

Standing Rules

Cornell University Employee Assembly

As amended on June 7, 2017

1 **Preamble**

2 The Employee Assembly's foremost interest in 2017 – 2018 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 employed at the Ithaca or Geneva campuses of Cornell University.

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

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

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

11 **Rule 1**

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

13 **Rule 2**

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

18 **Rule 3**

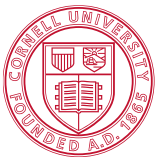
19 A motion to suspend the Standing Rules must be recognized by the Chair and approved by a two-
20 thirds vote of the seated EA members present.

21 **Section I: Ethical Standards**

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

28 **Article 1: Attendance**

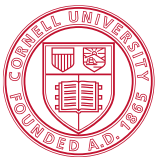
29 A. Attendance is required at all regularly scheduled meetings for all voting members. Regularly
30 Scheduled meetings are held the first and third Wednesdays of the month, from 12:15 to
31 1:30 PM.



- 32 B. Attendance at all informal, organizational and specially scheduled meetings is required
33 when the Chair provides EA members at least 72 hours' prior notice of the meeting. Such
34 meetings shall be considered "regularly scheduled meeting."
35 C. Attendance will be taken verbally at the start of each meeting where each member present
36 will answer with "here or present". The Chair will verify "excused" (chair was notified
37 member is unable to attend the meeting) or "Not excused" (member is not present and no
38 notification was sent to chair).

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

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



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

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

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81 *Last Date of Amendment to these Standing Rules*
82 *07 June 2017*
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