

## **Bylaws of the Downstate Assembly of Faculty and Professional Staff**

*(Approved and in effect as of 03/17/2023. Amendments approved and in effect 6/20/2025 appear in **bright blue** font.)*

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**Preamble**

The faculty and professional staff of SUNY Downstate Health Sciences University do hereby enact these bylaws to define the organization and procedures necessary for the execution of their duties and responsibilities. As directed by the Policies of the Board of Trustees of the State University of New York (Article X), the faculty of SUNY Downstate Health Sciences University shall have the obligation to participate significantly in the initiation, development, and implementation of the educational program of SUNY Downstate Health Sciences University and its constituent schools and colleges. Recognition is made of the fact that participation implies a cooperative effort among members of the academic community. In addition, the faculty and professional staff of each constituent school or college of SUNY Downstate Health Sciences University shall enact their own bylaws defining the organization and procedures necessary for the execution of their duties and responsibilities, providing such bylaws are consistent with, and do not detract from, these bylaws of the Downstate Assembly of Faculty and Professional Staff.

**Documents that inform these Bylaws:**

Policies of the Board of Trustees of the State University of New York (January 2022)  
SUNY University Faculty Senate Bylaws (January 2020)

**Article I: Name**

The name of the organization representing all faculty and professional staff of the State University of New York Downstate Health Sciences University shall be the Downstate Assembly of Faculty and Professional Staff.

## **Article II: Definition of Terms**

As used in these bylaws, unless otherwise specified, the following definitions apply:

1. "SUNY" refers to the State University of New York.
2. "Board of Trustees" refers to the Board of Trustees of the State University of New York.
3. "SUNY University Faculty Senate" or "Senate" refers to the statewide governance organization of faculty and professional staff of the State University of New York.
4. "Chancellor" refers to the Chief Administrative Officer of the State University of New York.
5. "SUNY Downstate" or "Downstate" refers to the State University of New York Downstate Health Sciences University.
6. "President" refers to the Chief Administrative Officer of SUNY Downstate.
7. "School or college" refers to a distinct academic organizational unit of SUNY Downstate. The schools and colleges consist of the College of Medicine, the College of Nursing, the School of Graduate Studies, the School of Health Professions, and the School of Public Health.
8. "Downstate Assembly" refers to the Downstate Assembly of Faculty and Professional Staff.
9. "Executive Committee" or "Downstate Assembly Executive Committee" refers to the Executive Committee of the Downstate Assembly of Faculty and Professional Staff.
10. "Academic Staff" refers to those persons having academic rank or qualified academic rank at SUNY Downstate as defined in the Policies of the Board of Trustees, Article II. "Faculty" refers to all members of the academic staff of SUNY Downstate.
11. "Professional Staff" refers to those members in the Professional Services Negotiating Unit at SUNY Downstate, other than academic staff.
12. "University Council" refers to the student council of SUNY Downstate. University Council has student representatives from all the Downstate schools and colleges.

**Article III: Membership of the Downstate Assembly of Faculty and Professional Staff**

1. SUNY Chancellor
2. SUNY Downstate President
3. Faculty of SUNY Downstate as defined in Article II
4. Professional staff of SUNY Downstate as defined in Article II

## **Article IV: Goals, Rights, and Responsibilities of the Downstate Assembly of Faculty and Professional Staff**

### **Section A:**

1. The Downstate Assembly of Faculty and Professional Staff is responsible for the development and implementation of programs and policies in accordance with the bylaws of the SUNY University Faculty Senate, subject to the authority of the SUNY Board of Trustees and not inconsistent with the powers and policies thereof.
2. In addition to the items listed below, the goals and responsibilities of the Downstate Assembly of Faculty and Professional Staff and its governing body the Downstate Assembly Executive Committee are to promote communication and collaboration among Downstate schools and colleges, develop recommendations for the betterment of SUNY Downstate, communicate the concerns and recommendations of the Downstate faculty and professional staff to the Downstate administration, and when appropriate, to the SUNY University Faculty Senate, and to implement the policies and resolutions of the SUNY University Faculty Senate.
3. Rights and Responsibilities of the Downstate Assembly of Faculty and Professional Staff and its governing body the Downstate Assembly Executive Committee include but are not limited to:
  - a. Significant participation in the selection of administrative officers, including the President of SUNY Downstate and Deans.
  - b. Consultation in the preparation of the SUNY Downstate budget and an annual review of the budget by the Committee of Research, Resources, Planning and Budget (*see Article XIII, Section B*).
  - c. Participation in the strategic planning process for SUNY Downstate.
  - d. Consultation in the formulation or modification of SUNY Downstate policies that affect multiple schools or colleges.
  - e. Significant participation in the formulation or modification of Faculty and Professional Staff Personnel Policies, which shall not be changed without notification of and input from the Downstate Assembly of Faculty and Professional Staff and its governing body the Downstate Assembly Executive Committee.
  - f. Participation jointly with the administration in the periodic assessment of faculty and professional staff responsibilities and consultation prior to any changes in faculty and/or professional staff responsibilities that affect faculty and/or professional staff of multiple schools or colleges.
  - g. The encouragement and development of student participation in the educational programs of SUNY Downstate.
  - h. Promotion and defense of academic freedom on the Downstate campus, to include full freedom, within the law, of inquiry, teaching and research, as outlined in Article XI, Title I of the Policies of the Board of Trustees of the State University of New York.
  - i. Promotion and defense of due process on the Downstate campus, especially as it relates to academic freedom and Faculty and Professional Staff Personnel Policies.
  - j. Review of and voting on SUNY University Faculty Senate proposals and resolutions.

**Section B:** Individual Rights and Responsibilities as members of the Downstate Assembly of Faculty and Professional Staff include:

1. Participation in the educational, research, and service mission of SUNY Downstate.
2. Participation as needed on standing committees and special committees of the Downstate Assembly of Faculty and Professional Staff.
3. Voting in the elections for Senators, Alternate Senators, and officers of the Downstate Assembly of Faculty and Professional Staff.
4. Voting on amendments to these bylaws.
5. Attending the meetings of the Downstate Assembly of Faculty and Professional Staff when other duties allow it.

## **Article V: Membership of the Downstate Assembly Executive Committee**

The Downstate Assembly Executive Committee is the governing body of the Downstate Assembly of Faculty and Professional Staff. Each member has one vote unless otherwise stated herein.

**1. Officers.** The officers shall consist of a Presiding Officer, Presiding Officer-Elect, and Secretary. These officers also serve as the officers of the Downstate Assembly of Faculty and Professional Staff.

**a. Presiding Officer.** The Presiding Officer shall preside over both the Downstate Assembly of Faculty and Professional Staff meetings and the Downstate Assembly Executive Committee meetings. The Presiding Officer shall also be an ex officio member of all Downstate Assembly standing committees and special committees. *See other duties in Article VII, Section B and Article XII, Section B, 1c.*

**b. Presiding Officer-Elect.** The Presiding Officer-Elect shall preside in the absence of the Presiding Officer and shall assist the Presiding Officer and Secretary as needed. The Presiding Officer-Elect shall assume the office of Presiding Officer automatically at the expiration of the Presiding Officer's term or whenever that office becomes vacant.

