

STATE UNIVERSITY OF NEW YORK DOWNSTATE MEDICAL CENTER
SCHOOL OF PUBLIC HEALTH
FACULTY AND PROFESSIONAL STAFF CONSTITUTION AND BY-LAWS

Preamble

In keeping with the policies of the Board of Trustees of the State University of New York, and in compliance with the directive set forth in the Faculty By-Laws of the Downstate Medical Center, the members of the Faculty and Professional Staff Assembly of the School of Public Health do hereby enact these By-Laws for the purpose of establishing the organization of the Faculty and Professional Staff of the School of Public Health, and designating the policies and procedures necessary for the definition and execution of its duties and responsibilities.

ARTICLE I
DEFINITION OF TERMS

- Item 1. "University": State University of New York
- Item 2. "Board of Trustees": Board of Trustees of the State University of New York
- Item 3. "Chancellor": The Chief Administrative Officer of the State University of New York
- Item 4. "Medical Center:" Downstate Medical Center of the State University of New York, abbreviated as SUNY-DMC
- Item 5. "President": The Chief Administrative Officer of the State University of New York DMC
- Item 6. "School": The School of Public Health
- Item 7. "Dean": The Dean of the School of Public Health
- Item 8. "Faculty": The faculty of the School of Public Health of the SUNY DMC, consisting of the Chancellor of the University, President of the Medical Center, the Dean of the School of Public Health, other administrative personnel who also hold academic appointments in the School of Public Health and all members of the academic staff of the School of Public Health.
- Item 9. "Academic Staff": Those persons having full academic rank, or qualified academic rank in the School of Public Health as defined in Article II, Policies of the Board of Trustees
- Item 10. "Professional Staff": All persons in the departments of instruction in the School of Public Health occupying positions designated by the President and confirmed by the Committee on Faculty and Professional Staff Personnel Policies or as defined in the contract negotiated under the Taylor Law, as directly supporting the educational and research goals of the School of Public Health. Such positions, as designated by the Chancellor, are in the unclassified service.
- Item 11. "Department": An administrative unit responsible for the imparting of a body of knowledge as recognized in the courses of instruction required in both masters and doctoral degrees in the School of Public Health.

ARTICLE II

RESPONSIBILITIES OF THE FACULTY AND PROFESSIONAL STAFF

The Faculty and Professional Staff are responsible for the development and implementation of programs and policies in accordance with the standards for the Articles of Governance of the State University Faculty Senate, subject to the authority of the State University Faculty Senate, subject to the authority of the State University Trustees and not inconsistent with the powers and policies thereof.

Responsibilities of the Faculty and Professional Staff include:

- Item 1. The development and conduct of educational, research, and service programs of the School.
- Item 2. The establishment, maintenance, and continuous review of academic standards, including requirements for admission and the granting of degrees.
- Item 3. Participation in the formulation of faculty and professional staff personnel policies including recruitment, appointments, promotions, and selection of faculty, administrative officers, department chairpersons, division chairpersons, and deans.
- Item 4. Participation in the formulation and implementation of policies pertaining to budget and resources.
- Item 5. The encouragement of student participation in the development of educational programs of the School.
- Item 6. Participation in the periodic assessment of faculty, professional staff, and administrative activities in the areas of faculty and professional responsibility, consistent with procedures outlined in contracts negotiated under the Taylor Law.

