

Bylaws

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Cornell University Assembly

As amended on ~~February 26th 2017~~ January 15, 2021

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ARTICLE I: EX-OFFICIO MEMBERSHIP

The following serve as members of the Assembly ex-officio without vote:

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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 remainder of the year. These meetings shall be referred to as the regular meetings.

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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.

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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.

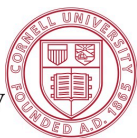
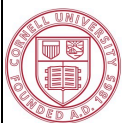
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Section 2.5: Executive Session

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.

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25 Section 2.6: Speaking Privileges

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

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3430 Section 2.7: Agenda

3231 The President of the University or any member of the Assembly may ask the Executive Vice Chair to place of an item
 3332 place of an item of business on the agenda. The Executive Board should place the item at the earliest possible time that is
 3433 practical or possible time that is practical or refer the item to appropriate committees for further review. The Executive Vice Chair must
 3534 make the agenda of the Executive Vice Chair must make the agenda of the Assembly available to members no less than twenty-four hours prior to a
 36 meeting of the Assembly. four hours prior to a meeting of the Assembly.
 3735 Except where explicitly stated by the Executive Board, agendas and associated documents are presumed
 3836 to be public documents that may be shared with the campus community.

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3937 Section 2.8: Minutes

4038 The minutes of Assembly meetings and those of its committees shall be available to all members of the
 4139 University, except for those meetings, or portions thereof, conducted in executive session.

4240 Section 2.9: Annual Report

4341 The Chair of the Assembly, in consultation with its members, presents an annual report to the President of the
 4442 of the University. The report includes a summary of the Assembly's work during the year and describes any outstanding
 4543 any outstanding issues or items of business that are expected to arise in the future. The Assembly must make the report
 4644 available to make the report available to all members of the University.

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4745 Section 2.10: Timing of Regular Meetings and Notice of All Meeting Times and 4846 Locations

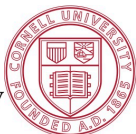
4947 Regular meetings shall occur during the academic year only. The Executive Board must publicize and allow the
 5048 allow the campus community to attend and observe all open meetings of the Assembly.

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5449 Section 2.11: Attendance Policy for Elected Members Not Yet Seated

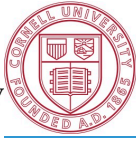
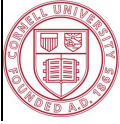


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~~5250~~ Newly selected members of the Assembly must make every effort to attend any meetings that occur before
~~5351~~ such members are seated.



5452 Section 2.12: Attendance Policy for Seated Members

5553 Seated and ex-officio members must attend all regular meetings of the Assembly. Members must:

5654 A. notify the Chair of the Assembly at least twenty-four hours prior to any scheduled meeting they

5755 are unable to attend, if possible; and,

5856 B. not miss more than two regular meetings in any session of the Assembly.

6257 If the Chair determines a member has failed to meet any of these requirements, the Chair must call for a

6358 vote on unseating the member at the next regular meeting. If the Assembly votes to unseat the member,

6459 the unseated member has not vacated the seat, but does not count for quorum and cannot vote until they

6560 have been reseated. As soon as possible after a member has been unseated, the Chair must notify the

6661 member and their constituent assembly that they have been unseated.

6862 If an unseated member of the Assembly desires to be reseated, the member may call for a simple majority

6963 vote of the Assembly to be reseated. The motion may not be postponed until after an agenda item

7064 requiring a vote without the unseated member's consent. If the Assembly votes to reseat the member, the

7465 member is reseated immediately with all rights restored.

7266 Section 2.13: Reporting Responsibilities of Members of the Assembly

7367 Presiding officers of each constituent assembly serve as liaisons between the Assembly and their

7468 respective constituent assemblies, reporting the activities of the Assembly to their constituent assemblies,

7569 and the activities of their constituent assemblies to the Assembly.