**c. Secretary.** The Secretary serves as secretary of both the Downstate Assembly of Faculty and Professional Staff and the Downstate Assembly Executive Committee and is responsible for the following:

- i. Notifying the membership of the Downstate Assembly of Faculty and Professional Staff and the Downstate Assembly Executive Committee of upcoming meetings. Notifying student representatives of upcoming meetings.
- ii. Taking the minutes of both the Downstate Assembly of Faculty and Professional Staff meetings and Downstate Assembly Executive Committee meetings. The secretary shall arrange for another member to take minutes if the secretary will be absent.
- iii. Presiding at meetings in the event that both the Presiding Officer and Presiding Officer-Elect are absent. In these instances, the secretary shall designate another committee member to act as secretary.
- iv. Maintaining a permanent file of the meeting minutes, passed resolutions and reports, an up-to-date copy of these bylaws, and an up-to-date roster of the members of the Downstate Assembly Executive Committee.
- v. Ensuring that passed resolutions and Assembly minutes are posted to the faculty governance web page.

### **d. Past Presiding Officer**

- i. The immediate Past Presiding Officer shall be a non-voting member of the Executive Committee (unless they have voting rights by virtue of another position they hold on the Executive Committee).
- ii. The immediate Past Presiding Officer shall preside at meetings in the event that the Presiding Officer, Presiding Officer-Elect, and Secretary are all absent.

## **2. Downstate Senators and Alternate Senators to the SUNY University Faculty Senate**

The Senators and Alternate Senators shall be members of the Downstate Assembly Executive Committee. At the meeting of the Downstate Assembly Executive Committee immediately subsequent to each meeting of the SUNY University Faculty Senate, the Senators or Alternate Senators shall report on any questions raised or actions taken which are of interest to the Downstate faculty and professional staff and on any requests for action from the SUNY University Faculty Senate. *See also Article X.*

**3. The presiding officer and the presiding officer-elect of the Faculty and Professional Staff Assembly of each constituent school or college.**

**4. Additional representatives from the constituent schools and colleges based on size**

- a. One additional representative from the Faculty and Professional Staff Assembly of each constituent school or college having 300 or more voting members.
- b. A second additional representative from the Faculty and Professional Staff Assembly of each constituent school or college having 600 or more voting members.
- c. A third additional representative from the Faculty and Professional Staff Assembly of each constituent school or college having 900 or more voting members.
- d. The additional representatives shall be elected as determined by the bylaws of the Faculty and Professional Staff Assembly of that school or college.

**5. The President of SUNY Downstate** shall be a non-voting member.

**6. Student representative.** One non-voting student representative from the University Council. The student representative is expected to represent the concerns of students of all the constituent schools and colleges. The University Council may choose to have their representative to the Downstate Assembly Executive Committee rotate among two or more students.

**7. Parliamentarian**

- a. Each year the Presiding Officer shall appoint a parliamentarian from among the Assembly membership who shall serve as parliamentarian for both the Executive Committee meetings and the Assembly meetings.
- b. The parliamentarian shall be familiar with, and have access to, these bylaws and Robert's Rules of Order.
- c. The parliamentarian shall advise the Presiding Officer regarding parliamentary procedure as needed.
- d. If the parliamentarian is appointed from among the voting members of the Executive Committee, then the parliamentarian shall retain voting rights on the Executive Committee. If the parliamentarian is appointed from outside of the Executive Committee voting membership, then the parliamentarian shall be a non-voting member of the Executive Committee but shall retain voting rights in the Assembly.

## **Article VI: Functions of the Downstate Assembly Executive Committee**

The Downstate Assembly Executive Committee will address issues that are of concern to more than one school or college. Individual school or college issues are addressed through appropriate school- or college-level governance.

The Downstate Assembly Executive Committee shall:

1. Act as the representative of the Downstate Assembly of Faculty and Professional Staff in all matters referred to it by the Downstate Assembly of Faculty and Professional Staff, its Presiding Officer, its standing committees or special committees, the Downstate administration, student organizations, or the SUNY University Faculty Senate.
2. Ensure that the practices of the Downstate Assembly of Faculty and Professional Staff and its governing body the Downstate Assembly Executive Committee are consistent with the Policies of the Board of Trustees of the State University of New York and the SUNY University Faculty Senate.
3. Discuss and deliberate upon those reports, recommendations, and resolutions that are submitted to it by the Downstate Assembly of Faculty and Professional Staff or its standing committees or special committees. It shall study such reports and resolutions particularly from the standpoint of their impact on the total operations of SUNY Downstate.
4. Discuss and deliberate upon those reports and resolutions that are submitted to it by the Senators or Alternate Senators acting on behalf of the SUNY University Faculty Senate.
5. Be authorized to initiate recommendations and/or resolutions in the interest of the Downstate Assembly of Faculty and Professional Staff and submit them to the Downstate President for information or action, as appropriate.
6. Be empowered to take such action as it deems necessary and in the best interests of the Downstate Assembly of Faculty and Professional Staff.
7. Be prepared, through the Presiding Officer, to present the outcome of its deliberations on reports or resolutions or the reasons for its actions at the next meeting of the Downstate Assembly of Faculty and Professional Staff.
8. Ensure, through the Presiding Officer, that the passed resolutions or other determinations of the Downstate Assembly of Faculty and Professional Staff or the Downstate Assembly Executive Committee are communicated to the Downstate Administration for information or implementation when necessary and proper.
9. Be responsible, through the Secretary, for keeping a permanent file of the texts of resolutions and reports passed by the Downstate Assembly of Faculty and Professional Staff and the Downstate Assembly Executive Committee.

## **Article VII: Relationship of the Downstate Assembly of Faculty and Professional Staff to Other Entities**

### **Section A: Relationship to Policies of the Board of Trustees of the State University of New York**

1. Article X, Part 5 of the Policies of the Board of Trustees states that the Assembly bylaws shall be consistent with and subject to the Policies of the Board of Trustees of the State University of New York, the laws of the State of New York, and the provisions of agreements between the State of New York and the certified employee organization established pursuant to Article 14 of the Civil Service Law.
2. Article X, Part 5 of the Policies of the Board of Trustees further states that provisions of bylaws concerning consultation with the faculty shall be subject to the approval of the chief administrative officer of the college and that all actions under bylaws shall be advisory upon the Chancellor and the chief administrative officer of the college.

