



Bylaws

Cornell University Assembly

As amended on February 26th 2017

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4 **ARTICLE I: EX-OFFICIO MEMBERSHIP**

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

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

11 **Section 2.2: Special Meetings**

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

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
20 described in this document are Roberts Rules of Order, latest edition.

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
23 may enter executive session to discuss confidential matters. The Assembly must enter into its minutes the
24 purpose of an executive session. No policy decisions shall be made in executive session.



25 **Section 2.6: Speaking Privileges**

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

31 **Section 2.7: Agenda**

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

39 **Section 2.8: Minutes**

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

42 **Section 2.9: Annual Report**

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

47 **Section 2.10: Timing of Regular Meetings and Notice of All Meeting Times** 48 **and**

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

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

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



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

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

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

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

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

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

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

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

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

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

71 member is resealed immediately with all rights restored.

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

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

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

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

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

- 77 The Assembly may call for a Sense-of-the-Community Referendum provided that it:
- 78 A. can be completed in the current session; and,
- 79 B. addresses a concern relevant to the entire University community in which all employees, faculty,
- 80 and students may vote.

81 **ARTICLE III: COMMITTEES**

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



85 alteration to the charge of such committees and subcommittees or to their membership must be reported
86 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.
117 The officers of the assembly serve as non-voting, ex-officio members of the standing committees.

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

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

125 Section 3.3: Procedures for policy development and legislative actions

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

128 Sub-Section 3.3.1: Mandatory Procedures

129 Each committee must:

- 130 A. issue a public notice on the Assembly's website of each motion related to a substantive
131 policy change, which includes:
132 1) a contact to whom inquiries and written comments may be directed,
133 2) period of time during which written comments will be accepted, and,
134 3) times and locations of any public hearings, if hearings are conducted; and,
135 B. issue a report based on its deliberations and any comments received, which the Assembly
136 will incorporate as supporting documentation into any related motion is subsequently
137 adopts.

138 Sub-Section 3.3.2: Normative Procedures

139 To the extent practical and appropriate, each committee must:

- 140 A. solicit written comments from campus constituencies for a public comment period of at
141 least two weeks in duration.

142 Sub-Section 3.3.3: Discretionary Procedures

143 Each committee may:

- 144 A. request reports and information from responsible administrative units;



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

148 **ARTICLE IV: CHARGES OF STANDING COMMITTEES**

149 **Section 4.1: Codes and Judicial Committee**

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

- 151 Campus Code of Conduct; and
- 152 recruitment and appointment of members to the University Hearing and Review Boards.

153 The Committee may propose, review, and amend resolutions as it deems appropriate. The Committee
154 must approve resolutions referred for its consideration before they can be advanced to the Assembly for a
155 vote and for debate. The Judicial Administrator and Judicial Codes Counselor serve as non-voting, ex-
156 officio members of the Committee.

157 **Section 4.1: Campus Welfare Committee**

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

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

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

166 **Section 4.1: Campus Infrastructure Committee**

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

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

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



176 **ARTICLE V: ASSOCIATED COMMITTEES**

177 **Section 5.1: Definition and General Specifications**

- 178 A. The Assembly may, with the approval of the responsible administrative unit, identify associated
179 committees of the Assembly. Such committees are chartered and managed by the responsible
180 administrative unit, but report additionally to the Assembly and possess the same responsibilities
181 as standing committees of the Assembly.
- 182 B. Each committee's charge must:
- 183 1) identify of the administrative unit responsible for the committee;
 - 184 2) specify responsibilities of the committee; and,
 - 185 3) specify composition and terms of the committee.
- 186 C. The following requirements hold except where otherwise provided:
- 187 1) Both the Assembly and the responsible administrative unit must approve changes to the
188 charges of associated committees.
 - 189 2) The chairs of associated committees serve ex-officio as non-voting members of the
190 Assembly and are expected to attend all regularly scheduled meetings of the Assembly.
- 191 D. Except where otherwise provided, the constituent assemblies may appoint and remove the
192 members of each associated committee assigned to represent their respective constituencies. The
193 Vice Chair for Operations, in consultation with the Executive Board, may appoint members to fill
194 any vacancies that remain after September 1 provided the term of appointment does not run
195 beyond the current session of the Assembly.

196 **Section 5.2: Campus Planning Committee**

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

199 **Sub-Section 5.2.1: Responsibilities**

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



- 210 B. Among campus issues that the CPC shall review and advocate on behalf of, are 'university' and
211 'enabling' projects as identified in the Cornell Master Plan and other strategic planning
212 opportunities.
- 213 C. Furthermore, the CPC shall review in consultation with (and with the consultation of) the
214 appropriate committees of the University Assembly, all plans for alterations of or additions to
215 roads and parking lots on the Ithaca campus and all sustainability matters related to land and
216 campus development.
- 217 D. The CPC shall seek advice and comments from non-members including Cornell and non-
218 Cornell affiliates, while discussing a specific issue or design. The CPC strives to enhance
219 communications, social inclusion, and accountability regarding physical planning and
220 development of the Ithaca campus.

221 Sub-Section 5.2.2: Composition

- 222 A. The CPC shall consist of four Presidential appointments, eight position appointments, nine
223 additional at-large members, and ex-officio members.
- 224 B. The presidential appointments are made by the President of the University, and those
225 individuals are to serve three-year terms on a staggered basis.
- 226 C. The position appointments or designees should be individuals with professional and technical
227 expertise in a design or planning related field. These positions consist of the chairs of the
228 following departments or their designees: Department of Architecture, Department of Natural
229 Resources, Department of Landscape Architecture, Department of City and Regional
230 Planning, and the Art Department as well as the directors of the following units or their
231 designees: the Cornell Plantations, Graduate Program in Historic Preservation, and the Vice
232 President for Facilities Services.
- 233 D. The nine at large members consist of one University Assembly liaison, two
234 graduate/professional students, two undergraduate students, two employees, and two faculty
235 members, each named by his or her respective Assembly for a two-year term.
- 236 E. The ex-officio members are added by virtue of their administrative positions at the University
237 and their connection to planning at the University.

238 Section 5.3: Transportation Hearing and Appeals Board

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

243 Sub-Section 5.3.1: Responsibilities



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

251 Sub-Section 5.3.2: Composition

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

261 ARTICLE VI: LIAISONS TO OTHER ORGANIZATIONS

262 Section 6.1: Liaisons

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

- 266 Policy Advisory Group
- 267 Council on Sexual Violence Prevention
- 268 Student Insurance Advisory Committee Liaison
- 269 Student Health Fee Advisory Committee Liaison

270 Section 6.2: Appointment and Removal

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