

# Charter

## Cornell University Assembly

AS AMENDED ON FEBRUARY 26TH, 2017

1 **PREAMBLE**

2 After consultation with members of the campus community, and to effect more extensive  
3 involvement in campus governance through a University Assembly and constituent assemblies  
4 representatives of faculty, students, and employees, the President, through the authority granted  
5 him by the Board of Trustees, hereby establishes this Charter for the University Assembly of  
6 Cornell University.

7  
8 **ARTICLE I: NAME AND DEFINITIONS**

9 **Section 1: Name**

10 The name of this organization is the University Assembly of Cornell University, hereinafter referred  
11 to as the Assembly or the UA.

12  
13 **Section 2: Definitions**

- 14 A. Campus Community: The students, staff, and faculty of the Ithaca and Geneva  
15 campuses of the university.
- 16 B. Constituency: A constituency is a population represented by one of the constituent  
17 assemblies.
- 18 C. Constituent Assembly: Any one of the following campus governance units of the  
19 university may be considered a constituent assembly: Student Assembly, Graduate and  
20 Professional Student Assembly, Employee Assembly, or Faculty Senate.
- 21 D. Session of the Assembly: A session of the Assembly begins June 1 and continues  
22 through May 31 of the next year.
- 23

24 **ARTICLE II: OBJECT**

25 The object of the Assembly is to improve and sustain the involvement of the campus community in  
26 the governance of campus affairs affecting the broad campus community by establishing open,  
27 effective, and efficient channels of communication between and amongst the community and  
28 university administration.

29

30 **ARTICLE III: AUTHORITY AND RESPONSIBILITY**

31 The Assembly, by delegation from the President, has the following authority and responsibilities:  
32



## Cornell University University Assembly

### 33 **SECTION 3.1: AUTHORITY IN POLICY DEVELOPMENT**

34 The Assembly may examine, on its own initiative, matters which involve the interests or concern  
35 the welfare of a substantial segment of the campus community and may make recommendations or  
36 resolutions thereon to the President or to other appropriate officers or decision-making bodies of  
37 the University. Such matters include, but are not necessarily limited to:

- 38
- 39 ○ common standards of conduct,
- 40 ○ campus planning,
- 41 ○ diversity and inclusion,
- 42 ○ environmental impact and sustainability,
- 43 ○ family support,
- 44 ○ health services,
- 45 ○ information technology,
- 46 ○ public safety, and,
- 47 ○ transportation and commuter policies.

#### 48 **Sub-Section 3.1.1: Assembly responsibilities**

49 To the extent practical and appropriate, the Assembly shall provide public notice of either the terms  
50 or the substance of each proposed recommendation or resolution and a meaningful opportunity for  
51 community participation in the development of such recommendations and resolutions. Such  
52 opportunity may include:

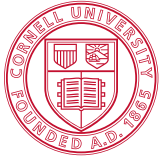
- 53 A. a comment period of at least one calendar month during which any member of the  
54 community may submit written information or opinions for the Assembly's  
55 consideration,
- 56 B. at least one public hearing during which any member of the community may submit  
57 information or opinions to the Assembly in person for its consideration, and,
- 58 C. solicitation of pertinent information from appropriate University officials.

#### 59 **Sub-Section 3.1.2: Recipient responsibilities**

- 60 A. To the extent practical and appropriate, University officials will provide pertinent  
61 information as the Assembly requests.
- 62 B. Recipients of recommendations and resolutions shall reply in writing, either accepting  
63 them or explaining why they will not be implemented. When circumstances prevent  
64 recipients' response within one calendar month, they shall inform the Assembly of such  
65 circumstances and a date by which it can expect a response.

#### 66 **Sub-Section 3.1.3: Policies and actions subject to Assembly review**

- 67 A. Responsible University officials shall consider designating the Assembly, or one of its  
68 constituent assemblies, as a stakeholder in each impact statement, prepared under the  
69 terms of University Policy 4.1, Policy on the Formulation and Issuance of University  
70 Policies, which involves the interests or concerns the welfare of a substantial segment of  
71 the campus community. If the Assembly is not identified as a stakeholder, the impact  
72 statement should incorporate a brief explanation for this determination.
- 73 B. Where circumstances permit, the Assembly shall be allowed a period of at least one



## Cornell University University Assembly

- 74 calendar month to review and respond to proposed changes of the following policies:  
75 a. the Campus Code of Conduct, and  
76 b. the Rules and Regulations for the Control of Traffic and Parking on the  
77 Grounds of Cornell University.  
78 c. Officers of the university should consider consultation with the Assembly  
79 before implementing other significant actions or policies which involve the  
80 interests or concern the welfare of a substantial segment of the campus  
81 community.
- 82 C. The Assembly may review or recommend specific policies and actions on its own  
83 initiative or in response to a petition from members of its constituencies.  
84

### 85 **SECTION 3.2: APPOINTMENTS TO CERTAIN ADMINISTRATIVE OFFICES**

#### 86 **Sub-Section 3.2.1: Confirmation of certain Presidential appointments**

87 The Assembly must approve each appointment or reappointment by the President of the University  
88 to the following offices:

- 89 o the Judicial Administrator  
90 o the University Ombudsman  
91 o the Judicial Codes Counselor

92 In the event of a vacancy in the offices of the University Ombudsman or Judicial Codes Counselor,  
93 the President or a designee will appoint a search committee to which the Assembly may appoint a  
94 representative. In the event of a vacancy in the Judicial Administrator's office, the procedure laid  
95 out in Article II, Section A, Subsection 3 of Campus Code of Conduct for constituting a search will  
96 be followed. Incumbent occupants of each office may serve any number of consecutive terms;  
97 however, no single term may exceed two years in duration.

