

# Bylaws

## Cornell University Assembly

As amended on April 25, 2023

### 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

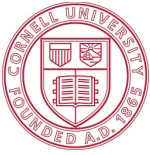
A majority of the seated members of the Assembly constitute a quorum to do business.

#### 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.



39 **Section 2.6: Speaking Privileges**

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41 Any member of the Cornell community may request speaking privileges through the Chair, provided  
42 the request is made at least 24 hours prior to a meeting. Consultants invited to a meeting by the Chair  
43 may speak regarding the particular topic on which they were invited to present information or answer  
44 questions. During the course of the meeting the Assembly may establish additional procedures for  
45 granting speaking privileges.

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47 **Section 2.7: Agenda**

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49 The President of the University or any member of the Assembly may ask the Executive Vice Chair to  
50 place an item of business on the agenda. The Executive Board should place the item at the earliest  
51 possible time that is practical or refer the item to appropriate committees for further review. The  
52 Executive Vice Chair must make the agenda of the Assembly available to members no less than  
53 twenty-four hours prior to a meeting of the Assembly.

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55 Except where explicitly stated by the Executive Board, agendas and associated documents are  
56 presumed to be public documents that may be shared with the campus community.

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58 **Section 2.8: Minutes**

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60 The minutes of Assembly meetings and those of its committees shall be available to all members of  
61 the  
62 University, except for those meetings, or portions thereof, conducted in executive session.

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64 **Section 2.9: Annual Report**

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66 The Chair of the Assembly, in consultation with its members, presents an annual report to the  
67 President of the University. The report includes a summary of the Assembly's work during the year  
68 and describes any outstanding issues or items of business that are expected to arise in the future. The  
69 Assembly must make the report available to all members of the University.

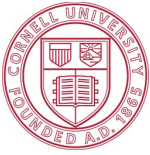
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71 **Section 2.10: Timing of Regular Meetings and Notice of All Meeting Times  
72 and Locations**

73  
74 Regular meetings shall occur during the academic year only. The Executive Board must publicize and  
75 allow the campus community to attend and observe all open meetings of the Assembly.

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77 **Section 2.11: Attendance Policy for Elected Members Not Yet Seated**

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79 Newly selected members of the Assembly must make every effort to attend any meetings that occur  
80 before such members are seated.

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82 **Section 2.12: Attendance Policy for Seated Members**

- 83  
84 Seated and ex-officio members must attend all regular meetings of the Assembly. Members must:
- 85 A. notify the Chair of the Assembly at least twenty-four hours prior to any scheduled meeting
  - 86 they are unable to attend, if possible; and,
  - 87 B. not miss more than two regular meetings in any session of the Assembly.
- 88

89 If the Chair determines a member has failed to meet any of these requirements, the Chair must call  
90 for a vote on unseating the member at the next regular meeting. If the Assembly votes to unseat the  
91 member, the unseated member has not vacated the seat, but does not count for quorum and cannot  
92 vote until they have been reseated. As soon as possible after a member has been unseated, the Chair  
93 must notify the member and their constituent assembly that they have been unseated.

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95 If an unseated member of the Assembly desires to be reseated, the member may call for a simple  
96 majority vote of the Assembly to be reseated. The motion may not be postponed until after an agenda  
97 item requiring a vote without the unseated member's consent. If the Assembly votes to reseate the  
98 member, the member is reseated immediately with all rights restored.

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

101  
102 Presiding officers of each constituent assembly serve as liaisons between the Assembly and their  
103 respective constituent assemblies, reporting the activities of the Assembly to their constituent  
104 assemblies and the activities of their constituent assemblies to the Assembly.

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

- 107  
108 The Assembly may call for a Sense-of-the-Community Referendum provided that it:
- 109 A. can be completed in the current session; and,
  - 110 B. addresses a concern relevant to the entire University community in which all employees,  
111 faculty, and students may vote.
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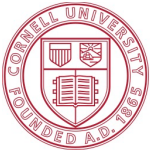
113 **ARTICLE III: COMMITTEES**

114 **Section 3.1: Ad hoc Committees**

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116 The Assembly, the Executive Board, and the Assembly's standing committees may establish such ad  
117 hoc committees or subcommittees as are necessary for the proper performance of their functions.  
118 Any alteration to the charge of such committees and subcommittees or to their membership must be  
119 reported to the Vice Chair for Operations before being put into effect.

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121 **Sub-Section 3.1.1: Composition and Terms**

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123 A. The standing committee may recommend a specific prescription as to the membership



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124 of an ad hoc subcommittee, including provisions for the appointment of members who  
125 are not members of the standing committee or the Assembly.

