

# Bylaws

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## Cornell University Assembly

*As amended on ~~February 26<sup>th</sup> 2017~~ October 27, 2020*

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### 4 ARTICLE I: EX-OFFICIO MEMBERSHIP

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

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6 1. the chair of each associated committee of the Assembly.

### 7 ARTICLE II: PROCEDURES

#### 8 Section 2.1: Meetings

9 At the first meeting of the academic year, the Assembly shall adopt a schedule of meetings for the remainder of the  
10 ~~remainder of the~~ year. These meetings shall be referred to as the regular meetings.

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#### 11 Section 2.2: Special Meetings

12 Special meetings of the Assembly may be convened to consider issues of immediate and pressing concern. The Chair  
13 ~~concern. The Chair~~ of the Assembly, the President or in the President's absence, the Acting President, may call a special  
14 meeting of the Assembly. The Chair shall call a special meeting of the Assembly when requested to do so  
15 by two-thirds of its ~~requested to do so by two-thirds of its~~ seated members.

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#### 16 Section 2.3: Quorum

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

#### 18 Section 2.4: Robert's Rules of Order

19 The procedures for debate and general conduct of business of the Assembly in all matters not specifically described  
20 ~~described~~ in this document are Roberts Rules of Order, latest edition.

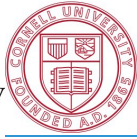
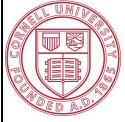
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#### 21 Section 2.5: Executive Session

22 With the concurrence of a majority of the voting members present, the Assembly or any of its committees may  
23 ~~may~~ enter executive session to discuss confidential matters. The Assembly must enter into its minutes the purpose of  
24 ~~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  
course of the  
29 questions. During the course of the meeting, the Assembly may establish additional procedures for granting speaking  
privileges.  
30 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  
practical or  
3433 possible time that is practical or refer the item to appropriate committees for further review. The Executive Vice Chair must  
make the agenda of the  
3534 Executive Vice Chair must make the agenda of the Assembly available to members no less than twenty-four hours prior to a  
meeting of the Assembly.  
36 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  
available to  
4644 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**

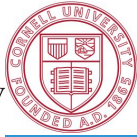
4947 Regular meetings shall occur during the academic year only. The Executive Board must publicize and allow the  
5048 allow the campus community to attend and observe all open meetings of the Assembly.

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

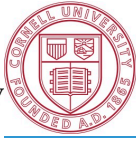
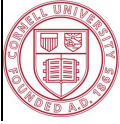


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~~5250~~ Newly selected members of the Assembly must make every effort to attend any meetings that occur before  
~~5351~~ such members are seated.



**5452 Section 2.12: Attendance Policy for Seated Members**

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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.

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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.

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**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.

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**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,

8074 and students may vote.

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**8475 ARTICLE III: COMMITTEES**

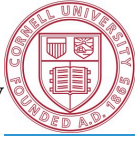
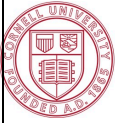
**8276 Section 3.1: Ad hoc Committees**

8377 The Assembly, the Executive Board, and the Assembly's standing committees may establish such ad hoc

8478 committees or subcommittees as are necessary for the proper performance of their functions. Any

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8579 alteration to the charge of such committees and subcommittees or to their membership must be reported  
8680 to the Vice Chair for Operations before being put into effect.

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8781 Sub-Section 3.1.1: Composition and Terms

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8882 A. The standing committee may recommend a specific prescription as to the membership of an ad  
9083 hoc subcommittee, including provisions for the appointment of members who are not  
9084 members of the standing committee or the Assembly.

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9185 B. No ad hoc committee may have fewer than three voting members. Each ad hoc committee  
9286 must disband at the end of a session of the Assembly.

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9387 Sub-Section 3.1.2: Appointment and removal of ad hoc committee members and chairs

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9488 Except where otherwise provided, the Vice Chair for Operations, in consultation with the Executive  
9589 Board, may appoint members. The Executive Board may remove members. A standing committee may  
9690 appoint members to or remove members from the subcommittees it establishes at its own discretion.

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9791 Section 3.2: Standing Committees

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9892 Sub-Section 3.2.1: Standing Committee Responsibilities

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9993 Each standing committee must:  
40094 A. hold and publicize at least one meeting per semester that is open to the campus community  
40495 where it receives and discusses items of business relevant to its charge;  
40296 B. submit, in a timely fashion, minutes of each meeting to the Vice Chair for Operations;  
40397 C. submit, before May 1, an annual report to the Vice Chair for Operations including a  
40498 summary of unfinished business of the committee;  
40599 D. make every reasonable attempt to ensure that members of the University community  
406100 affected by its recommendations are informed of the agenda of its meetings and of its  
407101 recommendations;  
408102 E. request that the Chair of the Assembly place on the agenda of the Assembly those matters,  
409103 which in its opinion require discussion by the Assembly; and,  
410104 F. respond to any requests from the Assembly for information or reconsideration of  
414105 recommendations.

