



EA R10: Revision of the Employee Assembly Charter and Bylaws

Abstract: This resolution updates the governing documents of the Employee Assembly to reflect current practices and a more representative structure.

Sponsored by: Jeramy Kruser, on behalf of the Employee Assembly Executive Committee

Reviewed by: Executive Committee, 3/1/2017

Whereas, Article 2 of the Charter of the Employee Assembly charges the Employee Assembly, hereinafter referred to as the Assembly, to explore opportunities to enhance the role, function and contribution of employees to the well-being of the University; and

Whereas, Article 2 of the Charter grants the Assembly the ability to control its own operations and maintenance, including bylaws, procedures and amendments; and

Whereas, the Charter and bylaws of the Assembly were updated during the 2015-2016 legislative session to expand the representative structure of the Assembly; and

Whereas, the addition of new members, the revisions to the governing documents of other assemblies, and the advent of more streamlined practices and procedures has prompted a thorough review of the Charter and bylaws of the Assembly.

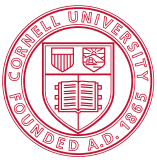
Be it therefore resolved, the Charter of the Employee Assembly be revised to reflect the changes in the documents attached to this resolution.

Be it further resolved, the bylaws of the Employee Assembly be revised to reflect the changes in the documents attached to this resolution.

Adopted by Vote of the Assembly (14-0-0), April 5, 2017,

Respectfully Submitted,

Jeramy Kruser, *Executive Vice Chair*



Charter

Cornell University Employee Assembly

As amended on April 5, 2017

1 PREAMBLE

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

7 ARTICLE I: NAME

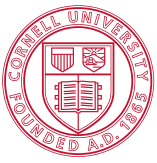
8 A. The name of this organization shall be the Employee Assembly of Cornell University (herein after
9 referred to as the Assembly).

10 ARTICLE II: OBJECT

11 A. The object of this **Assembly** shall be to ensure a direct focus for the continued involvement of
12 exempt and non-exempt staff members in the governance of non-academic affairs and in the life of
13 the University.

14 B. The **Assembly** will bring about a higher visibility for employees as community members, more
15 equal participation with faculty and students in the policy-making process, and an increased sense
16 of community among all constituencies through shared responsibilities. This is accomplished by
17 charging the **Assembly** with the authority and the responsibility to examine any matters which
18 involve the interests or concern the welfare of the non-academic employee community and to make
19 proposals concerning those issues to the appropriate officers or decision-making bodies of the
20 University.

21 C. The **Assembly** will actively seek to involve all segments of Cornell's diverse employee population in
22 the Assembly's decision-making activities.



23 **ARTICLE III: ESTABLISHMENT**

24 **Section 1: Employee Defined**

25 A. For the purposes of this Charter, employees are any regular full-time and part-time staff members in
26 non-exempt, exempt, or academic non-professorial staff categories who are employed at the Ithaca,
27 Geneva, or Cornell NYC Tech campuses of the university.

28 **Section 2: Session Defined**

29 A. A session of the Assembly shall be from June 1 until May 31 of the following calendar year.

30 **ARTICLE IV: AUTHORITY AND RESPONSIBILITY**

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

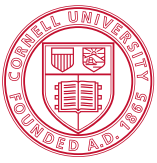
- 32 A. Subject to approval by the President, the Assembly shall have legislative authority to recommend
33 changes to university policies that affect the staff community, including Human Resources and
34 Personnel policies.
- 35 B. The Assembly will have authority and control over its own policies, operations, and maintenance,
36 including bylaws, procedures, and amendments.

37 **Section 2: Information Exchange**

- 38 A. The Assembly facilitates communication between employees and the President of the University;
- 39 B. This Assembly interacts with and discusses issues of mutual interest with the Student Assembly, the
40 Graduate and Professional Student Assembly, the University Assembly and the Faculty Senate.

41 **Section 3: Requests for Information**

- 42 A. The Assembly shall by majority vote have the authority to request information directly from a
43 department, or a specific individual within that department, concerning the budget, policies, or
44 actions of said department. The request for this information shall be made at a regular meeting of
45 the Assembly.
- 46 B. Should a request be refused, the Assembly by simple majority vote may request the information be
47 given to the Vice President and Chief Human Resources Officer who shall forward it to the
48 Assembly.