ARTICLE III
ORGANIZATION OF THE SCHOOL OF PUBLIC HEALTH
FACULTY AND PROFESSIONAL STAFF

SECTION A. FACULTY AND PROFESSIONAL STAFF ASSEMBLY OF THE SCHOOL OF PUBLIC HEALTH

- Item 1. Membership. Membership in the Faculty and Professional Staff Assembly shall consist of the Faculty and Professional Staff of the School as defined in Article I, Items 8 and 10.
- Item 2. Voting Membership. The voting members of the Faculty and Professional Staff Assembly are as follows:
- a) The Chancellor of the University
 - b) The President of DMC
 - c) The Dean of the School
 - d) Members of the Faculty holding academic rank, or with the rank of instructor
 - e) Members of the professional staff defined in Article I, Item 10

SECTION B. OFFICERS OF THE FACULTY AND PROFESSIONAL STAFF ASSEMBLY SCHOOL OF PUBLIC HEALTH

- Item 1. The officers of the Faculty and Professional Staff Assembly shall consist of a Presiding Officer, a Presiding Officer Elect, and a Secretary elected by a majority of those casting ballots. Each voting member shall be entitled to a single vote. Votes may be cast via written paper or e-mail ballot. The Presiding Officer shall serve for two (2) years. The Presiding Officer Elect shall be elected for a two (2) year term and shall assume the office of Presiding Officer automatically at the expiration of the Presiding Officer's term or whenever that office becomes vacant. The Presiding Officer and Presiding Officer Elect shall not be eligible to serve again in the same office until two years have elapsed. Should the Presiding Officer leave office prior to the conclusion of his or her term, the Presiding Officer Elect shall serve as Presiding Officer for any remaining fraction of an academic year, plus the following two years. Should the Presiding Officer Elect's early assumption of office commence at the beginning of an academic year, s/he will serve for two years.

The Secretary shall serve for a two (2) year term.

In the event that an elected officer fails to meet his or her responsibilities as stated in the By-Laws as determined by a 2/3 vote of the Executive Committee as delineated above, the officer shall be removed by a majority vote of the Faculty and Professional Staff Assembly voting by confidential written ballot.

Deans (including Assistant, Associate and Vice-Deans) shall not be eligible to serve as officers of the Faculty and Professional Staff Assembly.

- Item 2. The duties of the officers shall be as follows:
- a) Presiding Officer. The Presiding Officer shall preside at meetings of the Faculty and Professional Staff Assembly and shall be an *ex officio* member of all standing committees of the Faculty and Professional Staff. The Presiding Officer shall include in his or her report to the Faculty and Professional Staff Assembly a synopsis of the recommendations, resolutions, and reports of any standing committees held since the previous Faculty and Professional Staff Assembly meeting.

b) Presiding Officer Elect. The Presiding Officer Elect shall assist the Presiding Officer in performing his or her duties and shall preside in the event of his or her absence and 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 shall notify the Faculty and Professional Staff Assembly of all meetings, keep the minutes and records of the Faculty and Professional Staff Assembly and distribute the minutes of the meeting to each member prior to the beginning of the next meeting. The Secretary shall maintain a permanent file of the minutes, a current copy of these By-Laws, and a roster of the voting membership for the use of the Faculty and Professional Staff.

SECTION C. MEETINGS OF THE FACULTY AND PROFESSIONAL STAFF ASSEMBLY

- Item 1. Regular Meetings. Two (2) regular meetings of the Faculty and Professional Staff Assembly shall be held each year, one in the Fall and one in the Spring.
- Item 2. Special Meetings. Special meetings may be called by the Chancellor, the President, the Dean, the Presiding Officer of the Faculty and Professional Staff Assembly, or at the written request of six (6) or more members of the Faculty and Professional Staff Assembly. This meeting shall be held within fifteen (15) calendar days of the receipt of such application. The business of such meetings shall be indicated on the notice of the meeting and any actions taken shall be limited to those matters set forth in the application.
- Item 3. Quorum. A quorum at any meeting of the Faculty and Professional Staff Assembly shall consist of a majority of voting members.
- Item 4. Notice of Meetings. Except in the case of a special meeting, the Secretary of the Faculty and Professional Staff Assembly shall notify each voting member of the Faculty and Professional Staff Assembly by mail or email at least one (1) week prior to the meeting date.
- Item 5. Order of Business. The order of business of the Faculty and Professional Staff Assembly meetings, except for Special meetings, shall be as follows:
 - a) Reading and approval of minutes of the previous meeting(s)
 - b) Report of the Chancellor of the University
 - c) Report of the President of DMC
 - d) Report of the Dean
 - e) Report of the Presiding Officer
 - f) Reports of the Standing Sub-Committees
 - i. Research, Resources, and Budget
 - ii. Nominations, Elections and By-Laws
 - iii. Academic Standards, Student Activities, and Faculty-Student Relations [Student Affairs].
 - iv. Educational Policy and Curriculum
 - v. Academic and Professional Qualifications (CAPQ)
 - g) Reports of Special Committees
 - h) Report of the Secretary
 - i) Old business

