comments may be directed,
127 2) period of time during which written comments will be accepted, and,
128 3) times and locations of any public hearings, if hearings are conducted; and,
129 B. issue a report based on its deliberations and any comments received, which the Assembly
130 will incorporate as supporting documentation into any related motion is subsequently
131 adopts.

132 **Sub-Section 3.3.2: Normative Procedures**

133 To the extent practical and appropriate, each committee must:

- 134 A. solicit written comments from campus constituencies for a public comment period of at
135 least two weeks in duration.

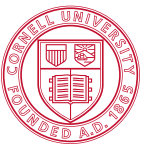
136 **Sub-Section 3.3.3: Discretionary Procedures**

137 Each committee may:

- 138 A. request reports and information from responsible administrative units;
139 B. extend, with public notice, the period of time when written comments are accepted; and,
140 C. conduct public hearings, in collaboration with responsible administrative units, to receive
141 oral comments from community members and experts.

142 **ARTICLE IV: CHARGES OF STANDING COMMITTEES**

143 **Section 4.1: Codes and Judicial Committee**



144 By delegation from the Assembly, the Committee will review any proposed motion related to:

- 145 • Campus Code of Conduct; and
- 146 • recruitment and appointment of members to the University Hearing and Review Boards.

147 The Committee may propose, review, and amend resolutions as it deems appropriate. The Committee
148 must approve resolutions referred for its consideration before they can be advanced to the Assembly for a
149 vote and for debate. [The Judicial Administrator and Judicial Codes Counselor serve as non-voting, ex-](#)
150 [officio members of the Committee.](#)

151 **Section 4.1: Campus Welfare Committee**

152 By delegation from the Assembly, the Committee will review any proposed motion related to:

- 153 • diversity and inclusion;
- 154 • family support;
- 155 • health services; and,
- 156 • any other topic deemed relevant to campus welfare by the Executive Board.

157 The Committee may propose, review, and amend resolutions as it deems appropriate. The Committee
158 must approve resolutions referred for its consideration before they can be advanced to the Assembly for a
159 vote and for debate.

160 **Section 4.1: Campus Infrastructure Committee**

161 By delegation from the Assembly, the Committee will review and approve any proposed motion related
162 to:

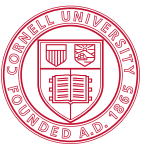
- 163 • environmental impact and sustainability;
- 164 • information technology;
- 165 • transportation and commuter policies; and,
- 166 • any other topic deemed relevant to campus infrastructure by the Executive Board.

167 The Committee may propose, review, and amend resolutions as it deems appropriate. The Committee
168 must approve resolutions referred for its consideration before they can be advanced to the Assembly for a
169 vote and for debate.

170 **ARTICLE V: ASSOCIATED COMMITTEES**

171 **Section 5.1: Definition and General Specifications**

- 172 A. The Assembly may, with the approval of the responsible administrative unit, identify associated
173 committees of the Assembly. Such committees are chartered and managed by the responsible
174 administrative unit, but report additionally to the Assembly and possess the same responsibilities
175 as standing committees of the Assembly.



- 176 B. Each committee's charge must:
- 177 1) identify of the administrative unit responsible for the committee;
- 178 2) specify responsibilities of the committee; and,
- 179 3) specify composition and terms of the committee.
- 180 C. The following requirements hold except where otherwise provided:
- 181 1) Both the Assembly and the responsible administrative unit must approve changes to the
- 182 charges of associated committees.
- 183 2) The chairs of associated committees serve ex-officio as non-voting members of the
- 184 Assembly and are expected to attend all regularly scheduled meetings of the Assembly.
- 185 D. Except where otherwise provided, the constituent assemblies may appoint and remove the
- 186 members of each associated committee assigned to represent their respective constituencies. The
- 187 Vice Chair for Operations, in consultation with the Executive Board, may appoint members to fill
- 188 any vacancies that remain after September 1 provided the term of appointment does not run
- 189 beyond the current session of the Assembly.

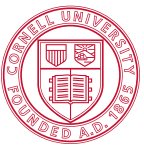
190 **Section 5.2: Campus Planning Committee**

191 The Campus Planning Committee (the "Committee") supports comprehensive and clear planning

192 processes across campus in stewardship of the physical plant at Ithaca.

