

# Bylaws

## Cornell University Employee Assembly

*As amended on November 14, 2017*

### 1 **PREAMBLE**

2 The Employee Assembly (herein after referred to as the Assembly) establishes these Bylaws under the  
3 authority granted by Article IV Section 7 of the Charter of the Employee Assembly.

### 4 **ARTICLE I: PROCEDURES**

#### 5 **Section 1.1: Protections**

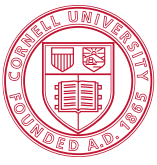
6 A. The Assembly and its committees shall respect and protect the rights of individuals. When a subject  
7 under discussion or examination requires the use of confidential information, all reasonable efforts  
8 shall be made to safeguard the confidentiality of this information.

#### 9 **Section 1.2: Regular Meetings**

10 A. Regular meetings of the Assembly are on the first and third Wednesdays of the month from 12:15 -  
11 1:30 p.m., except University holidays and other dates cancelled at the discretion of the Executive  
12 Committee. The Assembly may adopt a different schedule of regular meetings by majority vote.

#### 13 **Section 1.3: Organizational Meeting**

14 A. The Chair sets a date for the organizational meeting to occur as soon as possible after the conclusion  
15 of employee elections, but no later than April 15. In this meeting, the Assembly:  
16 i. Elects the officers of the Assembly for the next session in accordance with the procedures set  
17 forth in Article II, Section 2.2 of these Bylaws;  
18 ii. Receives nominations and appoints representatives to the University Assembly and any  
19 other committees or commissions with vacancies that occur in the next session; and,  
20 iii. Sets a schedule of regular meetings for the next session.  
21 B. All members who will be seated as of the start of the next session of the Assembly are voting  
22 members for the purposes of the meeting and must make every reasonable effort to attend and  
23 participate. The meeting must be held in closed session. The first order of business for the meeting



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- 24 must be appointment of a temporary chair who will preside until the Chair is elected for the next  
25 session. The temporary chair may be any voting member who does not seek election as Chair. The  
26 second order of business must be election of the Chair for the next session. The temporary chair  
27 must yield to the newly elected Chair immediately after their election.  
28 C. If any positions are uncontested, the Chair may decide to vote by hand instead of by secret ballot.

### 29 **Section 1.4: Special Meetings**

- 30 A. The Chair may call special meetings to consider matters demanding immediate attention, or such  
31 meetings shall be called when requested by one-fourth of the seated members of the Assembly.

### 32 **Section 1.5: Quorum**

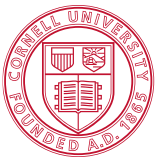
- 33 A. A quorum of voting members is required for the Assembly to do business at a regularly scheduled  
34 meeting.  
35 B. A quorum shall consist of a majority of the seated voting members of the Assembly.

### 36 **Section 1.6: Executive Session**

- 37 A. The Assembly may go into executive session to discuss confidential matters by majority vote of  
38 those seated members who are present.

### 39 **Section 1.7: Agendas, Resolutions, and Minutes**

- 40 A. Agenda items will be compiled by the Executive Vice Chair in consultation with the Executive  
41 Committee. The Executive Vice Chair must post and distribute the agenda at least twenty-four  
42 hours prior to a meeting of the Assembly.  
43 B. All resolutions must be sponsored by at least one voting member of the Assembly. All resolutions  
44 shall be reviewed by an appropriate committee of the Assembly for no more than thirty days before  
45 introduction at a regular meeting of the Assembly. Approval by the reviewing committee shall be a  
46 majority vote of the committee members present. The chair of the committee that reviewed the  
47 resolution shall provide a brief summary of the committee's thoughts and/or concerns on the  
48 resolution when it is presented at a regular meeting of the Assembly. Under extenuating  
49 circumstances or time pressures, the Chair can determine that a resolution should be brought to the  
50 floor without committee review.  
51 C. The Office of the Assemblies prepares minutes of each meeting, and makes them available to the  
52 university community after approval by the Assembly.



53 **Section 1.8: Attendance**

- 54 A. Attendance is required at all scheduled meetings for all voting members. Voting members:
- 55 i. Must notify the Executive Vice Chair in advance of any absence.
- 56 ii. May be unseated by a majority vote of the Executive Committee if they have more than two
- 57 unexcused absences from regular meetings of the Assembly during a given term. Unseated
- 58 members neither count toward the total vote, nor quorum.
- 59 iii. May be resealed by a majority vote of the Executive Committee.