7670 Section 2.14: Sense-of-the-Community Referendum

7771 The Assembly may call for a Sense-of-the-Community Referendum provided that it:

7872 A. can be completed in the current session; and,

7973 B. addresses a concern relevant to the entire University community in which all employees, faculty,

74 and students may vote.

75 Section 2.15: Voting Protocol

76 The Assembly will require votes be recorded in such a way that the names of the yeas, nays, and abstentions are

77 accessible to the Cornell community for all voting members except during executive session or organization meetings,

78 How the votes are taken will remain at the discretion of the Assembly and should be decided upon during the first

79 organizational meeting; however, in the event that no decision is made, the Chair is encouraged to decide how voting

80 should take place.

81 ARTICLE III: COMMITTEES

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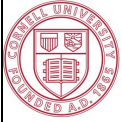
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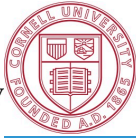
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82 Section 3.1: Ad hoc Committees

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 alteration

85 to the charge of such committees and subcommittees or to their membership must be reported to

8486the Vice Chair for Operations before being put into effect.

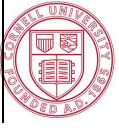
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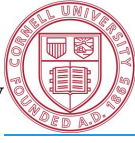
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85 alteration to the charge of such committees and subcommittees or to their membership must be reported to the Vice Chair for Operations before being put into effect.

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**

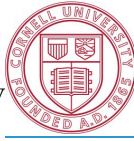
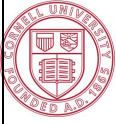
99 Each standing committee must:
100 A. hold and publicize at least one meeting per semester that is open to the campus community
101 where it receives and discusses items of business relevant to its charge;
102 B. submit, in a timely fashion, minutes of each meeting to the Vice Chair for Operations;
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 ensure 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.

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

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418 117 The officers of the assembly serve as non-voting, ex-officio members of the standing committees.

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419 118 **Sub-Section 3.2.3: Appointment and removal of standing committee members and chairs**

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421 119 A. The Vice Chair for Operations, in consultation with the Executive Board, may appoint
120 non-Assembly members on behalf of the voting membership of the Assembly. The Executive
422 Board may
423 121 remove members.

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122 B. Chairs and voting members representing the Assembly on standing committees will be voted in,
123 by the Assembly during the first organizational meeting.

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124 C. In the instance of a vacancy in the chair of a standing committee, the standing committees will elect
125 a new chair from their voting membership. The elected chair will be subject to approval by the Vice
126 Chair of Operations, in consultation with the Executive Board, on behalf of the voting membership
127 of the Assembly.

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128 D. In the instance that a non-Assembly member is elected chair of the standing committee, that they
129 will serve ex-officio as non-voting members of the Assembly and are beholden to the attendance
130 policy of voting members of the Assembly.

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131 E. Except for compelling circumstances, no person should serve more than two consecutive terms
424 132 in a given committee.
425 terms in a given committee.

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426 133 **Section 3.3: Procedures for policy development and legislative actions**

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427 134 The responsibilities articulated in this section apply only to committee business related to the Assembly's authority
in
428 135 authority in policy development or legislative actions.

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429 136 **Sub-Section 3.3.1: Mandatory Procedures**

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430 137 Each committee must:

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- 431 138 A. issue a public notice on the Assembly's website of each motion related to a substantive policy
- 432 139 policy change, which includes:
 - 433 140 1) a contact to whom inquiries and written comments may be directed,
 - 434 141 2) period of time during which written comments will be accepted, and,
 - 435 142 3) times and locations of any public hearings, if hearings are conducted; and,
- 436 143 B. issue a report based on its deliberations and any comments received, which the Assembly
- 437 144 will incorporate as supporting documentation into any related motion is subsequently
- 438 145 adopts.

