

University Assembly

Start of Session
Overview Presentation

Overview

- Authority
- Organization
- Action Processing Requirements
- Operating Principles
- Your Questions

Assembly Authority



Title: Questioning Authority

TOUCHÉ! Cartoon by Ché Rippinger

Week of Aug. 18-Aug. 24, 2008

Delegated Authority

- Comes from the President & Board of Trustees
- Authority is delegated, not transferred
 - President and Board retain ultimate authority to make institutional decisions
 - We make recommendations...President reviews recommendations in consultation with senior staff
 - President (or other recipients) must reply in writing within 30 days...or justify the delay and explain when a response will be provided

Fundamental Authority (Ch § 3.1)

- By delegation from the President, the University Assembly has the following authority and responsibilities:
 - To examine, on its own initiative, matters which involve the interests or concern the welfare of a substantial segment of the campus community and may make recommendations or resolutions thereon to the President or to other appropriate officers or decision-making bodies of the University.

Fundamental Authority (Ch § 3.1)

- Such matters include, but are not limited to:
 - common standards of conduct
 - campus planning
 - diversity and inclusion
 - environmental impact and sustainability
 - family support
 - health services
 - information technology
 - public safety
 - transportation and commuter policies

Information Authority

- Broad authority to request information pertinent to constituent interests
- Power to compel decision-makers to explain decisions to the community
 - To the extent practical and appropriate, University officials will provide pertinent information as the Assembly requests
 - There are some other limitations...particularly personal confidentiality

Policy Authority

- The Assembly must approve each appointment or reappointment...to the following offices:
 - Judicial Administrator
 - University Ombudsman
 - Judicial Codes Counselor [occurs annually]
- In case of vacancies...the Assembly will be invited to convene/appoint a representative to the search committee

Other Assemblies also have Authority

- Student Assembly
 - Student Activity Fund, University Calendar, Campus Life, Student and Academic Services
- Graduate and Professional Student Assembly
 - Graduate and Professional Student Activity Fee, University Calendar, Graduate School Policies, Student and Academic Services
- Employee Assembly
 - Personnel Policy, University Benefits, Employee Education, Human Resources

Organization



Types of Committees

- Standing committees
 - Multiple projects; Year-to-year persistence
 - Supported with dedicated website and mailing lists
- Associated Committees
 - Chartered and Managed by an administrative unit, but report additionally to the Assembly
- Ad hoc committees/Working Groups
 - Generally focused on a single issue; non-enduring
 - Not usually supported with additional resources

UA Standing Committees

- UA Standing Committees
 - Campus Infrastructure Committee
 - Campus Welfare Committee
 - Codes and Judicial Committee
- UA Associated Committees
 - Campus Planning Committee
 - Transportation Hearing and Appeals Board

Campus Infrastructure Committee

Reviews and recommends motions related to:

- environmental impact and sustainability
- information technology
- transportation and commuter policies
- other topics deemed relevant to campus infrastructure by the UA or the UA Executive Board

Committee may propose, review, and amend resolutions as it deems appropriate

Committee where practical must approve resolutions referred for its consideration before they can be advanced to the Assembly for a vote and for debate

Campus Welfare Committee

Reviews and recommends motions related to:

- diversity and inclusion
- family support
- health services
- other topics deemed relevant to campus welfare by the UA or the UA Executive Board

Committee may propose, review, and amend resolutions as it deems appropriate

Committee where practical must approve resolutions referred for its consideration before they can be advanced to the Assembly for a vote and for debate

Codes and Judicial Committee

Reviews and recommends motions related to:

- Campus Code of Conduct
- recruitment and appointment of members to the University Hearing and Review Boards
- Cornell Holiday Lighting Policy.
- other topics deemed relevant to campus judicial proceedings by the UA or the UA Executive Board

Committee may propose, review, and amend resolutions as it deems appropriate

Committee must approve resolutions referred for its consideration before they can be advanced to the Assembly for a vote and for debate

Campus Planning Committee

- Reviews & makes recommendations regarding Ithaca campus:
 - master planning
 - land use and physical development
 - landscape and environmental planning and design
 - infrastructure
 - transportation planning
 - circulation and parking
 - new construction and renovations

Transportation Hearing and Review Board

- Reviews decisions...denied by Commuter & Parking Services on matters relating to violation appeals and special requests for exceptions to parking rules and regulations and/or normal permit eligibility criteria
- Responsible for reviewing requests for special parking grants for those claiming personal hardship.
 - THAB determines whether a grant is to be given and, if so, the amount of that grant.