### **Section B: Relationship to SUNY Downstate President and Administration**

1. The President and other administrative officers shall recognize the Downstate Assembly of Faculty and Professional Staff and its Executive Committee as the voice of the Downstate faculty and professional staff.
2. The President and other administrative officers shall recognize that representation of faculty and professional staff on Downstate committees is essential and that the Executive Committee of the Downstate Assembly of Faculty and Professional Staff is the appropriate source to approach when faculty and professional staff representation is sought for Downstate university-wide committees or committees representing the campus.
3. The President shall meet with the Downstate Assembly Executive Committee or the Presiding Officer and Presiding Officer-Elect at least two times per year to discuss those activities, plans, and changes in policies that affect the SUNY Downstate faculty and professional staff or the mission of SUNY Downstate and to hear concerns and resolutions of the faculty and professional staff.
4. In the event that urgent matters are raised by the Executive Committee or the Downstate Assembly of Faculty and Professional Staff, those concerns may be communicated by the Presiding Officer to the President or the President's representative without delay.
5. The Presiding Officer shall ensure that the passed resolutions or other determinations of the Downstate Assembly of Faculty and Professional Staff or the Downstate Assembly Executive Committee are communicated to the Downstate Administration for information or implementation when necessary and proper.
6. The Presiding Officer may request a written response from the President to resolutions passed by the Downstate Assembly of Faculty and Professional Staff or its Executive Committee.
7. The President shall speak at the regular semi-annual meetings of the Downstate Assembly of Faculty and Professional Staff.

### **Section C: Relationship to School or College Governance**

1. Each constituent school or college shall have a Faculty and Professional Staff Assembly whose membership and organization are defined by bylaws.

2. These bylaws of the Downstate Assembly of Faculty and Professional Staff govern the entire SUNY Downstate faculty and professional staff. As such, each school or college's Faculty and Professional Staff Assembly bylaws must be consistent with, and not detract from, these bylaws.
3. The Committee of Bylaws (*see Article XIII, Section E*) shall review bylaws and provide support for the Faculty and Professional Staff Assemblies of the constituent schools and colleges regarding their bylaws to assure compliance with the Policies of the Board of Trustees of the State University of New York and consistency with the bylaws of the Downstate Assembly of Faculty and Professional Staff.
4. The Faculty and Professional Staff Assemblies of the individual schools and colleges shall not be deprived of their own independent authority to make and revise their own bylaws within the limits outlined in item 2 of this section.
5. The faculty of the constituent schools and colleges shall participate in the development and maintenance of academic standards of their particular school, college, or program, including requirements for admission and the granting of degrees.
6. The Faculty and Professional Staff Assemblies and Executive Committees of the constituent schools and colleges are encouraged to share with the Downstate Assembly Executive Committee the text of their reports and resolutions that may be of interest to multiple schools and colleges.
7. The Faculty and Professional Staff Assembly of each constituent school or college is responsible for providing the names of the newly elected officers of their school or college, as well as the names of the additional representatives to the Downstate Executive Committee, if applicable (as outlined in Article V, Item 4), to the Presiding Officer and Secretary of the Downstate Assembly of Faculty and Professional Staff as soon as is practicable but no later than 30 days after their election.
8. The presiding officer of each constituent school or college is responsible for updating their list of representatives to the standing committees of the Downstate Assembly of Faculty and Professional Staff and communicating those updates to the Presiding Officer and Secretary of the Downstate Assembly of Faculty and Professional Staff within 30 days of a change. *See Articles XII, XIII, and XIV for more on standing committees.*

#### **Section D: Relationship to Student Governance**

The Downstate Assembly of Faculty and Professional Staff recognizes the value of an organized student voice and encourages the participation of students in student governance and the attendance of student representatives at Downstate Assembly meetings as outlined in Article VIII, Section B. In addition, it encourages the participation of the student members of the Committee of Educational Policy and Curriculum and the Committee of the Library, Educational Technology, and Simulation Center at those committee meetings. Furthermore, the Downstate Assembly of Faculty and Professional Staff urges the faculty and professional staff governance bodies of the various SUNY Downstate schools and colleges to encourage participation of students in governance.

## **Article VIII: Meetings of the Downstate Assembly of Faculty and Professional Staff**

### **Section A: General Procedures**

1. Quorum. A quorum at any meeting of the Downstate Assembly of Faculty and Professional Staff shall consist of forty voting members.
2. Minutes. The Secretary is responsible for taking the minutes at all Downstate Assembly regular and special meetings. After provisional approval by the Downstate Assembly Executive Committee, the draft minutes shall be posted on the faculty governance web page for all SUNY Downstate faculty and professional staff to view. Final approval of the minutes shall take place at the next regular Assembly meeting, and then the approved minutes shall replace the draft minutes on the faculty governance web page.
3. Unless otherwise provided in these bylaws, Robert's Rules of Order (latest edition), shall govern the conduct of business of the Downstate Assembly of Faculty and Professional Staff.

### **Section B: Regular Meetings**

1. Two regular meetings of the Downstate Assembly of Faculty and Professional Staff shall be held in each academic year, one in the fall and one in the spring. All members shall be notified of the meeting date and time at least two weeks in advance via SUNY Downstate Email.
2. Agenda and order of business may consist of the following:
  - a) Report of the Chancellor of SUNY, if present
  - b) Report of the President of SUNY Downstate
  - c) Approval of the minutes of the previous Assembly meeting
  - d) Report of the Presiding Officer
  - e) Report of the Senators
  - f) Report of elections, when these have been held
  - g) Reports of Standing Committees
  - h) Reports of Special Committees
  - i) Unfinished business
  - j) New business
3. Student Participation at Regular Meetings
 

There shall be one non-voting student representative from the University Council at the semiannual Assembly meetings. In addition, there shall be one duly elected non-voting student representative from each of the schools or colleges of SUNY Downstate at the semiannual Assembly meetings. These student representatives from each of the schools and colleges shall be the presiding officer of their school or college student government organization or their delegate.

### **Section C: Special and Emergency Meetings**

1. Special Meetings. Special Meetings may be called with one week notice to the membership. The agenda shall be limited to the call for the meeting. Special meetings may be called by:
  - a) The SUNY Chancellor
  - b) The SUNY Downstate President
  - c) The Presiding Officer of the Downstate Assembly of Faculty and Professional Staff
  - d) Ten voting members of the Downstate Assembly Executive Committee
  - e) Special meetings must also be called by the Presiding Officer upon written application of twenty-five voting members of the Downstate Assembly of Faculty and Professional Staff. The meeting shall be held within two weeks of receipt of the application.
2. Emergency Meetings (non-voting):  
 The SUNY Chancellor, SUNY Downstate President, or Presiding Officer of the Downstate Assembly of Faculty and Professional Staff may call an emergency meeting of the Downstate Assembly of Faculty and Professional Staff with 24-hour notice.