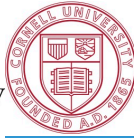
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442106 Sub-Section 3.2.2: Standing committee composition and terms

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443107 Unless otherwise specified in its charge, each committee will consist of eleven voting members:  
444108 A. three appointed by and from the voting membership of the Assembly;  
445109 B. one appointed by each constituent assembly from its voting membership; and,

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446110 C. one appointed by each constituent assembly from the constituency it represents.

447111 The officers of the assembly serve as non-voting, ex-officio members of the standing committees.

448112 **Sub-Section 3.2.3: Appointment and removal of standing committee members and chairs**

420113 A. The Vice Chair for Operations, in consultation with the Executive Board, may appoint

114 non-Assembly members on behalf of the voting membership of the Assembly. The Executive

421 Board may

422115 remove members.

116 B. Chairs and voting members representing the Assembly on standing committees will be voted in

117 by the Assembly during the first organizational meeting.

118 C. In the instance of a vacancy in the chair of a standing committee, the standing committees will elect

119 a new chair from their voting membership. The elected chair will be subject to approval by the Vice

120 Chair of Operations, in consultation with the Executive Board, on behalf of the voting membership

121 of the Assembly.

122 D. In the instance that a non-Assembly member is elected chair of the standing committee, that they

123 will serve ex-officio as non-voting members of the Assembly and are beholden to the attendance

124 policy of voting members of the Assembly.

125 E. Except for compelling circumstances, no person should serve more than two consecutive terms

423126 in a given committee.

424 terms in a given committee.

425127 **Section 3.3: Procedures for policy development and legislative actions**

426128 The responsibilities articulated in this section apply only to committee business related to the Assembly's authority

427129 in authority in policy development or legislative actions.

428130 **Sub-Section 3.3.1: Mandatory Procedures**

429131 Each committee must:

430132 A. issue a public notice on the Assembly's website of each motion related to a substantive policy

431133 policy change, which includes:

432134 1) a contact to whom inquiries and written comments may be directed,

433135 2) period of time during which written comments will be accepted, and,

434136 3) times and locations of any public hearings, if hearings are conducted; and,

435137 B. issue a report based on its deliberations and any comments received, which the Assembly

436138 will incorporate as supporting documentation into any related motion is subsequently

437139 adopts.

438140 **Sub-Section 3.3.2: Normative Procedures**

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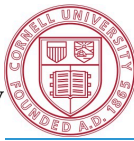
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439141 To the extent practical and appropriate, each committee must:  
440142 A. solicit written comments from campus constituencies for a public comment period of at  
444143 least two weeks in duration.

442144 **Sub-Section 3.3.3: Discretionary Procedures**

443145 Each committee may:  
444146 A. request reports and information from responsible administrative units;

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

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## 150 ARTICLE IV: CHARGES OF STANDING COMMITTEES

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### 151 Section 4.1: Codes and Judicial Committee

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

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### 159 Section 4.1: Campus Welfare Committee

- 160 By delegation from the Assembly, the Committee will review any proposed motion related to:
- 161  diversity and inclusion;
- 162  family support;
- 163  health services; and,
- 164  any other topic deemed relevant to campus welfare by the Executive Board.
- 165 The Committee may propose, review, and amend resolutions as it deems appropriate. The Committee
- 166 must approve resolutions referred for its consideration before they can be advanced to the Assembly for a
- 167 vote and for debate.

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### 168 Section 4.1: Campus Infrastructure Committee

- 169 By delegation from the Assembly, the Committee will review and approve any proposed motion related
- 170 to:
- 171  environmental impact and sustainability;
- 172  information technology;
- 173  transportation and commuter policies; and,
- 174  any other topic deemed relevant to campus infrastructure by the Executive Board.
- 175 The Committee may propose, review, and amend resolutions as it deems appropriate. The Committee
- 176 must approve resolutions referred for its consideration before they can be advanced to the Assembly for a
- 177 vote and for debate.

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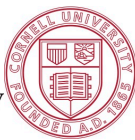
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## 178 ARTICLE V: ASSOCIATED COMMITTEES

### 179 Section 5.1: Definition and General Specifications

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

184 B. Each committee's charge must:

- 185 1) identify of the administrative unit responsible for the committee;
- 186 2) specify responsibilities of the committee; and,
- 187 3) specify composition and terms of the committee.

188 C. The following requirements hold except where otherwise provided:

- 189 1) Both the Assembly and the responsible administrative unit must approve changes to the  
190 Charges of associated committees.
- 191 2) The chairs of associated committees serve ex-officio as non-voting members of the  
192 Assembly and are expected to attend all regularly scheduled meetings of the Assembly.

193 D. Except where otherwise provided, the constituent assemblies may appoint and remove the  
194 members of each associated committee assigned to represent their respective constituencies. The  
195 Vice Chair for Operations, in consultation with the Executive Board, may appoint members to fill  
196 any vacancies that remain after September 1 provided the term of appointment does not run  
197 beyond the current session of the Assembly.