- j) New business. Items of new business may be presented at any meetings of the Faculty and Professional Staff Assembly. Unlimited discussion is allowed, but discussion may be terminated by a majority vote. No substantive matters may be brought to an immediate vote. Notification of this matter must be sent to the voting membership by mail or email within one week. Voting may take place by mail or email. A matter shall be deemed substantive if it involves in its development or implementation the expenditure or commitment of human, physical, or fiscal resources. Any other matter may be voted upon without delay by voice vote and considered passed if approved by a simple majority of those present and voting.

Item 6. A confidential written or email ballot shall be used in any of the following circumstances:

- a) For elections
- b) For substantive resolutions

Item 7. Unless otherwise approved by these By-Laws, the latest edition of Robert's Rules of Order shall govern the conduct of business of the Faculty and Professional Staff Assembly.

ARTICLE IV
COMMITTEES OF THE FACULTY AND PROFESSIONAL STAFF ASSEMBLY

SECTION A. STANDING COMMITTEES OF THE FACULTY AND PROFESSIONAL STAFF ASSEMBLY

There shall be one (1) Standing Committee of the Faculty and Professional Staff Assembly:

1. Executive Committee

Executive Committee:

- Item 1. Membership. The Committee shall consist of an elected representative from each department in the School and one representative from the professional staff. In addition, The Presiding Officer, Presiding Officer Elect, and the Secretary of the Faculty and Professional Staff Assembly shall be members. Deans (including Assistant, Associate and Vice-Deans) shall not be eligible to serve on the Executive Committee.
- Item 2. Officers of the Executive Committee:
- a) Chair. The Presiding Officer of the Faculty and Professional Staff Assembly shall be the Chair. In his/her absence, the Presiding Officer Elect shall preside. In the event that both the Presiding Officer and the Presiding Officer Elect are absent, the Secretary shall preside and shall designate a committee member to act as Secretary.
 - b) Secretary. The Secretary of the Faculty and Professional Staff Assembly shall serve as Secretary to the Executive Committee.
- Item 3. Meetings:
- a) The meetings of the Executive Committee shall be open to all voting members of the Faculty and Professional Staff Assembly unless a closed session is called by a vote of two-thirds of the members of the Executive Committee.
 - b) The meetings of the Committee shall take place prior to each Faculty Assembly meeting and must meet as a separate group at least twice each academic year.
 - c) Special meetings may be called by the Chair of the Committee at any time.
 - d) The Secretary of the Committee shall be responsible for the preparation and distribution of the minutes of the meetings of the Committee. Distribution shall be to all members of the Assembly.
 - e) The minutes shall include the time and place of the next scheduled meeting.
- Item 4. Functions:
- a) The Committee shall act as a representative of the Faculty and Professional Staff Assembly in all matters referred to it by its Presiding Officer, by the Faculty and Professional Staff Assembly, by the Student Organization, or by the Administration of the School of Public Health.
 - b) The Committee shall review the status of faculty participation in the School governance and functions. The Committee shall determine whether such participation is consistent with the Policies of the Board of Trustees of the State University of New York, with the By-laws of the Medical Center, and with the By-laws of the School. Recommendations for revisions of Faculty participation in governance and functions shall be made when necessary.