### **Section D: Procedure for Resolutions:**

1. Whenever practicable, resolutions and other items requiring a vote should be submitted in writing to the Secretary and Presiding Officer at least three days prior to the Assembly meeting.
2. Resolutions may be voted on during the Assembly meeting without delay by voice or show of hands.
3. Resolutions may also be voted on by written or electronic secret ballot sent to the entire voting membership after the Assembly meeting. The ballot shall be sent within two weeks and accompanied by the text of the final resolution. Voting shall be open for two weeks. Resolutions will be voted on by written or electronic secret ballot if:
  - a. The Presiding Officer so determines during the Assembly meeting
  - b. Twenty-five or more voting members of the Downstate Assembly of Faculty and Professional Staff present at the Assembly meeting so request
  - c. A majority of the Downstate Assembly Executive Committee so votes at its next meeting
  - d. Twenty-five or more voting members of the Downstate Assembly of Faculty and Professional Staff so request in writing within ten days of the Assembly meeting
4. A resolution shall be considered passed if a majority of the votes cast are in its favor.

## **Article IX: Meetings of the Downstate Assembly Executive Committee**

1. The first regular meeting of the Downstate Assembly Executive Committee shall take place in September. Thereafter, the Committee shall meet regularly, at least six times per year.
2. Each year at the September meeting of the Executive Committee, the Committee shall elect the Executive Committee representative for each of the standing committees, who shall then be responsible for convening the initial meeting of the standing committee to which they have been assigned. In the case of the Nominations and Elections Committee, the Presiding Officer is the representative from the Executive Committee, and in that role shall be responsible for convening the initial meeting of the Nominations and Elections Committee. *See Article XII.*
3. A meeting of the Downstate Assembly Executive Committee should precede each meeting of the Downstate Assembly of Faculty and Professional Staff in order to prepare the agenda for the Assembly meeting.
4. Special meetings of the Downstate Assembly Executive Committee may be called by the SUNY Downstate President or the Presiding Officer at any time.
5. The Presiding Officer shall be responsible for the preparation of an agenda for each meeting, which may include:
  - a) Approval of the minutes from the previous Executive Committee meeting and provisional approval of the minutes from the most recent Downstate Assembly of Faculty and Professional Staff meeting, if applicable.
  - b) Report from the Presiding Officer, including report of meetings with the Downstate President, if applicable.
  - c) Reports from the Senators or Alternate Senators who attended SUNY University Faculty Senate sessions.
  - d) Presentation of, discussion of, and voting on statewide resolutions.
  - e) Presentation of, discussion of, and voting on local resolutions.
  - f) Preparation of resolutions that the Downstate Senators might present at the SUNY University Faculty Senate session.
  - g) Status reports from the presiding officer of each constituent school or college
  - h) Report from the student member
  - i) Status reports from standing committees and special committees of the Downstate Assembly of Faculty and Professional Staff.
  - j) Unfinished business
  - k) New business
6. Minutes. The Secretary shall be responsible for the preparation of the minutes of the meetings and for distribution of these to the Downstate Assembly Executive Committee members.
7. Unless otherwise provided in these bylaws, Robert's Rules of Order (latest edition), shall govern the conduct of business of the Downstate Assembly Executive Committee.
8. Quorum. A quorum shall consist of a majority of the voting members.
9. Remote Attendance. Members of the Executive Committee shall be deemed present at a meeting of the Executive Committee if they are participating in the meeting by means of a conference telephone, video conferencing, or other means that enables all persons participating in the meeting to communicate with each other.
10. If the Presiding Officer fails to call a September meeting of the Executive Committee or fails to call a meeting of the Executive Committee for a period of two or more months (excluding July and August), it shall be the duty of the Presiding Officer-Elect to alert the Presiding Officer. If the Presiding Officer does not call a meeting within two weeks of being alerted, the Presiding Officer-Elect shall call the meeting and preside in place of the Presiding Officer for that meeting. (*See Article XI for vacancy rules.*)

11. Conflicts of Interest. Whenever a member of the Executive Committee has a financial or personal interest in any matter coming before the committee, the affected person shall fully disclose the nature of the interest before participating in the discussion and shall abstain from the vote on the matter unless a majority of the disinterested members of the Executive Committee present determine that it is acceptable for the person to vote. The decision to recuse oneself from a discussion or abstain from a vote, however, need not be accompanied by any explanation.

## **Article X: Downstate SUNY University Faculty Senators and Alternate Senators**

In accordance with the Policies of the Board of Trustees of the State University of New York (Article VII) and the bylaws of the SUNY University Faculty Senate, the Downstate Assembly of Faculty and Professional Staff shall provide for the election of representatives to serve in the SUNY University Faculty Senate.

### **Section A: Responsibilities**

1. Faculty Senators shall represent the Downstate Assembly of Faculty and Professional Staff at the meetings of the SUNY University Faculty Senate and fulfill their responsibilities in the SUNY University Faculty Senate as outlined in the bylaws of the SUNY University Faculty Senate.
2. The Downstate SUNY University Faculty Senators and Alternate Senators shall serve as members of the Downstate Assembly Executive Committee and shall perform the duties indicated in these bylaws.
3. Alternate Senators shall serve in the SUNY University Faculty Senate in the event of the absence or inability to act of the Senator for whom they are alternates, and, in that event, such Alternate Senators shall exercise all the powers and duties of the Senators for whom they are Alternates.

### **Section B: Eligibility**

Any member of the SUNY Downstate Faculty and Professional Staff Assembly who has been a member for at least twelve months, except for voluntary faculty, is eligible to run for election.

### **Section C: Number**

The number of Senators allotted to Downstate is determined by the Policies of the Board of Trustees of the State University of New York (Article VII).

### **Section D: Term rules**

The following term rules are set by the bylaws of the SUNY University Faculty Senate:

1. Senators
  - a. The Senator shall assume office on the July 1 directly after the spring regular election.
  - b. Term of office is 3 years.
  - c. Reelection. A Senator who has served a full three-year term or major fraction thereof shall be eligible to serve a second consecutive three-year term. Senators shall not be eligible to serve again as members of the Senate until the expiration of one year from the end of their last preceding term. Senators who have served only a minor fraction of one three-year term may serve for two additional consecutive three-year terms.
  - d. Term limits for the position of Senator do not include time served in the position of Alternate Senator.
  - e. No SUNY Downstate Senator may serve after termination of employment at SUNY Downstate.

## 2. Alternate Senators

- a. The Alternate Senator shall assume office on the July 1 directly after the spring regular election.
- b. Alternate Senators serve as alternates for a specific SUNY University Faculty Senator.
- c. Alternate Senators shall serve for the same term as the Senators for whom they are serving as Alternate.
- d. There are no term limits for the position of Alternate Senator.
- e. No SUNY Downstate Alternate Senator may serve after termination of employment at SUNY Downstate.

## **Section E: Vacancies**

Senator or Alternate Senator vacancies are handled as outlined in the SUNY University Faculty Senate Bylaws (Article 2):

1. If a leave of absence or other reason shall prevent a Senator or Alternate Senator from performing the duties of office for a period of one academic year or longer, the position shall be declared vacant, and a new election shall be held to fill the remainder of the unexpired term. An individual currently serving as an Alternate Senator may run in the election for a Senate seat that has been vacated in this manner.
2. In the event that both the Senator and the Alternate Senator are simultaneously unable to represent the campus for a period in excess of four months during the academic year, both offices will be declared vacant, and the unexpired terms will be filled by a new election.