#### 98 **Sub-Section 3.2.2: Appointment of members to the University Hearing and Review Boards**

99 The Assembly may appoint members to and remove members from service on the University  
100 Hearing and Review Boards convened under the Campus Code of Conduct as needed to assure  
101 the effective operation of those panels.  
102

### 103 **SECTION 3.3: INTERNAL OPERATIONS**

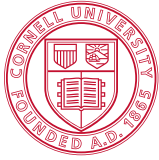
104 The Assembly has authority in matters concerning its internal operation and maintenance, including  
105 provisions for the creation of bylaws and procedures.  
106

### 107 **SECTION 3.4: ESTABLISH COMMITTEES**

108 The Assembly establishes standing committees and ad hoc committees as needed to perform its  
109 duties.  
110

### 111 **SECTION 3.5: RESERVATION OF AUTHORITY**

112 Nothing contained herein shall be construed to limit or constrain the President or other officers of  
113 the University in the exercise of their delegated authority. The Assembly shall also defer to the



## Cornell University University Assembly

114 advisory authority of the Faculty Senate and the college and school faculties regarding matters of  
115 educational policy within their purview pursuant to the University Bylaws.

116

### 117 **ARTICLE IV: MEMBERSHIP**

#### 118 **SECTION 4.1: COMPOSITION AND TERMS**

- 119 A. The total membership of the Assembly shall consist of twenty voting members: five  
120 Undergraduate Student Representatives, five Graduate and Professional Student  
121 Representatives, five Employee Representatives, and five Faculty Representatives.
- 122 B. Appointments to the Assembly will be made before the last regularly scheduled meeting of  
123 the current session of the Assembly. Seats left unfilled after this time will be considered  
124 vacant. Terms shall be served for a duration determined by the constituent assembly at the  
125 time of their appointment, and may be for one or two years concurrently.
- 126 a. For a given session of the Assembly, the Student Assembly, Graduate and  
127 Professional Student Assembly, Employee Assembly, and Faculty Senate may  
128 appoint four members from their respective constituencies to terms concurrent with  
129 that session of the Assembly. Excluding the presiding officers, at least two of the  
130 appointed members from each constituent assembly at a given time must also serve  
131 concurrently as members of the constituent assembly responsible for their  
132 appointment.
- 133 b. The presiding officer of each constituent assembly serves as a voting member of the  
134 Assembly concurrent with his or her term of office.
- 135 c. Each constituent assembly may appoint members to the Assembly in the manner of  
136 its choosing and may fill vacancies as they occur with members who will serve the  
137 balance of the term of the vacated member.
- 138 C. The Assembly may provide in its bylaws for appointment of additional non-voting members  
139 to serve ex-officio.

140

#### 141 **SECTION 4.2: EXCLUSION**

142 A voting member of the Assembly may not serve concurrently as a member of the Board of  
143 Trustees of the University.

144

#### 145 **SECTION 4.3: REMOVAL**

146 Any member may be removed by affirmative vote of two-thirds of seated members of the assembly  
147 and consent of the constituent assembly responsible for his or her appointment.

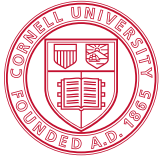
148

### 149 **ARTICLE V: OFFICERS**

#### 150 **SECTION 5.1: POSITIONS**

151 The officers of the Assembly are the Chair, the Executive Vice Chair, and the Vice Chair for  
152 Operations, who must be of different constituencies. Additionally, a ranking member must be  
153 appointed for each constituency not otherwise represented by the officers of the Assembly.

154



## Cornell University University Assembly

### 155 **SECTION 5.2: TERMS**

156 The term for each office is concurrent with a session of the Assembly.

157

### 158 **SECTION 5.3: ELECTION**

159 A. The organizational meeting for the next session of the Assembly shall occur after the  
160 adjournment of the final regularly scheduled meeting of the current session of the Assembly  
161 and prior to the beginning of the next session of the Assembly to ensure that the Assembly  
162 may organize before the next session begins.

163 B. At the organizational meeting of the Assembly or at the first meeting after a vacancy arises,  
164 the Assembly must elect officers from its membership by secret ballot in closed session.  
165 The highest ranking non-returning member of the current session of the Assembly shall  
166 preside over the election of the Chair for following session. Where no such person exists,  
167 the longest consecutively serving member of the Assembly shall preside over the election of  
168 the Chair.

169 C. Elections will utilize the exhaustive ballot system: until a candidate receives a majority of  
170 votes cast, the candidate receiving the fewest number of votes will be removed from the  
171 ballot and another round of votes cast.