126 B. No ad hoc committee may have fewer than three voting members. Each ad hoc  
127 committee must disband at the end of a session of the Assembly.  
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### 129 **Sub-Section 3.1.2: Appointment and removal of ad hoc committee members and** 130 **chairs**

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132 Except where otherwise provided, the Vice Chair for Operations, in consultation with the  
133 Executive Board, may appoint members. The Executive Board may remove members. A  
134 standing committee may appoint members to or remove members from the subcommittees it  
135 establishes at its own discretion.  
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## 137 **Section 3.2: Standing Committees**

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

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141 Each standing committee must:

- 142 A. hold and publicize at least one meeting per semester that is open to the campus  
143 community where it receives and discusses items of business relevant to its charge;
- 144 B. submit, in a timely fashion, minutes of each meeting to the Vice Chair for Operations;
- 145 C. submit, before May 1, an annual report to the Vice Chair for Operations including a  
146 summary of unfinished business of the committee;
- 147 D. make every reasonable attempt to ensure that members of the University community  
148 affected by its recommendations are informed of the agenda of its meetings and of its  
149 recommendations;
- 150 E. request that the Chair of the Assembly place on the agenda of the Assembly those  
151 matters, which in its opinion require discussion by the Assembly; and,
- 152 F. respond to any requests from the Assembly for information or reconsideration of  
153 recommendations.  
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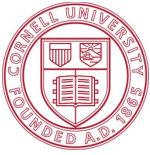
### 155 **Sub-Section 3.2.2: Standing committee composition and terms**

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

- 159 A. three appointed by and from the voting membership of the Assembly;
- 160 B. one appointed by each constituent assembly from its voting membership; and,
- 161 C. one appointed by each constituent assembly from the constituency it represents.  
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163 The officers of the assembly serve as non-voting, ex-officio members of the standing  
164 committees.  
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**Sub-Section 3.2.3: Appointment and removal of standing committee members and chairs**

- A. The Vice Chair for Operations, in consultation with the Executive Board, may appoint members on behalf of the voting membership of the Assembly. The Executive Board may remove members.
- B. Except for compelling circumstances, no person should serve more than two consecutive terms in a given committee.

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

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

**Sub-Section 3.3.1: Mandatory Procedures**

Each committee must:

- A. issue a public notice on the Assembly’s website of each motion related to a substantive policy change, which includes:
  - a. a contact to whom inquiries and written comments may be directed,
  - b. period of time during which written comments will be accepted, and,
  - c. times and locations of any public hearings, if hearings are conducted; and,
- B. 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.

**Sub-Section 3.3.2: Standard Procedure**

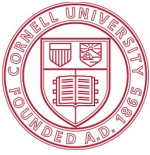
To the extent practical and appropriate, each committee must solicit written comments from campus constituencies for a public comment period of at least two weeks in duration.

**Sub-Section 3.3.3: Discretionary Procedures**

Each committee may:

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

**ARTICLE IV: CHARGES OF STANDING**



## COMMITTEES

### Section 4.1: Campus Codes Committee

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

- The Student Code of Conduct; and
- Solicitation of applications from interested faculty, students and staff for service on the University Hearing and Review Boards as specified in section “II C” of the Cornell Student Code of Conduct Procedures; and
- Issues involving academic freedom and freedom of speech for all members of the Cornell University community, including faculty, students, and staff on the Ithaca campus and those located outside the United States.

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 a vote and for debate.

### Section 4.1: Campus Welfare Committee

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

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

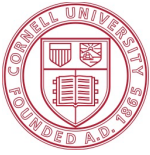
The Committee may propose, review, and amend resolutions as it deems appropriate. The Committee must approve resolutions referred for its consideration before they can be advanced to the Assembly for a vote and for debate.

### Section 4.1: Campus Infrastructure Committee

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

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

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 a vote and for debate.



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## ARTICLE V: ASSOCIATED COMMITTEES

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### Section 5.1: Definition and General Specifications

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A. The Assembly may, with the approval of the responsible administrative unit, identify associated committees of the Assembly. Such committees are chartered and managed by the responsible administrative unit, but report additionally to the Assembly and possess the same responsibilities as standing committees of the Assembly.

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B. Each committee's charge must:

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1. identify of the administrative unit responsible for the committee;

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2. specify responsibilities of the committee; and,

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3. specify composition and terms of the committee.

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C. The following requirements hold except where otherwise provided:

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1. Both the Assembly and the responsible administrative unit must approve changes to the

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charges of associated committees.

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2. The chairs of associated committees serve ex-officio as non-voting members of the Assembly and are expected to attend all regularly scheduled meetings of the Assembly.