## **Article XI: Nominations, Elections, Terms of Office, and Vacancies**

### **Section A: Nominations**

1. Any member of the Downstate Faculty and Professional Staff Assembly who has been a member for at least 12 months is eligible to run for Presiding Officer-Elect and Secretary (and for Presiding Officer in the unusual event that the Presiding Officer position appears on the ballot) except the Dean of each of the constituent schools and colleges. *(See Article X, Section B for Senator and Alternate Senator eligibility.)*
2. An individual shall not simultaneously hold more than one of the following positions: Presiding Officer of the Downstate Assembly of Faculty and Professional Staff, Senator, Alternate Senator. Additionally, an individual shall not simultaneously hold more than one of the following positions of the Downstate Assembly of Faculty and Professional Staff: Presiding Officer, Presiding Officer-Elect, and Secretary. In addition, an individual shall not simultaneously hold the position of Presiding Officer of the Downstate Assembly of Faculty and Professional Staff and Presiding Officer of the Faculty and Professional Staff Assembly of one of the constituent schools or colleges.
3. The Committee of Nominations and Elections, in consultation with the Downstate Assembly Executive Committee, is responsible for the nominations process for Senators, Alternate Senators, and officers within the rules established in these bylaws.
4. It shall be the responsibility of the Committee of Nominations and Elections to attempt to nominate two or more candidates for each of the offices of Presiding Officer–Elect and Secretary (and for Presiding Officer in the unusual event that the Presiding Officer position appears on the ballot) and to attempt to nominate more people than there are open positions for Senator and Alternate Senator. Additionally, the Committee of Nominations and Elections shall be responsible for attempting to nominate candidates for election from across all the schools and colleges.
5. The Committee of Nominations and Elections shall present its list of nominees for all pending vacancies at the regular spring assembly meeting prior to the election or at a special assembly meeting called for that purpose prior to the election.
6. Nominations of candidates other than those recommended by the Committee of Nominations and Elections may be made from the floor of the Assembly, within the rules outlined in these bylaws, directly after the Committee presents its slate of nominations.

### **Section B: Elections**

1. All members of the Downstate Assembly of the Faculty and Professional Staff are eligible to vote in elections. Each member of the Downstate Assembly may cast only one vote in a Downstate Assembly election even if they hold appointments in more than one school or college, but they may cast a vote in each of the schools and colleges for which they hold an appointment in “local” school or college elections.
2. The Committee of Nominations and Elections, in consultation with Human Resources and the Downstate Assembly Executive Committee, and in consultation with the Executive

Committees of the constituent schools and colleges, if necessary, shall determine voting eligibility using the definitions of faculty and professional staff in Article II.

3. Election of Senators, Alternate Senators, and officers is by plurality vote with a secure, secret, electronic ballot.

4. The Committee of Nominations and Elections, in consultation with the Downstate Assembly Executive Committee, and in consultation with the Information Technology staff as needed, shall prepare and administer the ballot, [ensuring that each person whose name appears on the ballot agrees to serve if elected and meets the requirements and stipulations outlined in Articles X and XI of these bylaws.](#)

5. The regular elections shall occur in April or early May.

6. Members shall have two weeks to vote after ballots are sent out.

7. The Committee of Nominations and Elections shall verify the election results and then ensure that the outcome of the elections, including the number of people who voted, is sent via Downstate Email to all Downstate Assembly members, including the President of SUNY Downstate, within 2 weeks of the close of the election. A candidate who requests the detailed vote count of the individual election in which they were a candidate shall be provided with such by the chair of the Committee of Nominations and Elections, as long as the request occurs within two weeks following the announcement of the election results.

8. The bylaws of the SUNY University Faculty Senate (Article VI, Item 2j) state that each campus must report the results of the elections for Senators to the President of the SUNY University Faculty Senate by May 15.

### **Section C: Terms of Office**

1. The term for Presiding Officer-Elect shall be two years followed by two years as Presiding Officer.
2. The term for Secretary shall be two years.
3. The officers shall assume office on the **July 1** immediately following the election. [Persons elected in a special election to fill a vacant position shall take office as soon as the election results are announced.](#)
4. The terms for Senators and Alternate Senators are addressed in Article X, Section D.

### **Section D: Vacancies**

1. If the Presiding Officer, Presiding Officer-Elect, or Secretary resign or they no longer meet the definition of Downstate faculty or professional staff, the position shall immediately be declared vacant.
2. If the Presiding Officer or Secretary is unable or unwilling to perform the duties of office for a period of six months or longer for any reason, the position shall be declared vacant.
3. If the Presiding Officer position is vacated, the Presiding Officer-Elect immediately assumes the position of Presiding Officer. The two-year term as Presiding Officer will be counted from the next July 1, unless the person assumes the position in July, August, or September, in which case the term will be counted from the July 1 that has recently passed.

4. If the Presiding Officer-Elect position is vacated, a special election shall be held for Presiding Officer-Elect to fill out the remainder of the term. If the Presiding Officer-Elect position was vacated because the Presiding Officer-Elect assumed the position of a vacating Presiding Officer, then the Presiding Officer-Elect term shall be set to match that of the new Presiding Officer as outlined in 3. If the Presiding Officer-Elect position is vacated at or near the time the next election for Presiding Officer-Elect is due to be held, then that election shall have both Presiding Officer and Presiding Officer-Elect positions on the ballot.
5. If the Secretary position is vacated, the Downstate Assembly Executive Committee shall appoint a person to serve as Secretary until the next regularly scheduled election.
6. Vacancies of Senator and Alternate Senator are addressed in Article X, Section E.

### **Section E: Special Elections**

1. When a vacancy of senator, alternate senator, or presiding officer-elect occurs, a special election shall be held as soon as is practicable to fill the vacated position(s). If the vacancy occurs during the period of January - April, the election to fill the vacant position may occur with the regular election in April or early May.
2. The nomination procedure for a special election may proceed as described for a regular election or may use the alternate procedure in 3. All nominations must be valid within the rules outlined in these bylaws.
3. The alternate procedure for nominations in a special election is as follows:
  - 1) The Committee of Nominations and Elections shall prepare a slate of candidates, attempting to nominate at least two people for each vacant position.
  - 2) The slate of candidates shall be announced to all members via email along with a call for further nominations from the membership. Nominations shall be open for a period of two weeks.
  - 3) At the end of those two weeks, the resulting slate of candidates will be announced to all members via email. A period of 48 hours after the slate is announced will be used to ensure that the slate reflects all valid nominations that occurred during the nomination period.
  - 4) After the 48 hours have elapsed, the slate of candidates will be declared final, and the ballots shall be prepared.
  - 5) The election procedure from this point onward shall follow that of a regular election.