172 a. If, after the floor is closed for nominations for specific officer position, only one  
173 candidate is nominated to be an officer, he or she will be seated immediately, unless a  
174 member of the Assembly opposes the nomination.

175 D. As soon as possible after the officers have been elected, seated members of the constituency  
176 not represented by the officers must caucus and elect, following the same procedure as  
177 provided for the election of officers, a ranking member to represent their constituency.

178

### 179 **SECTION 5.4: RESPONSIBILITIES**

#### 180 **Sub-Section 5.4.1: Responsibilities of the Chair**

181 The Chair:

182 A. presides over meetings of the Assembly;

183 B. serves as the spokesperson of the Assembly; and,

184 C. transmits any formal recommendations, resolutions, or reports issued by the Assembly to  
185 the appropriate recipients.

#### 186 **Sub-Section 5.4.2: Responsibilities of the Executive Vice Chair**

187 The Executive Vice Chair:

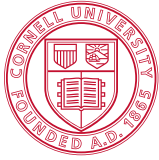
188 A. presides over meetings of the Executive Board;

189 B. receives and tracks reports, resolutions, and other items of business from members of the  
190 Assembly and the chairs of its committees;

191 C. prepares and distributes the agenda for each meeting of the Assembly to all members of the  
192 Assembly and to the Office of the Assemblies at least twenty-four hours prior to the  
193 meeting;

194 D. assists the Chair in compiling reports and materials as needed; and,

195 E. fulfills the responsibilities of the Chair in his or her absence or if the position is vacant.



## Cornell University University Assembly

### 196 **Sub-Section 5.4.3: Responsibilities of the Vice Chair for Operations**

197 The Vice Chair for Operations:

- 198 A. reviews and approves expenses under the discretionary budget of the Assembly;
- 199 B. monitors the activities of each committee of the Assembly;
- 200 C. assures that each committee of the Assembly is properly staffed, consulting with the
- 201 Executive Board, the committee's chair, and the appropriate officers of the constituent
- 202 assemblies as needed; and,
- 203 D. fulfills the responsibilities of the Executive Vice Chair in his or her absence or if the
- 204 position is vacant.

### 205 **Sub-Section 5.4.4: Responsibilities of the Ranking Member**

206 The ranking member:

- 207 A. serves as a voting member of the Executive Board
- 208 B. represents the interest of his or her constituency in meetings of the Executive Board; and,
- 209 C. resigns from office in the event that another member of his or her constituency becomes an officer
- 210 of the Assembly.

### 211 **SECTION 5.5: REMOVAL**

212 The Assembly may remove any of its officers upon an affirmative vote of two-thirds of the seated  
213 membership of the Assembly. Immediately thereafter, a new officer must be elected from among  
214 the voting members of the Assembly for the balance of the term of office.

215

## 216 **ARTICLE VI: EXECUTIVE BOARD**

217 The Assembly has an Executive Board (the Board) to manage its daily operation and to provide  
218 continuity of operation outside of the academic year.

### 219 **SECTION 6.1: MEMBERSHIP**

220 The Board consists of the officers and the ranking members of the Assembly.

### 221 **SECTION 6.2: AUTHORITY DURING THE ACADEMIC YEAR**

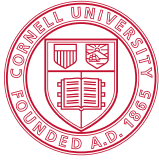
222 The Board:

- 223 A. prepares the agenda for each meeting of the Assembly;
- 224 B. calls special meetings of the Assembly as needed; and,
- 225 C. removes members from committees in cases where behavior or absence disrupts the sound
- 226 operation of those committees.

### 227 **SECTION 6.3: EMERGENCY AUTHORITY**

228 During periods between academic semesters and during university holidays, the Board may  
229 additionally:

- 230 A. speak on behalf of the Assembly on matters where, in the opinion of the Board, a delay
- 231 would prevent effective exercise of the Assembly's authority or hinder the efficient
- 232 operation of institutional functions for which the Assembly is responsible; and,
- 233 B. convene any ad hoc committees as needed to fulfill its responsibilities.



Cornell University  
University Assembly

234 In taking any such actions, the Board must make a reasonable effort to involve all of its members,  
235 including those absent from campus, and to consult the chairs of any committees that the Assembly  
236 would ordinarily consult. The Chair must report such actions, including the results of any votes, at  
237 the first meeting of the Assembly that occurs after the actions are taken.  
238

239 **ARTICLE VII: CHANGES IN THE CHARTER AND BYLAWS OF THE**  
240 **UNIVERSITY ASSEMBLY**

- 241 A. An affirmative vote of a majority of the seated members of the Assembly is required to amend the  
242 Bylaws of the Assembly, and an affirmative vote of two-thirds of the seated membership is required  
243 to amend the Charter.
- 244 B. Proposed amendments to the Bylaws or the Charter of the Assembly must be publicized at least one  
245 week before any meeting where they are discussed or adopted. The Assembly may not adopt  
246 amendments to the Charter at the same meeting where they are introduced or modified, and the  
247 President of the University must approve such amendments before they may be implemented.