### 198 Section 5.2: Campus Planning Committee

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

#### 201 Sub-Section 5.2.1: Responsibilities

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

- 204 1) master planning;
- 205 2) land use and physical development;
- 206 3) landscape and environmental planning and design;
- 207 4) transportation planning;
- 208 5) circulation and parking;
- 209 6) infrastructure;
- 210 7) new construction; and;
- 211 8) renovations as they relate to the overall planning and character of the Ithaca campus.

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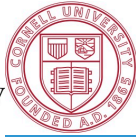
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- 244212 B. Among campus issues that the CPC shall review and advocate on behalf of, are ‘university’ and
- 245213 ‘enabling’ projects as identified in the Cornell Master Plan and other strategic planning
- 246214 opportunities.
- 247215 C. Furthermore, the CPC shall review in consultation with (and with the consultation of) the
- 248216 appropriate committees of the University Assembly, all plans for alterations of or additions to
- 249217 roads and parking lots on the Ithaca campus and all sustainability matters related to land and
- 220218 campus development.
- 224219 D. The CPC shall seek advice and comments from non-members including Cornell and non-
- 222220 Cornell affiliates, while discussing a specific issue or design. The CPC strives to enhance
- 223221 communications, social inclusion, and accountability regarding physical planning and
- 224222 development of the Ithaca campus.

**225223 Sub-Section 5.2.2: Composition**

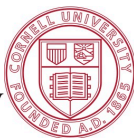
- 226224 A. The CPC shall consist of four Presidential appointments, eight position appointments, nine
- 227225 additional at-large members, and ex-officio members.
- 228226 B. The presidential appointments are made by the President of the University, and those
- 229227 individuals are to serve three-year terms on a staggered basis.
- 230228 C. The position appointments or designees should be individuals with professional and technical
- 234229 expertise in a design or planning related field. These positions consist of the chairs of the
- 232230 following departments or their designees: Department of Architecture, Department of Natural
- 233231 Resources, Department of Landscape Architecture, Department of City and Regional
- 234232 Planning, and the Art Department as well as the directors of the following units or their
- 235233 designees: the Cornell Plantations, Graduate Program in Historic Preservation, and the Vice
- 236234 President for Facilities Services.
- 237235 D. The nine at large members consist of one University Assembly liaison, two
- 238236 graduate/professional students, two undergraduate students, two employees, and two faculty
- 239237 members, each named by his or her respective Assembly for a two-year term.
- 240238 E. The ex-officio members are added by virtue of their administrative positions at the University
- 244239 and their connection to planning at the University.

**242240 Section 5.3: Transportation Hearing and Appeals Board**

- 243241 The Transportation Hearing and Appeals Board (THAB) shall review decisions that have been denied in
- 244242 whole or in part by Transportation and Mail Services administrative staff on matters relating to violation
- 245243 appeals, requests for special parking grants for those claiming financial hardship, and exceptions to
- 246244 parking rules and regulations and/or normal permit eligibility criteria.

**247245 Sub-Section 5.3.1: Responsibilities**

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248246 Violation appeals must each be decisioned separately, considering all relevant facts and  
 249247 circumstances brought to the board's attention. The board shall only review cases for which it is  
 250248 deemed an error in judgment or procedure was made in the original decision. In cases of requests  
 254249 for special parking grants based on financial hardship, appellants must fully explain why they are  
 252250 unable to use the transportation options available. In cases of requests related to exceptions to  
 253251 parking rules and regulations and/or normal permit eligibility criteria, the board's decision shall  
 254252 be based on demonstrated need and are subject to space and other limitations.

255253 **Sub-Section 5.3.2: Composition**

256254 THAB shall consist of twelve members nominated by their respective Assemblies and approved by  
 257255 those bodies and one ex-officio member representing the administrative staff of Transportation  
 258256 and Mail Services. Members shall be constituted as follows: four students (two  
 259257 graduate/professional, two undergraduate), four faculty, and four employees. No employee of  
 260258 Transportation and Mail Services or Cornell Police may serve on THAB. The term of membership  
 264259 shall be two years, except that initially, so that terms may be staggered, two faculty, two students  
 262260 and two employees shall serve terms of one year. THAB shall annually elect its own chairperson.  
 263261 Hearings shall require a quorum of three members. In case of a tie vote, the decision shall be  
 264262 recorded in favor of the appellant.

265263 **ARTICLE VI: LIAISONS TO OTHER ORGANIZATIONS**

266264 **Section 6.1: Liaisons**

267265 At its annual organizational meeting, as soon as is practical thereafter, or whenever a vacancy arises, the Assembly  
 268266 Assembly will appoint a liaison, or liaisons, as appropriate to serve as its representative on the following bodies;  
 269 ~~bodies:~~  
 270267  Policy Advisory Group  
 274268  Council on Sexual Violence Prevention  
 272269  Student Insurance Advisory Committee Liaison  
 273270  Student Health Fee Advisory Committee Liaison

274271 **Section 6.2: Appointment and Removal**

275272 Each liaison may be appointed or removed by the same procedure as for appointing or removing a member of a  
 276273 member of a standing committee.

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