## **Article XII: Standing Committees of the Downstate Assembly of Faculty and Professional Staff- Names and General Rules**

### **Section A: Names of the Standing Committees**

- The Committee of Educational Policy and Curriculum
- The Committee of Research, Resources, Planning and Budget
- The Committee of Faculty and Professional Staff Personnel Policies
- The Committee of Nominations and Elections
- The Committee of Bylaws
- The Committee of Library, Educational Technology, and Simulation Center

### **Section B: General Rules for Standing Committees**

#### **1. Membership**

- a. The membership of each standing committee is outlined in Article XIII.
- b. The individual holding a joint appointment may not serve as a representative of more than one school or college on a standing committee.
- c. The Presiding Officer shall be an ex officio member of all the standing committees. The Presiding Officer-Elect may substitute for the Presiding Officer if the Presiding Officer is unable to attend a meeting. The Presiding Officer shall be a voting member of the Nominations and Elections Committee. The Presiding Officer shall be a non-voting member of the other standing committees.
- d. Membership of standing committees will be monitored by the Executive Committee and made available on the faculty governance website, which shall be updated regularly.
- e. If a member of a standing committee or subcommittee cannot serve their full term, the chair of the standing committee shall request that the appropriate school or college's Faculty and Professional Staff Executive Committee appoint or elect a replacement to serve on the committee for the remainder of the term. If the member was the representative from the Downstate Assembly Executive Committee or was a member appointed by the Executive Committee, then the Executive Committee shall select a replacement to serve on the committee for the remainder of the term.
- f. In cases in which a standing committee's membership includes the chair of each constituent school or college's committee with comparable responsibilities/functions, and the chair of that committee in a constituent school or college is unwilling or unable to serve on the Downstate Assembly standing committee, then the constituent school or college shall provide another member of that committee to serve on the Downstate Assembly standing committee.
- g. In cases in which a standing committee's membership requires a member from each constituent school or college's committee with comparable responsibilities/functions, and a constituent school or college does not have such a committee, then the constituent school or college shall provide a member by election or appointment by its Faculty and Professional Staff Executive Committee.

## 2. Procedure

- a. Each member of a standing committee present shall be entitled to one vote at meetings of the committee. *See Section B, 1c for voting rights of the Presiding Officer.* The chair of the standing committee should abstain from voting except to break a tie vote.
- b. Remote Attendance. Members of the standing committees shall be deemed present at a meeting of the committee if they are participating in the meeting by means of a conference telephone, video conferencing, or other means that enables all persons participating in the meeting to communicate with each other.
- c. A quorum shall consist of a majority of the voting faculty and professional staff members of the committee.
- d. Each year at the September meeting of the Executive Committee, the Committee shall elect the Executive Committee representative for each of the standing committees, who shall then convene the initial meeting of the standing committee to which they have been assigned. In the case of the Nominations and Elections Committee, the Presiding Officer is the representative from the Executive Committee, and in that role shall convene the initial meeting of the Nominations and Elections Committee.
- e. Each standing committee shall hold its initial meeting as soon as is practicable after the beginning of the academic year in September.
- f. Unless otherwise specified in these bylaws, each standing committee shall annually elect a chair and any such officers as the committee shall deem necessary from among its members. The officers shall be eligible for reelection.
- g. The term of office of each committee member shall be determined by the constituent school or college that the person is representing, unless stated otherwise elsewhere in these bylaws.
- h. If the Executive Committee determines that a standing committee has not convened or is not functioning, the Executive Committee may vote to replace the Executive Committee representative for that standing committee or the chair of that committee.
- i. All standing committees shall be responsive to inquiries, recommendations, or communications from the faculty, administration, and appropriate student committees of SUNY Downstate.
- j. The standing committees shall make full use of appraisals and recommendations of appropriate committees of the various schools and colleges of SUNY Downstate, including recognized student groups.
- k. The Executive Committee may refer issues to the standing committees as it sees fit.
- l. The chair of standing committees shall appoint from among the members of the faculty and professional staff, and when appropriate, from the student body, those subcommittees that will best enable the standing committee to carry out its responsibilities. When areas of specific concern to individual departments, disciplines, programs or divisions arise, the subcommittee shall have, when necessary, at least one representative from the affected unit included in its membership.

m. The standing committees shall conduct publicly announced, open hearings when necessary, at which times interested parties shall be given an opportunity to set forth their views. Two weeks prior notice shall be given for such hearings. The standing committee shall ask the Executive Committee to employ all means at its disposal to publicize the hearings within the schools and colleges and affiliated institutions and hospitals as applicable.

n. A minority shall be entitled to submit a report at the time that a standing committee or subcommittee makes a report to the Executive Committee.

## **Article XIII: Standing Committees of the Downstate Assembly of Faculty and Professional Staff**

### **Section A: The Committee of Educational Policy and Curriculum**

#### **1. Membership**

- a. The Committee of Educational Policy and Curriculum shall consist of twelve voting members:
  - i. Five of the members shall be the chairs of the committee with the comparable responsibilities/functions in their school or college.
  - ii. The sixth member shall be a representative from the Downstate Assembly Executive Committee and shall be elected by that group.
  - iii. The seventh member shall be an additional representative from the College of Medicine's committee with comparable responsibilities/functions.
  - iv. There shall be one student member from each of the constituent schools and colleges chosen by the student governance of that school or college.
- b. The Committee will be initially convened by the member from the Downstate Assembly Executive Committee but will elect its own chair at its initial meeting.

#### **2. Functions**

- a. Continually study the overall educational policy of SUNY Downstate and where deemed advisable, make recommendations dealing with matters in this area for action by the Downstate Assembly Executive Committee.
- b. Review proposed curriculum changes in any school or college of SUNY Downstate, with view to assessing the possible impact of such changes on total educational policy of SUNY Downstate, and on the teaching programs of the other schools and colleges of SUNY Downstate, and make recommendations to the Downstate Assembly Executive Committee.
- c. Encourage the relevant standing committees of the constituent schools and colleges to continually study the educational policies of their school or college and, where necessary, make the appropriate recommendations to their school or college's Executive Committee regarding admissions requirements, evaluation of the academic performance of students, examination procedures, awarding of honors, and granting of degrees.
- d. Investigate opportunities for interdisciplinary and interprofessional teaching and learning that involve multiple schools and/or colleges of SUNY Downstate and make recommendations to the Downstate Assembly Executive Committee.
- e. Stay apprised of educational policy changes and educational opportunities that develop on a SUNY-wide level and inform the Downstate Assembly Executive Committee when appropriate.
- f. Refer any needs regarding educational technology that are identified during Committee deliberations to the Committee of Library, Educational Technology, and Simulation Center, particularly those affecting multiple schools and/or colleges.

g. Consider and act upon new proposals relating to functions of this standing committee that originate from the Executive Committee or members of the SUNY Downstate Faculty and Professional Staff Assembly.

h. The manner in which the above functions can best be served is to be decided by the Committee.