60 **Section 1.9: Voting**

- 61 A. The Chair may count any proxy vote that is received before the question to which it pertains is
- 62 called. Votes submitted by proxy do not count towards quorum.
- 63 B. Voting may be conducted by electronic means at the discretion of the Executive Committee.
- 64 C. EA members may abstain from voting at regularly scheduled or special meetings of the Assembly.
- 65 However, if the total number of abstentions is greater than the total number of votes in favor of a
- 66 resolution or motion, the resolution or motion fails.
- 67 D. Abstentions do not count toward quorum.

68 **Section 1.10: Parliamentary Procedure**

- 69 E. Robert's Rules of Order (latest edition) shall be the basis for determining procedures for debate and
- 70 general conduct of business not covered in this document.
- 71 F. The Assembly is not constrained to use parliamentary procedure for all discussions.

72 **ARTICLE II: OFFICERS**

73 **Section 2.1: Officers Defined**

- 74 A. The officers of the Assembly are the Chair, the Executive Vice Chair, the Vice Chair for Operations,
- 75 the Vice Chair for Communications, and the Parliamentarian.

76 **Section 2.2: Election of Officers**

- 77 A. The officer elections occur in the following order: Chair, Executive Vice Chair, Vice Chair for
- 78 Operations, Vice Chair for Communications, and Parliamentarian. For each office, the chair
- 79 presiding over the meeting:



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- 80 i. Entertains nominations of members for the position to be filled;
- 81 ii. Closes nominations;
- 82 iii. Allows each candidate to make an opening statement of specified duration;
- 83 iv. Allows all members present to ask questions of the candidates for a specified period of time;
- 84 v. Closes question and answer period;
- 85 vi. Moves to a vote by secret ballot; and,
- 86 vii. Repeats voting as needed until one candidate receives a majority of votes cast and eliminates
- 87 the candidate receiving the fewest votes in each round of voting.

### 88 **Section 2.3: Terms**

- 89 A. The term of office is concurrent with a session of the Assembly. Officers may not serve more than
- 90 two consecutive terms.

### 91 **Section 2.4: Recalling Officers**

- 92 A. The Assembly may remove any officer by an affirmative vote of two-thirds of seated members. The
- 93 Assembly then immediately elects a new officer to serve the remainder of the term.
- 94 B. The above procedure shall also apply to chairs and members of committees of the Assembly.

### 95 **Section 2.5: Executive Committee**

- 96 A. The Executive Committee consists of the officers of the Assembly. The Executive Committee:
- 97 i. Formulates and approves an agenda for each meeting of the Assembly;
- 98 ii. Formulates, in consultation with the chairs of the Assembly's committees, a budget of
- 99 expenses for the Assembly and presents this budget to the Assembly for approval at the first
- 100 regular meeting of the Assembly;
- 101 iii. Conducts an orientation meeting at the beginning of each term with the members of the
- 102 Assembly. The agenda of the orientation meeting includes:
  - 103 a. dissemination of written and verbal guidelines which articulate expectations for
  - 104 membership and for efficient operation of the Assembly and its committees;
  - 105 b. continual communication with the Executive Committee and the roles of the
  - 106 officers;
  - 107 c. the role of committees and best practices for committee operations;
  - 108 d. the legislative process and the setting of priorities for committees and the
  - 109 Assembly;



110 **Section 2.6: Officer Responsibilities**

111 A. Chair

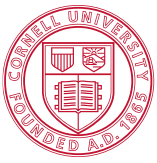
- 112 a. Assures the smooth and effective operation and maintenance of the Assembly;
- 113 b. Presides over meetings of the Assembly;
- 114 c. Delegates responsibilities as needed to accomplish the duties of the office and the goals set  
115 forth in the Charter and these Bylaws;
- 116 d. Transmits notice of the actions and recommendations of the Assembly;
- 117 e. Reports periodically to the Assembly on the disposition or current status of its actions and  
118 recommendations; and,
- 119 f. Serves as spokesperson of the Assembly, corresponds with the President of the University,  
120 enumerating actions taken by the Assembly, and submits an annual year-end report to the  
121 University President.

122 B. Executive Vice Chair

- 123 a. Assists the Chair as needed;
- 124 b. Chairs the meetings of the Executive Committee and distributes the agenda and meeting  
125 materials for regular and special meetings of the Assembly;
- 126 c. Reviews minutes prepared by the Office of the Assemblies and distributes drafts to  
127 Assembly members;
- 128 d. Notifies individuals and units directly affected by pending business of the Assembly or its  
129 committees which includes:
- 130 i. the chief contact for the for the resolution or committee action being undertaken; and,
- 131 ii. the charge to the committee conducting the business and the dates of meetings when  
132 the business will be considered, if applicable.
- 133 e. Presides in the absence of the Chair.