193 **Sub-Section 5.2.1: Responsibilities**

- 194 A. The Committee's charge is to review and make recommendations to the President regarding
- 195 physical planning for the Ithaca campus including:
- 196 1) master planning;
- 197 2) land use and physical development;
- 198 3) landscape and environmental planning and design;
- 199 4) transportation planning;
- 200 5) circulation and parking;
- 201 6) infrastructure;
- 202 7) new construction; and;
- 203 8) renovations as they relate to the overall planning and character of the Ithaca campus.
- 204 B. Among campus issues that the CPC shall review and advocate on behalf of, are 'university' and
- 205 'enabling' projects as identified in the Cornell Master Plan and other strategic planning
- 206 opportunities.
- 207 C. Furthermore, the CPC shall review in consultation with (and with the consultation of) the
- 208 appropriate committees of the University Assembly, all plans for alterations of or additions to
- 209 roads and parking lots on the Ithaca campus and all sustainability matters related to land and
- 210 campus development.



- 211 D. The CPC shall seek advice and comments from non-members including Cornell and non-
212 Cornell affiliates, while discussing a specific issue or design. The CPC strives to enhance
213 communications, social inclusion, and accountability regarding physical planning and
214 development of the Ithaca campus.

215 **Sub-Section 5.2.2: Composition**

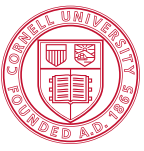
- 216 A. The CPC shall consist of four Presidential appointments, eight position appointments, nine
217 additional at-large members, and ex-officio members.
- 218 B. The presidential appointments are made by the President of the University, and those
219 individuals are to serve three-year terms on a staggered basis.
- 220 C. The position appointments or designees should be individuals with professional and technical
221 expertise in a design or planning related field. These positions consist of the chairs of the
222 following departments or their designees: Department of Architecture, Department of Natural
223 Resources, Department of Landscape Architecture, Department of City and Regional
224 Planning, and the Art Department as well as the directors of the following units or their
225 designees: the Cornell Plantations, Graduate Program in Historic Preservation, and the Vice
226 President for Facilities Services.
- 227 D. The nine at large members consist of one University Assembly liaison, two
228 graduate/professional students, two undergraduate students, two employees, and two faculty
229 members, each named by his or her respective Assembly for a two-year term.
- 230 E. The ex-officio members are added by virtue of their administrative positions at the University
231 and their connection to planning at the University.

232 **Section 5.3: Transportation Hearing and Appeals Board**

233 The Transportation Hearing and Appeals Board (THAB) shall review decisions that have been denied in
234 whole or in part by Transportation and Mail Services administrative staff on matters relating to violation
235 appeals, requests for special parking grants for those claiming financial hardship, and exceptions to
236 parking rules and regulations and/or normal permit eligibility criteria.

237 **Sub-Section 5.3.1: Responsibilities**

238 Violation appeals must each be decisioned separately, considering all relevant facts and
239 circumstances brought to the board's attention. The board shall only review cases for which it is
240 deemed an error in judgment or procedure was made in the original decision. In cases of requests
241 for special parking grants based on financial hardship, appellants must fully explain why they are
242 unable to use the transportation options available. In cases of requests related to exceptions to
243 parking rules and regulations and/or normal permit eligibility criteria, the board's decision shall
244 be based on demonstrated need and are subject to space and other limitations.



245 **Sub-Section 5.3.2: Composition**

246 THAB shall consist of twelve members nominated by their respective Assemblies and approved by
247 those bodies and one ex-officio member representing the administrative staff of Transportation
248 and Mail Services. Members shall be constituted as follows: four students (two
249 graduate/professional, two undergraduate), four faculty, and four employees. No employee of
250 Transportation and Mail Services or Cornell Police may serve on THAB. The term of membership
251 shall be two years, except that initially, so that terms may be staggered, two faculty, two students
252 and two employees shall serve terms of one year. THAB shall annually elect its own chairperson.
253 Hearings shall require a quorum of three members. In case of a tie vote, the decision shall be
254 recorded in favor of the appellant.

255 **ARTICLE VI: LIAISONS TO OTHER ORGANIZATIONS**

256 **Section 6.1: Liaisons**

257 At its annual organizational meeting, as soon as is practical thereafter, or whenever a vacancy arises, the
258 Assembly will appoint a liaison, or liaisons, as appropriate to serve as its representative on the following
259 bodies:

- 260 • Policy Advisory Group
- 261 • Council on Sexual Violence Prevention
- 262 • Student Insurance Advisory Committee Liaison
- 263 • Student Health Fee Advisory Committee Liaison³

264 **Section 6.2: Appointment and Removal**

265 Each liaison may be appointed or removed by the same procedure as for appointing or removing a
266 member of a standing committee.