## **Section B: The Committee of Research, Resources, Planning and Budget**

### **1. Membership**

- a. The Committee of Research, Resources, Planning and Budget shall consist of six voting members, five of whom are the chairs of the committee with the comparable responsibilities/functions in their school or college. The sixth member shall be a representative from the Downstate Assembly Executive Committee and shall be elected by that group.
- b. The Committee will be initially convened by the member from the Downstate Assembly Executive Committee but will elect its own chair at its initial meeting.

### **2. Functions**

- a. Initiate, plan and develop ways and means of securing and maintaining support for research activities of the faculty of SUNY Downstate from within the State University system and from external sources and make recommendations to the Downstate Assembly Executive Committee.
- b. With the approval of the Executive Committee, establish ways to encourage and facilitate research collaborations among the Downstate Assembly members, particularly across the schools and colleges.
- c. With the approval of the Executive Committee, engage with the Research Foundation and other research-related entities to facilitate growth of research at Downstate.
- d. Periodically review established procedures for the development, support, and approval of research activities of the faculty of SUNY Downstate and make recommendations to the Executive Committee of the Faculty and Professional Staff.
- e. Periodically review the role of established research activity in the context of the entire educational effort of SUNY Downstate and make recommendations to the Executive Committee of the Faculty and Professional Staff.
- f. Review the overall fiscal direction of established and proposed educational and related programs of SUNY Downstate and make recommendations to the Executive Committee of the Faculty and Professional Staff.
- g. Initiate, develop, and plan criteria and procedures that will ensure faculty and professional staff participation in the preparation of the SUNY Downstate budget and make recommendations to the Executive Committee.
- h. Conduct an annual review of the SUNY Downstate budget and present the findings to the Executive Committee.
- i. Periodically review established procedures relating to planning and budget and make recommendations to the Executive Committee.
- j. Consider and act upon new proposals relating to functions of this standing committee that originate from the Executive Committee or members of the SUNY Downstate Faculty and Professional Staff Assembly.

## **Section C: The Committee of Faculty and Professional Staff Personnel Policies**

### **1. Membership**

- a. The Committee of Faculty and Professional Staff Personnel Policies shall consist of six voting members, five of whom are the chairs of the committee with the comparable responsibilities/functions in their school or college. The sixth member shall be a representative from the Downstate Assembly Executive Committee and shall be elected by that group.
- b. The Committee will be initially convened by the member from the Downstate Assembly Executive Committee but will elect its own chair at its initial meeting.

### **2. Functions**

- a. Periodically review all personnel policies pertaining to the SUNY Downstate Faculty and Professional Staff to ensure consistency with the Policies of the Board of Trustees of the State University of New York.
- b. Develop, recommend, and assist in implementing policies dealing with faculty and professional staff workloads, safety and health, amenities, and related matters, and with Faculty-Administration relations at SUNY Downstate and make recommendations to the Executive Committee of the Faculty and Professional Staff Assembly.
- c. Make recommendations for the preparation and publication of a SUNY Downstate Faculty Handbook in accordance with Article IX, Title A, Part 3 of the Policies of the Board of Trustees of the State University of New York.
- d. Be available to assist the comparable committees in the constituent schools and colleges in setting standards for academic and professional qualifications of the faculty and professional staff and in formulating procedures for promotion and tenure.
- e. Determine standards which will develop and maintain an atmosphere of academic freedom, commitment to academic inquiry, and respect for academic rights of others.
- f. Develop with Administration authorities a mechanism to prevent and review breaches of the institutional obligation to protect academic freedom, including freedom to teach.
- g. Assist in the development of standards for student responsibility toward the right to teach and be taught, and in the development of procedures to review and correct breaches of these standards.
- h. Consider and act upon new proposals relating to functions of this standing committee that originate from the Executive Committee or members of the SUNY Downstate Faculty and Professional Staff Assembly.

## Section D: The Committee of Nominations and Elections

### 1. Membership

- a. The Committee of Nominations and Elections shall consist of six voting members, five of whom are the chairs of the committee with the comparable responsibilities/functions in their school or college. The sixth voting member is the Presiding Officer of the Downstate Assembly of Faculty and Professional Staff.
- b. The Committee will be initially convened by the Presiding Officer but will elect its own chair at its initial meeting. If the Presiding Officer is unable to convene the initial meeting, it may be convened by the Presiding Officer-Elect.

### 2. Functions

- a. Fulfill committee functions regarding nominations, [ballots](#), and elections as outlined in Article XI.
- b. Supervise all Downstate Assembly elections, including those for Senator and Alternate Senator.
- c. Supervise the counting of all ballots for Downstate Assembly elective offices, including those for Senator and Alternate Senator.
- d. Supervise the counting of all ballots on resolutions as described in Article VIII, Section D.
- e. Supervise the counting of ballots on amendments to these bylaws as outlined in Article XV, Section B.
- f. Supervise the election of the library staff representative to the Committee of the Library, Educational Technology, and Simulation Center (*see Article XIII, Section F, 1a*) and inform the Executive Committee of the result.

### 3. Potential Conflict of Interest

Members of the Committee of Nominations and Elections may be nominated for office but must recuse themselves from the election administration and ballot counting if their name appears on the ballot.

## **Section E: The Committee of Bylaws**

### **1. Membership**

- a. The Committee of Bylaws shall consist of six voting members, five of whom are the chairs of the committee with the comparable responsibilities/functions in their school or college. The sixth member shall be a representative from the Downstate Assembly Executive Committee and shall be elected by that group.
- b. The Committee will be initially convened by the member from the Downstate Assembly Executive Committee but will elect its own chair at its initial meeting.

### **2. Functions**

- a. Conduct an ongoing review of the bylaws of the Downstate Assembly of Faculty and Professional Staff to ensure the bylaws are consistent with the Policies of the Board of Trustees of the State University of New York and the bylaws and policies of the SUNY University Faculty Senate and make recommendations to the Downstate Assembly Executive Committee.
- b. Initiate, develop and plan necessary amendments for revisions to the bylaws of the Downstate Assembly of Faculty and Professional Staff, ensuring those amendments are consistent with the Policies of the Board of Trustees of the State University of New York and the bylaws and policies of the SUNY University Faculty Senate, and make recommendations to the Downstate Assembly Executive Committee.
- c. Review bylaws and provide support to the Faculty and Professional Staff Assemblies of the constituent schools and colleges regarding their bylaws to assure consistency with the Policies of the Board of Trustees of the State University of New York and the bylaws of the Downstate Assembly of Faculty and Professional Staff.
- d. Assist the Faculty and Professional Staff Assemblies of the constituent schools and colleges to revise their bylaws to achieve consistency with the bylaws of the Downstate Assembly of Faculty and Professional Staff within one year of the adoption of amendments to the bylaws of the Downstate Assembly of Faculty and Professional Staff.
- e. Consider and act upon new proposals relating to functions of this standing committee that originate from the Executive Committee or members of the SUNY Downstate Faculty and Professional Staff Assembly.