134 C. Vice Chair for Operations

- 135 a. Monitors and supervises the operations of the Assembly's committees and the Assembly's  
136 appointees to other committees;
- 137 b. Advises committee chairs on issues of process and directs inquiries as needed;
- 138 c. Receives nominations and expressions of interest in membership in the Assembly and  
139 presents slates of candidates to fill incidental vacancies as needed;
- 140 d. Oversees and tracks the finances of the Assembly with assistance of the Office of the  
141 Assemblies;
- 142 e. Monitors financial statements and authorizes expenditures in consultation with the  
143 Executive Committee;
- 144 f. Reports periodically to the Assembly on the status of the funds;



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- 145 g. Prepares a yearly expenditure report outlining the use of funds for the past fiscal year; and,  
146 h. Prepares the annual fund request and budget proposal.
- 147 D. Vice Chair for Communications
- 148 a. Chairs the Communications Committee;
- 149 b. Develops and executes communications plans for significant Assembly actions, projects, and  
150 initiatives;
- 151 c. Arranges for advertising, postering, email campaigns and outreach programs;
- 152 d. Prepares and distributes the Employee Assembly newsletter in consultation with the  
153 Communications Committee; and,
- 154 e. Reviews and approves internal and external communications of the Assembly in  
155 consultation with the Executive Committee and the Communications Committee.
- 156 E. Parliamentarian
- 157 a. Assures that meetings follow procedures found within the Charter and the Bylaws of the  
158 Assembly and rules on questions and disputes related to interpretation of those rules.
- 159 b. Coordinates with the Office of the Assemblies to ensure that the governing documents of the  
160 Assembly are public and reflect any changes made by the Assembly.

## 161 **ARTICLE III: COMMITTEES**

### 162 **Section 3.1: Generally**

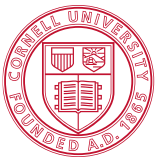
- 163 A. The Assembly may establish standing or ad hoc committees as appropriate by a majority vote of the  
164 seated voting members of the Assembly.
- 165 B. Except where otherwise indicated, any employee is eligible to serve on any committee of the  
166 Assembly and the term of membership on committees is concurrent with a session of the Assembly.

### 167 **Section 3.2: Ad-Hoc Committees**

- 168 A. For each ad-hoc committee, the committee charge shall be written prior to the formation of the  
169 committee and the appointment of its members.
- 170 B. Every ad-hoc committee charge shall include a “sunset” clause with a specific date by which the  
171 committee is expected to report back to the Assembly.

### 172 **Section 3.3: Standing Committees**

- 173 A. Unless otherwise specified in its charge, each committee will be chaired by a voting member of the  
174 Assembly and will consist of eleven voting members:



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- 175 a. Six members appointed by and from the voting membership of the Assembly, one of whom  
176 serves as chair;
- 177 b. Five members appointed by the Assembly from the employee community who are not  
178 members of the Assembly.
- 179 B. Each standing committee must:
- 180 a. Hold and publicize at least two meetings per semester that are open to the staff community  
181 where it receives and discusses items of business relevant to its charge;
- 182 b. Publish and submit, in a timely fashion, agendas and minutes of each meeting and make  
183 every reasonable attempt to ensure that members of the staff community affected by its  
184 recommendations are informed of the agenda of its meetings and of its recommendations.

### 185 **Section 3.4: Charges of Standing Committees**

#### 186 A. Communications Committee

187 By delegation from the Assembly, the committee will:

- 188 a. Publicize the activities of the Assembly and its committees, including the agendas of  
189 meetings, actions taken, and events organized by the Assembly through all available and  
190 appropriate media;
- 191 b. Develop and execute communications plans for significant Assembly actions, projects, and  
192 initiatives;
- 193 c. Review and approve internal and external communications of the Assembly in consultation  
194 with the Vice Chair for Communications; and
- 195 d. Support and facilitate activities which raise awareness in the employee community of the  
196 Assembly's role and function.

197 The committee shall be chaired by the Vice Chair for Communications. The HR Communications  
198 Manager and a representative from the PawPrint shall serve as non-voting members of the  
199 committee. The committee may propose, review, and amend resolutions as it deems appropriate.  
200 The committee must approve resolutions referred for its consideration before they can be advanced  
201 to the Assembly for debate and for a vote.