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D. Except where otherwise provided, the constituent assemblies may appoint and remove the members of each associated committee assigned to represent their respective constituencies.

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The Vice Chair for Operations, in consultation with the Executive Board, may appoint

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members to fill any vacancies that remain after September 1 provided the term of appointment does not run beyond the current session of the Assembly.

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### Section 5.2: Campus Planning Committee

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

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#### Sub-Section 5.2.1: Responsibilities

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A. The Committee's charge is to review and make recommendations to the President regarding physical planning for the Ithaca campus including:

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1. master planning;

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2. land use and physical development;

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3. landscape and environmental planning and design;

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4. transportation planning;

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5. circulation and parking;

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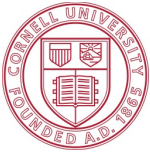
6. infrastructure;

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7. new construction; and;

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287 8. renovations as they relate to the overall planning and character of the Ithaca  
288 campus.

- 289 B. Among campus issues that the CPC shall review and advocate on behalf of, are  
290 'university' and 'enabling' projects as identified in the Cornell Master Plan and other  
291 strategic planning opportunities.
- 292 C. Furthermore, the CPC shall review in consultation with (and with the consultation of)  
293 the appropriate committees of the University Assembly, all plans for alterations of or  
294 additions to roads and parking lots on the Ithaca campus and all sustainability matters  
295 related to land and campus development.
- 296 D. The CPC shall seek advice and comments from non-members including Cornell and  
297 non-Cornell affiliates, while discussing a specific issue or design. The CPC strives to  
298 enhance communications, social inclusion, and accountability regarding physical  
299 planning and development of the Ithaca campus.

### 301 **Sub-Section 5.2.2: Composition**

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- 303 A. The CPC shall consist of four Presidential appointments, eight position appointments,  
304 nine additional at-large members, and ex-officio members.
- 305 B. The presidential appointments are made by the President of the University, and those  
306 individuals are to serve three-year terms on a staggered basis.
- 307 C. The position appointments or designees should be individuals with professional and  
308 technical expertise in a design or planning related field. These positions consist of the  
309 chairs of the following departments or their designees: Department of Architecture,  
310 Department of Natural Resources, Department of Landscape Architecture,  
311 Department of City and Regional Planning, and the Art Department as well as the  
312 directors of the following units or their designees: the Cornell Botanic Gardens,  
313 Graduate Program in Historic Preservation, and the Vice President for Facilities  
314 Services.
- 315 D. The nine at large members consist of one University Assembly liaison, two  
316 graduate/professional students, two undergraduate students, two employees, and two  
317 faculty members, each named by his or her respective Assembly for a two-year term.
- 318 E. The ex-officio members are added by virtue of their administrative positions at the  
319 University and their connection to planning at the University.

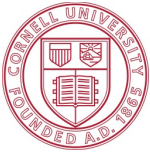
### 321 **Section 5.3: Transportation Hearing and Appeals Board**

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

### 327 **Sub-Section 5.3.1: Responsibilities**





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330 Violation appeals must each be decisioned separately, considering all relevant facts and  
331 circumstances brought to the board's attention. The board shall only review cases for which it  
332 is deemed an error in judgment or procedure was made in the original decision. In cases of  
333 requests for special parking grants based on financial hardship, appellants must fully explain  
334 why they are unable to use the transportation options available. In cases of requests related to  
335 exceptions to parking rules and regulations and/or normal permit eligibility criteria, the  
336 board's decision shall be based on demonstrated need and are subject to space and other  
337 limitations.  
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339 **Sub-Section 5.3.2: Composition**

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341 THAB shall consist of twelve members nominated by their respective Assemblies and  
342 approved by those bodies and one ex-officio member representing the administrative staff of  
343 Transportation and Mail Services. Members shall be constituted as follows: four students (two  
344 graduate/professional, two undergraduate), four faculty, and four employees. No employee of  
345 Transportation and Mail Services or Cornell Police may serve on THAB. The term of  
346 membership shall be two years, except that initially, so that terms may be staggered, two  
347 faculty, two students and two employees shall serve terms of one year. THAB shall annually  
348 elect its own chairperson. Hearings shall require a quorum of three members. In case of a tie  
349 vote, the decision shall be recorded in favor of the appellant.  
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351 **ARTICLE VI: LIAISONS TO OTHER**  
352 **ORGANIZATIONS**

353 **Section 6.1: Liaisons**

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

- 358 ▪ Policy Advisory Group
  - 359 ▪ Council on Sexual Violence Prevention
  - 360 ▪ Student Insurance Advisory Committee Liaison
  - 361 ▪ Student Health Fee Advisory Committee Liaison
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363 **Section 6.2: Appointment and Removal**

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