## **Section F: The Committee of the Library, Educational Technology, and Simulation Center**

### **1. Membership**

- a. This Committee shall consist of ten voting members:
  - i. Five of the members shall be the chairs of the committee with the comparable responsibilities/functions in their school or college.
  - ii. The sixth member shall be a representative from the Downstate Assembly Executive Committee and shall be elected by that group.
  - iii. The seventh member shall be an additional member from the College of Medicine's committee with comparable responsibilities/functions.
  - iv. The eighth voting member shall be a member of the library staff who is also a member of the Downstate Assembly. This eighth member shall be elected every two years by those members of the library staff who are also members of the Downstate Assembly.
  - v. The ninth member shall be a Downstate Assembly member working in educational technology or the Simulation Center and shall be appointed by the Downstate Assembly Executive Committee each year.
  - vi. The tenth member shall be a student provided by the University Council.
- b. The Committee will be initially convened by the member from the Downstate Assembly Executive Committee but will elect its own chair at its initial meeting.

### **2. Functions**

- a. Meet a minimum of four times a year.
- b. Periodically review the needs of the Downstate faculty and professional staff with regards to the library, educational technology, and simulation center, review existing capabilities, and make recommendations to the Downstate Assembly Executive Committee.
- c. Periodically review policies and procedures relating to the library and make recommendations to the Downstate Assembly Executive Committee.
- d. Periodically review policies and procedures relating to educational technology and make recommendations to the Downstate Assembly Executive Committee.
- e. Periodically review policies and procedures relating to the Simulation Center and make recommendations to the Downstate Assembly Executive Committee.
- f. Confer with the Committee of Educational Policy and Curriculum regarding educational technology needs they have identified, particularly those affecting multiple schools and colleges.
- g. Consider and act upon new proposals relating to functions of this standing committee that originate from the Executive Committee or members of the SUNY Downstate Faculty and Professional Staff Assembly.

**Article XIV: Standing Committees or Subcommittees of the Faculty and Professional Staff Assemblies of the Constituent Schools and Colleges**

1. Each constituent school or college shall have the following standing committees/subcommittees or standing committees/subcommittees that cover these functions:
  - a. Committee of Educational Policy and Curriculum
  - b. Committee of Research, Resources, Planning and Budget
  - c. Committee of Faculty and Professional Staff Personnel Policies
  - d. Committee of Nominations and Elections
  - e. Committee of Bylaws
  - f. Committee of Library, Educational Technology, and Simulation Center
  - g. Committee of Academic and Professional Qualifications
2. Each constituent school or college shall also have an Executive Committee of the Faculty and Professional Staff Assembly composed of the elected officers of that school or college's Faculty and Professional Staff Assembly and other persons as determined by the bylaws of the Faculty and Professional Staff Assembly of that school or college.
3. Each constituent school or college may have additional committees or subcommittees as appropriate.
4. The membership and functions of each committee or subcommittee will be specified by the individual school or college.
5. All positions on standing committees or subcommittees of all Faculty and Professional Staff Assemblies of the Downstate schools and colleges shall be filled by election or by appointment by the Executive Committee of the Faculty and Professional Staff Assembly of that school or college.
6. All voting members of the Faculty and Professional Staff Assemblies of each of the Downstate schools and colleges shall be eligible to serve on the standing committees or subcommittees of their respective school or college except in the case of the Committee on Academic and Professional Qualifications for which special conditions may prevail in each school and college.
7. The constituent schools or colleges are composed of several identifiable divisions or disciplines or programs. There shall be representation from across these divisions/disciplines/programs where possible on a standing committee or subcommittee.

## **Article XV: Amendments to these Bylaws**

### **Section A – Initiation of Amendments and their Inclusion on the Ballot**

1. The Committee of Bylaws may initiate an amendment and present the language of the recommended amendment to the Executive Committee. The Executive Committee may edit the language of the proposed amendment.
2. The Executive Committee may initiate an amendment. The Executive Committee may determine the language of the amendment or refer that process to the Committee of Bylaws.
3. For amendments initiated by method 1 or 2 above, a majority vote of the Executive Committee of the Downstate Assembly of Faculty and Professional Staff is sufficient for inclusion of the amendment on the ballot; however, the Executive Committee may decide (with a majority vote) to edit the language of the amendment or to withdraw the amendment after discussion of the proposed amendment at a meeting of the Downstate Assembly of Faculty and Professional Staff.
4. Proposals to amend these bylaws may be made on the written petition of twenty-five voting members of the Downstate Assembly of Faculty and Professional Staff to the Presiding Officer of the Downstate Assembly of Faculty and Professional Staff at least four weeks before the next Assembly meeting. The Secretary of the Downstate Assembly of Faculty and Professional Staff shall be responsible for the distribution of the text of the proposed amendment to the voting members of the Downstate Assembly of Faculty and Professional Staff at least two weeks before discussion at the Assembly meeting. After discussion the Downstate Assembly of Faculty and Professional Staff will vote at the Assembly meeting whether to include the proposed amendment on the ballot. A majority vote is sufficient for inclusion of the amendment on the ballot.

### **Section B - Method of Voting on Amendments**

1. Amendments approved to be included on the ballot by the Executive Committee or the Downstate Assembly of Faculty and Professional Staff (*see 3 and 4 of Section A*) shall appear on the ballot at the next regular election or at a special election occurring prior to the next regular election.
2. The text of the final proposed amendment, and when appropriate, the text of the existing bylaws language it seeks to supersede, shall be sent to the voting members of the Assembly. The text may be included on the ballot or accompanying the ballot and/or may be sent out prior to the dissemination of the ballot. For major proposed amendments (as determined by the Committee of the Bylaws or the Executive Committee) that have not been presented at an Assembly meeting, the text of the final proposed amendment, and when appropriate, the text of the existing bylaws language it seeks to supersede, shall be sent by the Secretary of the Downstate Assembly of the Faculty and Professional Staff to the voting members of the Assembly at least two weeks prior to the vote on the proposed amendment.
3. The vote shall be by secret, secure, electronic ballot. Voting shall be open for two weeks.
4. The Committee of Nominations and Elections shall verify the results of the vote and then ensure that the outcome is transmitted via Downstate Email to all voting members of the

Downstate Assembly of Faculty and Professional Staff within two weeks of the close of voting. The results transmitted shall include the total number of voters, whether each amendment on the ballot passed, and the number of votes for and against each amendment.

5. These bylaws may be amended by approval of two-thirds of the votes cast.
6. The text of passed amendments shall be transmitted to the SUNY Board of Trustees, the Chancellor of the State University of New York, the SUNY University Faculty Senate, and the President of SUNY Downstate.
7. An amendment to these bylaws shall go into effect immediately upon its adoption unless the motion to adopt specifies a time for its going into effect or the Downstate Assembly of Faculty and Professional Staff has previously adopted a motion to that effect.