#### 202 B. Employee Education and Development Committee

203 By delegation from the Assembly, the committee will:

- 204 a. Review programs and proposals affecting employee education, including work-related and  
205 elective educational activities, and recommend changes;
- 206 b. Identify employee education needs and opportunities for employees to engage in the  
207 academic mission of the university through research and programmatic activities;
- 208 c. Review and recommend proposals for pipeline development and professional advancement  
209 opportunities for employees; and,



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210 d. Recommend actions the university may undertake to address employee education needs.  
211 A representative from Benefit Services, a representative from Organizational and Workforce  
212 Development, and a representative from the School of Continuing Education and Summer Sessions  
213 will each serve as non-voting members of the committee. The committee may propose, review, and  
214 amend resolutions as it deems appropriate. The committee must approve resolutions referred for its  
215 consideration before they can be advanced to the Assembly for debate and for a vote.

### 216 C. Employee Welfare Committee

217 By delegation from the Assembly, the committee will:

- 218 a. Review and recommend proposals and initiatives related to employee health and wellness,  
219 work/life, dependent care and family support, diversity and inclusion, sustainability,  
220 transportation, compensation, and any other topic deemed relevant to employee welfare.

221 The committee may propose, review, and amend resolutions as it deems appropriate. The  
222 committee must approve resolutions referred for its consideration before they can be advanced to  
223 the Assembly for debate and for a vote.

### 224 D. Elections Committee

225 By delegation from the Assembly, the committee will:

- 226 a. Review Assembly election rules and procedures and recommend changes as needed;
- 227 b. Apply election rules and procedures approved by the Assembly; and,
- 228 c. Plan and support, in collaboration with the Communications Committee, efforts to solicit  
229 candidates for vacant positions in the Assembly.

230 The Elections Committee consists of all members of the Assembly whose terms continue beyond the  
231 current session of the Assembly. The committee may propose, review, and amend resolutions as it  
232 deems appropriate. The committee must approve resolutions referred for its consideration before  
233 they can be advanced to the Assembly for debate and for a vote.

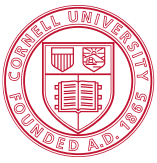
### 234 E. Personnel Policy Committee

235 By delegation from the Assembly, the committee will:

- 236 a. Review and recommend changes to, in collaboration with the Office of Human Resources,  
237 personnel policies and other policies affecting the work environment of the university;
- 238 b. Solicit from employees and university departments opinions, information, and advice  
239 relevant to issues before the committee;
- 240 c. Recommend changes to the policies it reviews; and,
- 241 d. Provide regular reports concerning its activities to the Assembly.

242 The Associate Vice President for Human Resources or a delegate will serve as a non-voting member  
243 of the committee. The committee may propose, review, and amend resolutions as it deems  
244 appropriate. The committee must approve resolutions referred for its consideration before they can  
245 be advanced to the Assembly for debate and for a vote.





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### F. Staff Recognition, Awards, and Events Committee

By delegation from the Assembly, the committee will:

- a. Identify and examine opportunities for staff recognition by the Assembly and the university;
- b. Review nominations and approve staff recognition awards, including the George Peter Award for Dedicated Service and the Mary Opperman Award, according to rules adopted by the Assembly and appropriate HR awards;
- c. Coordinate and execute staff events and recognition activities sponsored by the Assembly, including the President's Address to Staff and appreciation events;
- d. Review the Assembly's and the university's staff recognition programs and recommend changes;

The Events and Outreach Manager for HR or a designee from Human Resources will serve as a non-voting member of the committee. The committee may propose, review, and amend resolutions as it deems appropriate. The committee must approve resolutions referred for its consideration before they can be advanced to the Assembly for debate and for a vote.

### G. University Benefits Committee

- a. The University Benefits Committee is chartered jointly by the Employee Assembly and the Faculty Senate, and the committee's charter is appended to the Assembly's bylaws.

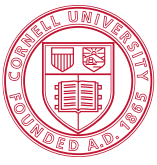
## **ARTICLE IV: PROGRAMS ADMINISTERED BY THE EMPLOYEE ASSEMBLY**

### **Section 4.1: Cornellians Aiding and Responding to Emergencies Grant Fund**

- A. The Assembly establishes the Cornellians Aiding and Responding to Emergencies (CARE) grant fund to support and assist employees and faculty experiencing financial hardship from non-medical catastrophic events beyond their control.

## **ARTICLE V: SUSPENSION OF THE BYLAWS**

- A. A seated voting member of the Assembly may make a motion to suspend an Article of these Bylaws for a specified duration of a meeting.
- B. The Article of these Bylaws is suspended with two-thirds of the seated voting members voting in favor.
- C. Article V, in its entirety, may not be suspended.



275 **ARTICLE VI: AMENDMENT**

- 276 A. Except where otherwise indicated, these bylaws are subject to amendment by a majority of the  
277 seated voting members of the Assembly.