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

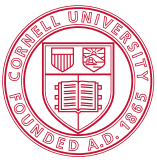
- 50 A. Reporting to the President – Via the Actions listserve, managed by the Office of the Assemblies, all
51 legislative actions of the Assembly will be reported by the Chair of the Assembly to the University
52 President. The Assembly will respond to any requests for information from the President on its
53 actions. The President may also request reconsideration of legislation proposed by the Assembly.
54 Such a request must be filed within thirty days of notification of the legislation. The Assembly will
55 take action on such a request, and, if the legislation is upheld, the Assembly will inform the
56 President.
- 57 B. Reporting to Other Bodies – Via the same transmittal through the Actions listserve, the Assembly
58 will report its actions to the GPSA, SA, UA, and the Faculty Senate.
- 59 C. Annual Report - The Chair of the Assembly will present an annual report at the last regular meeting
60 prior to the Elections deadline of May 1 of each Assembly session. This report will be sent to the
61 President of the University and made available to the staff community.
- 62 1. The report will include a summary of the Assembly’s work during the preceding year and, in
63 addition, describe any unresolved issues that are expected to arise in the future. All members
64 of the Cornell community will have access to this report.
 - 65 2. The report must be shared with the Assembly prior to being presented to the University
66 President.

67 **Section 5: Objection to Actions**

- 68 A. Objection of Assembly Actions by Another Assembly – Should another assembly object to an action
69 of the Assembly, such an objection may be communicated to the Chair via the Actions listserve. At
70 its next business meeting, the Assembly shall review the objection and either modify the original
71 position to account for the objections of the other constituencies or reaffirm the original action.
- 72 B. Objection by the Assembly to Other Assemblies’ Actions – The Assembly may determine by a two-
73 thirds vote of seated members that it objects to the action of another constituent assembly, and
74 communicate such an objection via the Actions listserve. In such an event, reasonable procedures for
75 the reconciliation of differences shall be pursued.

76 **Section 6: Representation Exclusions**

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



81 **Section 7: University Calendar**

- 82 A. The Provost shall consult with the Assembly in the formulation of the University Calendar. The
83 Assembly may review, ask for reconsideration of the calendar, and propose changes to the calendar
84 before it becomes final.
- 85 B. The Provost shall make the calendar available for comment at least thirty days before announcement
86 of the final calendar.

87 **Section 8: Public Hearings, Forums, and Referenda**

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

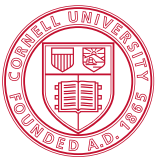
91 **ARTICLE V: MEMBERSHIP**

92 **Section 1: Eligibility**

- 93 A. Changes of status within the university do not alter the eligibility of a member to serve as long as
94 that member remains an employee of the University.
- 95 B. A voting member of the assembly may not serve concurrently as a trustee of the University.

96 **Section 2: Seat allocation**

- 97 A. The Assembly consists of 29 voting members elected by and from the eligible employee population
98 at Cornell University.
- 99 1. Nine voting members shall be elected to represent the following academic colleges and
100 schools with one representative each: College of Agriculture & Life Sciences; College of
101 Architecture, Art, & Planning; College of Arts & Sciences; College of Engineering / Computer
102 & Information Science; The Graduate School / Law School / Johnson Graduate School of
103 Management; School of Hotel Administration; College of Human Ecology; School of
104 Industrial and Labor Relations; College of Veterinary Medicine.
- 105 2. Eleven voting members shall be elected to represent the following administrative units with
106 one representative each: Alumni Affairs & Development; Cornell NYC Tech Campus;
107 Financial Affairs, Budget & Planning, Audit & Investment; Geneva Campus; Health &
108 Safety; Human Resources; Infrastructure, Properties & Planning; Library, Museum &



109 Continuing Education; Research, Tech Transfer & Information Technology; Student &
110 Campus Life; University Relations.

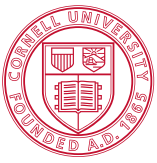
111 3. Nine voting members shall be elected to represent the following affinity groups with one
112 representative each: Disability; Exempt; International; Less Than Five Years of Service;
113 LGBTQ; Non-Exempt; Retirees; Veterans; Women.

114 Section 3: Ex-officio Members

- 115 A. All members of the Cornell staff community are considered non-voting members of the assembly,
116 and are encouraged to attend and participate in meetings.
- 117 B. In addition, the following serve as members of the assembly ex-officio without vote:
- 118 1. the Employee Elected Trustee,
 - 119 2. the Editor of PawPrint, and
 - 120 3. the Vice President and Chief Human Resources Officer or a designee.

