



# Bylaws

## Cornell University Assembly

*As amended on ~~November 1, 2016~~*

### 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, the Chair must call for a  
60 vote on unseating the member at the next regular meeting. If the Assembly votes to unseat the member,  
61 the unseated member has not vacated the seat, but does not count for quorum and cannot vote until they  
62 have been reseated. As soon as possible after a member has been unseated, the Chair must notify the  
63 member and their constituent assembly that they have been unseated.

64  
65 If an unseated member of the Assembly desires to be reseated, the member may call for a simple majority  
66 vote of the Assembly to be reseated. The motion may not be postponed until after an agenda item  
67 requiring a vote without the unseated member's consent. If the Assembly votes to reseat the member, the  
68 member is reseated immediately with all rights restored.

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

73 Presiding officers of each constituent assembly serve as liaisons between the Assembly and their  
74 respective constituent assemblies, reporting the activities of the Assembly to their constituent assemblies  
75 and the activities of their constituent assemblies to the Assembly.

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

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

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

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

81 **ARTICLE III: COMMITTEES**

82 **Section 3.1: Ad hoc Committees**

83 The Assembly, the Executive Board, and the Assembly's standing committees may establish such ad hoc  
84 committees or subcommittees as are necessary for the proper performance of their functions. Any



85 alteration to the charge of such committees and subcommittees or to their membership must be reported  
86 to the Vice Chair for Operations before being put into effect.

### 87 **Sub-Section 3.1.1: Composition and Terms**

- 88 A. The standing committee may recommend a specific prescription as to the membership of an ad  
89 hoc subcommittee, including provisions for the appointment of members who are not  
90 members of the standing committee or the Assembly.  
91 B. No ad hoc committee may have fewer than three voting members. Each ad hoc committee  
92 must disband at the end of a session of the Assembly.

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

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

## 97 **Section 3.2: Standing Committees**

### 98 **Sub-Section 3.2.1: Standing Committee Responsibilities**

99 Each standing committee must:

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

### 112 **Sub-Section 3.2.2: Standing committee composition and terms**

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

- 114 A. three appointed by and from the voting membership of the Assembly;  
115 B. one appointed by each constituent assembly from its voting membership; and,



116 C. one appointed by each constituent assembly from the constituency it represents.

117

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

119 **Sub-Section 3.2.3: Appointment and removal of standing committee members and**  
120 **chairs**

121 A. The Vice Chair for Operations, in consultation with the Executive Board, may appoint  
122 members on behalf of the voting membership of the Assembly. The Executive Board may  
123 remove members.

124 B. Except for compelling circumstances, no person should serve more than two consecutive  
125 terms in a given committee.

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

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

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

130 Each committee must:

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

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

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

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

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

144 Each committee may:

- 145 A. request reports and information from responsible administrative units;



- 146 B. extend, with public notice, the period of time when written comments are accepted; and,  
147 C. conduct public hearings, in collaboration with responsible administrative units, to receive  
148 oral comments from community members and experts.

## 149 **ARTICLE IV: CHARGES OF STANDING COMMITTEES**

### 150 **Section 4.1: Codes and Judicial Committee**

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

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

154 The Committee may propose, review, and amend resolutions as it deems appropriate. The Committee  
155 must approve resolutions referred for its consideration before they can be advanced to the Assembly for a  
156 vote and for debate. The Judicial Administrator and Judicial Codes Counselor serve as non-voting, ex-  
157 officio members of the Committee.

### 158 **Section 4.1: Campus Welfare Committee**

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

- 160 • diversity and inclusion;
- 161 • family support;
- 162 • health services; and,
- 163 • any other topic deemed relevant to campus welfare by the Executive Board.

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

### 167 **Section 4.1: Campus Infrastructure Committee**

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

- 170 • environmental impact and sustainability;
- 171 • information technology;
- 172 • transportation and commuter policies; and,
- 173 • any other topic deemed relevant to campus infrastructure by the Executive Board.

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



177 **ARTICLE V: ASSOCIATED COMMITTEES**

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

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

197 **Section 5.2: Campus Planning Committee**

198 The Campus Planning Committee (the "Committee") supports comprehensive and clear planning  
199 processes across campus in stewardship of the physical plant at Ithaca.

200 **Sub-Section 5.2.1: Responsibilities**

- 201 A. The Committee's charge is to review and make recommendations to the President regarding  
202 physical planning for the Ithaca campus including:
- 203 1) master planning;
  - 204 2) land use and physical development;
  - 205 3) landscape and environmental planning and design;
  - 206 4) transportation planning;
  - 207 5) circulation and parking;
  - 208 6) infrastructure;
  - 209 7) new construction; and;
  - 210 8) renovations as they relate to the overall planning and character of the Ithaca campus.



- 211 B. Among campus issues that the CPC shall review and advocate on behalf of, are ‘university’ and  
212 ‘enabling’ projects as identified in the Cornell Master Plan and other strategic planning  
213 opportunities.  
214 C. Furthermore, the CPC shall review in consultation with (and with the consultation of) the  
215 appropriate committees of the University Assembly, all plans for alterations of or additions to  
216 roads and parking lots on the Ithaca campus and all sustainability matters related to land and  
217 campus development.  
218 D. The CPC shall seek advice and comments from non-members including Cornell and non-  
219 Cornell affiliates, while discussing a specific issue or design. The CPC strives to enhance  
220 communications, social inclusion, and accountability regarding physical planning and  
221 development of the Ithaca campus.

222 **Sub-Section 5.2.2: Composition**

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

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

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

244 **Sub-Section 5.3.1: Responsibilities**





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

### 252 **Sub-Section 5.3.2: Composition**

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

## 262 **ARTICLE VI: LIAISONS TO OTHER ORGANIZATIONS**

### 263 **Section 6.1: Liaisons**

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

- 267 • Policy Advisory Group
- 268 • Council on Sexual Violence Prevention
- 269 • Student Insurance Advisory Committee Liaison
- 270 • Student Health Fee Advisory Committee Liaison<sup>3</sup>

### 271 **Section 6.2: Appointment and Removal**

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