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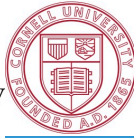
439 146 **Sub-Section 3.3.2: Normative Procedures**

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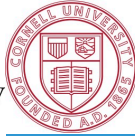
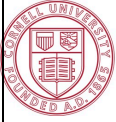
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440147 To the extent practical and appropriate, each committee must:
 444148 A. solicit written comments from campus constituencies for a public comment period of at
 442149 least two weeks in duration.

443150 **Sub-Section 3.3.3: Discretionary Procedures**

444151 Each committee may:
 445152 A. request reports and information from responsible administrative units;

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- 448153 B. extend, with public notice, the period of time when written comments are accepted; and,
- 449154 C. conduct public hearings, in collaboration with responsible administrative units, to receive
- 450155 oral comments from community members and experts.

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454156 ARTICLE IV: CHARGES OF STANDING COMMITTEES

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452157 Section 4.1: Codes and Judicial Committee

- 453158 By delegation from the Assembly, the Committee will review any proposed motion related to:
- 454159 Campus Code of Conduct; and
- 455160 recruitment and appointment of members to the University Hearing and Review Boards.
- 456161 The Committee may propose, review, and amend resolutions as it deems appropriate. The Committee
- 457162 must approve resolutions referred for its consideration before they can be advanced to the Assembly for a
- 458163 vote and for debate. The Judicial Administrator and Judicial Codes Counselor serve as non-voting, ex-
- 459164 officio members of the Committee.

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460165 Section 4.1: Campus Welfare Committee

- 461166 By delegation from the Assembly, the Committee will review any proposed motion related to:
- 462167 diversity and inclusion;
- 463168 family support;
- 464169 health services; and,
- 465170 any other topic deemed relevant to campus welfare by the Executive Board.
- 466171 The Committee may propose, review, and amend resolutions as it deems appropriate. The Committee
- 467172 must approve resolutions referred for its consideration before they can be advanced to the Assembly for a
- 468173 vote and for debate.

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469174 Section 4.1: Campus Infrastructure Committee

- 470175 By delegation from the Assembly, the Committee will review and approve any proposed motion related
- 471176 to:
- 472177 environmental impact and sustainability;
- 473178 information technology;
- 474179 transportation and commuter policies; and,
- 475180 any other topic deemed relevant to campus infrastructure by the Executive Board.
- 476181 The Committee may propose, review, and amend resolutions as it deems appropriate. The Committee
- 477182 must approve resolutions referred for its consideration before they can be advanced to the Assembly for a
- 478183 vote and for debate.

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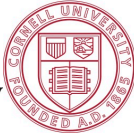
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ARTICLE V: ASSOCIATED COMMITTEES

Section 5.1: Definition and General Specifications

- 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.
- B. Each committee's charge must:
 - 1) identify of the administrative unit responsible for the committee;
 - 2) specify responsibilities of the committee; and,
 - 3) specify composition and terms of the committee.
- C. The following requirements hold except where otherwise provided:
 - 1) Both the Assembly and the responsible administrative unit must approve changes to the Charges of associated committees.
 - 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.
- D. Except where otherwise provided, the constituent assemblies may appoint and remove the members of each associated committee assigned to represent their respective constituencies. The Vice Chair for Operations, in consultation with the Executive Board, may appoint 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.

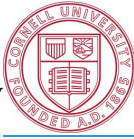
Section 5.2: Campus Planning Committee

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

Sub-Section 5.2.1: Responsibilities

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

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- 215218 B. Among campus issues that the CPC shall review and advocate on behalf of, are ‘university’ and
- 216219 ‘enabling’ projects as identified in the Cornell Master Plan and other strategic planning
- 217220 opportunities.
- 218221 C. Furthermore, the CPC shall review in consultation with (and with the consultation of) the
- 219222 appropriate committees of the University Assembly, all plans for alterations of or additions to
- 220223 roads and parking lots on the Ithaca campus and all sustainability matters related to land and
- 224224 campus development.
- 222225 D. The CPC shall seek advice and comments from non-members including Cornell and non-
- 223226 Cornell affiliates, while discussing a specific issue or design. The CPC strives to enhance
- 224227 communications, social inclusion, and accountability regarding physical planning and
- 225228 development of the Ithaca campus.