121 Section 4: Vacancies

- 122 A. Vacancy defined:
- 123 1. A regular vacancy occurs when the term of a member expires, and may be filled by election.
 - 124 2. An incidental vacancy occurs when:
 - 125 a. a seat remains vacant after a regular election;
 - 126 b. a member resigns or is removed from membership; or,
 - 127 c. a member ceases to be eligible for membership.
- 128 B. Filling regular vacancies by election:
- 129 1. The assembly reviews and approves election rules, procedures, and a publicity plan for
130 elections within the first three meetings of the semester in which the elections will be held.
 - 131 2. Candidates will be recused from any voting, discussion or disputes arising during the
132 election in which they are a candidate, unless specifically requested to respond by the chair
133 of the Elections Committee or Chair of the Assembly.
 - 134 3. Elections must be completed and results tabulated no later than May 1st of each Assembly
135 session.
- 136 C. Filling incidental vacancies:
- 137 1. In the event a seat remains open because an eligible staff candidate did not run for election,
138 that seat is first filled from any eligible candidates not seated from other elections. If there are
139 no eligible candidates, that seat remains open and quorum for that session will be based on
140 the filled seats. If a candidate later emerges for that seat, the Assembly may vote by a simple

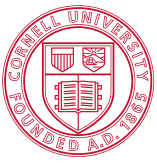


141 majority of seated members to appoint that candidate to fill the remainder of the open seat's
142 term.

- 143 2. Should an incidental vacancy occur for any seat, the **Assembly** seats the highest-ranked,
144 unseated candidate from the most recent election for the seat.
- 145 3. Should an incidental vacancy occur and no eligible candidates remain to be seated from the
146 most recent election for that seat, the Assembly may seat a member to fill the vacancy by the
147 following process:
- 148 a. The **Assembly** solicits interest from the employee community within two weeks of
149 the vacancy's occurrence. The solicitation proceeds for no less than **two weeks**, and
150 continues until it is closed by the Assembly.
 - 151 b. At the next meeting after solicitation has been closed, a slate of eligible candidates
152 must be presented to the Assembly.
 - 153 c. To conduct the election, the chair of the meeting:
 - 154 i. Allows each candidate to make an opening statement;
 - 155 ii. Allows all members present to ask questions of the candidates, including the
156 candidates for the office;
 - 157 iii. Closes question and answer period;
 - 158 iv. Moves to a vote by secret ballot; and,
 - 159 v. Repeats voting as needed until one candidate receives a majority of votes cast,
160 eliminating the candidate receiving the fewest votes in each round of voting.
 - 161 d. Members who fill incidental vacancies shall serve the full remainder of the
162 term.

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

- 164 A. The Assembly has staffing authority to appoint constituent representatives to assemblies and other
165 committees.
- 166 B. Regarding the University Assembly, the Assembly has staffing authority to appoint representatives
167 as follows:
- 168 1. Five employees, of whom at least two are also members of the **Assembly**.
 - 169 2. These appointments shall be made before May 1 of each year.
 - 170 3. **Members of the **Assembly** appointed to the University Assembly (UA) and/or any of its
171 standing committees, may serve only as long as they remain a member of the Employee
172 Assembly.**
 - 173 a. **If at any time during the course of an **Assembly** session, a UA member appointed
174 directly by or from the **Assembly** should vacate their seat, the seat shall be reassigned**



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- 175 by a caucus of seated members of the Assembly, and appointed by the Executive
176 Committee.
- 177 b.If at any time during the course of an Assembly session, a staff member appointed to
178 the UA or one of its committees ceases to be eligible for their seat on the Assembly,
179 the seat shall be reassigned by a caucus of the seated members of the Assembly, and
180 appointment by the Executive Committee.
- 181 C. The Assembly will have the authority to appoint eligible employees to serve as non-voting liaisons
182 to department, unit, administrative of university committees, councils, working groups, etc., as such
183 need is conveyed.

184 Section 6: Term

- 185 A. The term of membership is two consecutive sessions of the Assembly. Terms are staggered such that
186 only half of the members' terms expire each year.

187 Section 7: Removal

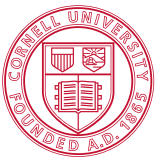
- 188 A. Any member of the Assembly may motion to remove another member for conduct that is unethical,
189 illegal, disruptive, or otherwise in conflict with the Charter and Bylaws of the Assembly or the
190 University.
- 191 B. The Assembly must allow the member to attend any discussion, deliberation, or vote related to the
192 removal and must inform all members at least one week in advance of any meeting where it will
193 consider such a motion.
- 194 C. The Assembly may remove the member by an affirmative vote of two-thirds of the seated
195 membership.

196 ARTICLE VI: AMENDMENT

- 197 A. The Assembly may amend this Charter by an affirmative vote of two-thirds of the seated members.
198 The Assembly may not approve proposed amendments on the same date that they are proposed or
199 modified.
- 200 B. Amendments are subject to approval by the President of the University.