Monthly Leadership Breakfast

- Brings together:
 - Leaders of each assembly
 - Student and Employee elected trustees
 - Dean of Faculty
- Opportunity for coordination and networking
- Ensure the UA-Exec knows what's on your minds

Action Processing Requirements



UA Charter Requirements § 3.1.1

To the extent practical and appropriate,

the Assembly shall

provide public notice of either the terms or the
substance of each proposed recommendation
or resolution

and

a meaningful opportunity for community
participation in the development of such
recommendations and resolutions.

UA Charter Requirements § 3.1.1

- Such opportunity may include:
 - a comment period of at least one calendar month during which any member of the community may submit written information or opinions for the Assembly's consideration,
 - at least one public hearing during which any member of the community may submit information or opinions to the Assembly in person for its consideration, and,
 - solicitation of pertinent information from appropriate University officials

UA Standing Committees (BL § 3.2)

- Each standing committee must:
 - hold and publicize at least one meeting per semester that is open to the campus community
 - make every reasonable attempt to insure that members of the University community affected by its recommendations are informed of the agenda of its meetings and of its recommendations
 - Submit minutes of each meeting to the VCO
 - Submit an annual report to the Chair by May 1 that includes a summary of unfinished business

UA Standing Committees (BL § 3.2)

- Each standing committee must:
 - Issue a public notice on the Assembly's website of each motion related to a substantive policy change, which includes:
 - a contact for inquiries and written comments
 - the time period written comments will be accepted
 - times & locations of any public hearings, if conducted
 - Issue a report based on its deliberations and any comments received, which the Assembly will incorporate as supporting documentation into any related motion is subsequently adopts

UA Standing Committees (BL § 3.2)

- To the extent practical & appropriate, must:
 - Solicit written comments for at least two weeks
- Each committee may:
 - Request reports and information from responsible administrative units
 - Extend, with public notice, the period of time that written comments will be accepted
 - Conduct public hearings, in collaboration with responsible administrative units, to receive oral comments from community members and experts

Operating Principles



Overarching Principles

- Get the issue assigned to the 'proper' place
- Do our best to get complete and correct facts before deciding a matter before the Assembly
 - Ensure all sides of a potential issue get reviewed
 - Ensure all stakeholders that can be identified get a reasonable and fair opportunity to participate in the deliberation
 - Ensure appropriate coordination with the University Administration is accomplished
- Ensure appropriate follow-up on our decisions

Overarching Principles

- Put Simply
 - We need to know what we are talking about before we take action
 - Getting stakeholder input takes time
 - Proper coordination also takes time...
- The UA Exec is here to help
 - But we will need your help

Operating Practices

- New issues should be sent to the UA Exec
 - E-mail works best
- Nominally, we 'call for issues' 7 – 10 days prior to our next meeting; responses due 5 – 7 days prior
- UA Exec meets prior to determine best way forward and put things in motion
 - If path is obvious, UA Exec will refer a committee or bring directly to the floor and notify
 - If path is unclear, the UA Exec will schedule the issue before the Assembly and request direction
 - In all cases, we will work with the Originator

Operating Practices

- When issue is ready for Assembly action
 - UA Exec needs the FINAL proposed action (usually a Resolution) as well as supporting materials 7 – 10 days prior to the next meeting
 - UA Exec will do a quality control check
 - UA Exec will coordinate with relevant stakeholders and schedule the issue before the Assembly
 - The UA Exec will typically schedule the issue for introduction at one meeting and a vote at another meeting.

Operating Practices

- UA Resolutions...are standalone documents
 - Whereas clauses should define the issue and substantiate the basis...do not presume facts
 - Whereas clauses must identify why it is in the UA's scope of authority...
 - Charter; or affects more than one constituency
 - Resolved clauses should relate to the facts in the Whereas section
 - Resolves clauses should be actionable and should usually provide a feedback loop
- Submit draft UA Resolutions to the UA Exec, we are here to help
 - We will help you identify weakness

Robert's Rules of Order



So many votes, so little time

- We do not want to waste time with excessive formality, but some of our issues may be contentious and we need to ensure everyone gets their fair opportunity to speak
- We also want to be efficient
- At least 11 members must be present to have a Quorum.
- A copy of Roberts Rules – Simplified will be emailed to members

Your Questions

What are your questions?

Backup Slides

Basic Concepts

- Quorum: minimum number of voting members required to do business (majority of seated members)
- Motion: an action considered by the assembly
- On the floor: state of being actively considered by the assembly “motion on the floor”
- Having the floor: having the exclusive right to address the assembly regarding a motion
- Executive session: portion of a meeting open only to members of the assembly (voting & non-voting)
- Chair: person designated to determine and announce who has the floor and what motion is on the floor