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226229 Sub-Section 5.2.2: Composition

- 227230 A. The CPC shall consist of four Presidential appointments, eight position appointments, nine
- 228231 additional at-large members, and ex-officio members.
- 229232 B. The presidential appointments are made by the President of the University, and those
- 230233 individuals are to serve three-year terms on a staggered basis.
- 234234 C. The position appointments or designees should be individuals with professional and technical
- 232235 expertise in a design or planning related field. These positions consist of the chairs of the
- 233236 following departments or their designees: Department of Architecture, Department of Natural
- 234237 Resources, Department of Landscape Architecture, Department of City and Regional
- 235238 Planning, and the Art Department as well as the directors of the following units or their
- 236239 designees: the Cornell Plantations, Graduate Program in Historic Preservation, and the Vice
- 237240 President for Facilities Services.
- 238241 D. The nine at large members consist of one University Assembly liaison, two
- 239242 graduate/professional students, two undergraduate students, two employees, and two faculty
- 240243 members, each named by his or her respective Assembly for a two-year term.
- 244244 E. The ex-officio members are added by virtue of their administrative positions at the University
- 242245 and their connection to planning at the University.

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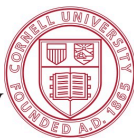
243246 Section 5.3: Transportation Hearing and Appeals Board

- 244247 The Transportation Hearing and Appeals Board (THAB) shall review decisions that have been denied in
- 245248 whole or in part by Transportation and Mail Services administrative staff on matters relating to violation
- 246249 appeals, requests for special parking grants for those claiming financial hardship, and exceptions to
- 247250 parking rules and regulations and/or normal permit eligibility criteria.

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248251 Sub-Section 5.3.1: Responsibilities

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249252 Violation appeals must each be decisioned separately, considering all relevant facts and
 250253 circumstances brought to the board's attention. The board shall only review cases for which it is
 254254 deemed an error in judgment or procedure was made in the original decision. In cases of requests
 252255 for special parking grants based on financial hardship, appellants must fully explain why they are
 253256 unable to use the transportation options available. In cases of requests related to exceptions to
 254257 parking rules and regulations and/or normal permit eligibility criteria, the board's decision shall
 255258 be based on demonstrated need and are subject to space and other limitations.

256259 **Sub-Section 5.3.2: Composition**

257260 THAB shall consist of twelve members nominated by their respective Assemblies and approved by
 258261 those bodies and one ex-officio member representing the administrative staff of Transportation
 259262 and Mail Services. Members shall be constituted as follows: four students (two
 260263 graduate/professional, two undergraduate), four faculty, and four employees. No employee of
 264264 Transportation and Mail Services or Cornell Police may serve on THAB. The term of membership
 262265 shall be two years, except that initially, so that terms may be staggered, two faculty, two students
 263266 and two employees shall serve terms of one year. THAB shall annually elect its own chairperson.
 264267 Hearings shall require a quorum of three members. In case of a tie vote, the decision shall be
 265268 recorded in favor of the appellant.

266269 **ARTICLE VI: LIAISONS TO OTHER ORGANIZATIONS**

267270 **Section 6.1: Liaisons**

268271 At its annual organizational meeting, as soon as is practical thereafter, or whenever a vacancy arises, the Assembly
 269272 Assembly will appoint a liaison, or liaisons, as appropriate to serve as its representative on the following bodies;
 270 bodies:

- 274273 Policy Advisory Group
- 272274 Council on Sexual Violence Prevention
- 273275 Student Insurance Advisory Committee Liaison
- 274276 Student Health Fee Advisory Committee Liaison

275277 **Section 6.2: Appointment and Removal**

276278 Each liaison may be appointed or removed by the same procedure as for appointing or removing a member of a
 277279 member of a standing committee.

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