201
202
203
204

205 *Last Date of Amendment to this Charter*
206 *5 April 2017*



Bylaws

Cornell University Employee Assembly

As amended on April 5, 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**

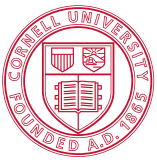
6 A. The Assembly and its committees shall respect and protect the rights of individuals. When a subject
7 under discussion or examination requires the use of confidential information, all reasonable efforts
8 shall be made to safeguard the confidentiality of this information.

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**

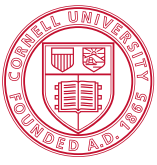
- 33 A. A quorum of voting members is required for the Assembly to do business at a regularly scheduled
34 meeting.
- 35 B. A quorum shall consist of a majority of the seated voting members of the Assembly.

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 conducting by electronic means at the discretion of the Chair.**

64 **Section 1.10: Parliamentary Procedure**

- 65 A. Robert's Rules of Order (latest edition) shall be the basis for determining procedures for debate and
- 66 general conduct of business not covered in this document.
- 67 B. The Assembly is not constrained to use parliamentary procedure for all discussions.

68 **ARTICLE II: OFFICERS**

69 **Section 2.1: Officers Defined**

- 70 A. The officers of the Assembly are the Chair, the Executive Vice Chair, the Vice Chair for Operations,
- 71 and the Parliamentarian.

72 **Section 2.2: Election of Officers**

- 73 A. The officer elections occur in the following order: Chair, Executive Vice Chair, Vice Chair for
- 74 Operations, and Parliamentarian. For each office, the chair presiding over the meeting:
- 75 i. Entertains nominations of members for the position to be filled;
- 76 ii. Closes nominations;
- 77 iii. Allows each candidate to make an opening statement of specified duration;
- 78 iv. Allows all members present to ask questions of the candidates for a specified period of time;
- 79 v. Closes question and answer period;



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- 80 vi. Moves to a vote by secret ballot; and,
81 vii. Repeats voting as needed until one candidate receives a majority of votes cast and eliminates
82 the candidate receiving the fewest votes in each round of voting.

83 **Section 2.3: Terms**

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

86 **Section 2.4: Recalling Officers**

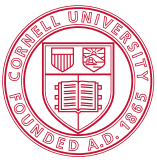
- 87 A. The Assembly may remove any officer by an affirmative vote of two-thirds of seated members. The
88 Assembly then immediately elects a new officer to serve the remainder of the term.
89 B. The above procedure shall also apply to chairs and members of committees of the Assembly.

90 **Section 2.5: Executive Committee**

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

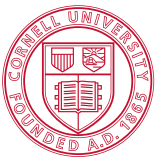
105 **Section 2.6: Officer Responsibilities**

- 106 A. Chair
107 a. Assures the smooth and effective operation and maintenance of the Assembly;
108 b. Presides over meetings of the Assembly;



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- 109 c. Delegates responsibilities as needed to accomplish the duties of the office and the goals set
110 forth in the Charter and these Bylaws;
- 111 d. Transmits notice of the actions and recommendations of the Assembly;
- 112 e. Reports periodically to the Assembly on the disposition or current status of its actions and
113 recommendations; and,
- 114 f. Serves as spokesperson of the Assembly, corresponds with the President of the University,
115 enumerating actions taken by the Assembly, and submits an annual year-end report to the
116 University President.
- 117 B. Executive Vice Chair
- 118 a. Assists the Chair as needed;
- 119 b. Chairs the meetings of the Executive Committee and distributes the agenda and meeting
120 materials for regular and special meetings of the Assembly;
- 121 c. Reviews minutes prepared by the Office of the Assemblies and distributes drafts to
122 Assembly members;
- 123 d. Notifies individuals and units directly affected by pending business of the Assembly or its
124 committees which includes:
- 125 i. the chief contact for the for the resolution or committee action being undertaken; and,
126 ii. the charge to the committee conducting the business and the dates of meetings when
127 the business will be considered, if applicable.
- 128 e. Presides in the absence of the Chair.
- 129 C. Vice Chair for Operations
- 130 a. Monitors and supervises the operations of the Assembly's committees and the Assembly's
131 appointees to other committees;
- 132 b. Advises committee chairs on issues of process and directs inquiries as needed;
- 133 c. Receives nominations and expressions of interest in membership in the Assembly and
134 presents slates of candidates to fill incidental vacancies as needed;
- 135 d. Oversees and tracks the finances of the Assembly with assistance of the Office of the
136 Assemblies;
- 137 e. Monitors financial statements and authorizes expenditures in consultation with the
138 Executive **Committee**;
- 139 f. Reports periodically to the Assembly on the status of the funds;
- 140 g. Prepares a yearly expenditure report outlining the use of funds for the past fiscal year; and,
141 h. Prepares the annual fund request and budget proposal.
- 142 D. Vice Chair for Communications
- 143 a. Chairs the Communications Committee;



Cornell University Employee Assembly

- 144 b. Develops and executes communications plans for significant Assembly actions, projects, and
145 initiatives;
- 146 c. Arranges for advertising, postering, email campaigns and outreach programs;
- 147 d. Prepares and distributes the Employee Assembly newsletter in consultation with the
148 Communications Committee; and,
- 149 e. Reviews and approves internal and external communications of the Assembly in
150 consultation with the Executive **Committee** and the Communications Committee.
- 151 E. Parliamentarian
- 152 a. Assures that meetings follow procedures found within the Charter and the Bylaws of the
153 Assembly and rules on questions and disputes related to interpretation of those rules.
- 154 b. **Coordinates with the Office of the Assemblies to ensure that the governing documents of the**
155 **Assembly are public and reflect any changes made by the Assembly.**

156 **ARTICLE III: COMMITTEES**

157 **Section 3.1: Generally**

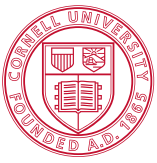
- 158 A. The Assembly may establish standing or ad hoc committees as appropriate by a majority vote of the
159 seated voting members of the Assembly.
- 160 B. Except where otherwise indicated, any employee is eligible to serve on any committee of the
161 Assembly and the term of membership on committees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

162 **Section 3.2: Ad-Hoc Committees**

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

167 **Section 3.3: Standing Committees**

- 168 A. Unless otherwise specified in its charge, each committee will be chaired by a voting member of the
169 Assembly and will consist of eleven voting members:
- 170 a. Six members appointed by and from the voting membership of the Assembly, one of whom
171 serves as chair;
- 172 b. Five members appointed by the Assembly from the employee community who are not
173 members of the Assembly.



- 174 B. Each standing committee must:
- 175 a. Hold and publicize at least two meetings per semester that are open to the staff community
- 176 where it receives and discusses items of business relevant to its charge;
- 177 b. Publish and submit, in a timely fashion, agendas and minutes of each meeting and make
- 178 every reasonable attempt to ensure that members of the staff community affected by its
- 179 recommendations are informed of the agenda of its meetings and of its recommendations.

180 Section 3.4: Charges of Standing Committees

181 A. Communications Committee

182 By delegation from the Assembly, the committee will:

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

192 The committee shall be chaired by the Vice Chair for Communications. The HR Communications

193 Manager and a representative from the PawPrint shall serve as non-voting members of the

194 committee. The committee may propose, review, and amend resolutions as it deems appropriate.

195 The committee must approve resolutions referred for its consideration before they can be advanced

196 to the Assembly for debate and for a vote.

197 B. Employee Education and Development Committee

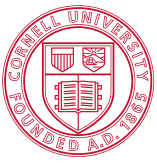
198 By delegation from the Assembly, the committee will:

- 199 a. Review programs and proposals affecting employee education, including work-related and
- 200 elective educational activities, and recommend changes;
- 201 b. Identify employee education needs and opportunities for employees to engage in the
- 202 academic mission of the university through research and programmatic activities;
- 203 c. Review and recommend proposals for pipeline development and professional advancement
- 204 opportunities for employees; and,
- 205 d. Recommend actions the university may undertake to address employee education needs.

206 A representative from Benefit Services, a representative from Organizational and Workforce

207 Development, and a representative from the School of Continuing Education and Summer Sessions

208 will each serve as non-voting members of the committee. The committee may propose, review, and



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209 amend resolutions as it deems appropriate. The committee must approve resolutions referred for its
210 consideration before they can be advanced to the Assembly for debate and for a vote.

211 C. Employee Welfare Committee

212 By delegation from the Assembly, the committee will:

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

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

219 D. Elections Committee

220 By delegation from the Assembly, the committee will:

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

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

229 E. Personnel Policy Committee

230 By delegation from the Assembly, the committee will:

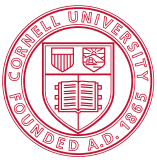
- 231 a. Review and recommend changes to, in collaboration with the Office of Human Resources,
232 personnel policies and other policies affecting the work environment of the university;
- 233 b. Solicit from employees and university departments opinions, information, and advice
234 relevant to issues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

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

241 F. Staff Recognition, Awards, and Events Committee

242 By delegation from the Assembly, the committee will:

- 243 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.

ARTICLE VI: AMENDMENT

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