- c) The Committee shall be responsible for the preparation of an agenda for each Faculty and Professional Staff Assembly meeting. The Secretary of the Committee shall be responsible for distribution by mail (or e-mail) of the agenda and the announcement of all Faculty and Professional Staff Assembly meetings, at least one (1) week in advance of the scheduled meeting.
- d) The Committee shall discuss and deliberate upon those reports and resolutions that are submitted to it. It shall study such reports and resolutions particularly from a standpoint of their impact on the total operations of the School. The Committee, through the Presiding Officer, shall be prepared to present its recommendations at a meeting of the Faculty and Professional Staff Assembly for discussion and action. A minority shall be entitled to submit a report at the time the Committee reports.
- e) The Committee shall ensure that the resolutions of the Faculty and Professional Staff Assembly and the Executive Committee are presented as recommendations to the Dean of the School.
- f) The Committee shall have authority to recommend the formation of *ad hoc* committees of the Faculty and Professional Staff Assembly and to established sub-committees of the Executive Committee for business that in its judgment is not the responsibility of a regular standing sub-committee of the Faculty.

SECTION B. STANDING SUB-COMMITTEES OF THE EXECUTIVE COMMITTEE:

The Executive Committee shall have the following five standing sub-committees:

- 1) Research, Resources, and Budget
- 2) Nominations, Elections and By-Laws
- 3) Student Admissions, Academic Standards and Faculty-Student Relations
- 4) Educational Policy and Curriculum
- 5) Academic and Professional Qualifications (CAPQ)

Members of standing sub-committees of the Executive Committee shall be selected by such methods as it deems appropriate within the guidelines specified under “membership” of each standing sub-committee or by other sections relating to membership with at least one member of the Executive Committee on each sub-committee. Chairpersons of standing sub-committees shall be selected as specified in Article V, Function j).

Sub-Committee on Research, Resources and Budget

Item 1. Membership:

The Research, Resources and Budget Sub-Committee shall consist of four (4) members, who are to be elected from among candidates nominated at the annual Spring meeting of the Faculty and Professional Staff Assembly. At least one of the members shall be a Professional Staff employee. They shall serve for two (2) years.

Item 2. Functions:

- a) The Sub-Committee shall initiate, plan and develop ways and means of securing and maintaining support for the research and career development activities of the Faculty and Professional Staff of the School and make recommendations to the Executive Committee.
- b) The Sub-Committee shall review the established procedures for development, support and approval of research activities of the Faculty of the School and make recommendations to the Executive Committee.
- c) The Sub-Committee shall review the role of the research activities in the context of the entire educational effort of the School and make recommendations to the Executive Committee.

- d) The Sub-Committee shall review the utilization of the physical facilities of the School and make recommendations to the Executive Committee.
- e) The Sub-Committee shall review established procedures relating to planning and budget and make recommendations to the Executive Committee.
- f) The Sub-Committee shall consider and act upon new proposals relating to its functions that originate from members of the School.
- g) The Sub-Committee shall review and make accessible written reports and summaries pertaining to the work of the Outcomes, Evaluation, and Assessment standing committee of the School.
- h) The Sub-Committee must follow all general rules outlined in Article V of these By-Laws.
- j) The Sub-Committee shall develop a process to ensure ongoing two-way communication between the Sub-Committee and the Associate Dean for Research, including inviting the Associate Dean to meet with the Sub-Committee at least annually.
- k) The Sub-Committee shall review all personnel policies pertaining to the School's Faculty and Professional Staff.

Sub-Committee on Nominations, Elections and By-laws

Item 1. Membership.

The Nominations, Elections, and By-laws Sub-Committee shall consist of three (3) members who are to be elected from among candidates nominated at the annual Spring meeting of the Faculty and Professional Staff Assembly. They shall serve for two (2) years.

Item 2. Functions.

a) It shall be the responsibility of the Sub-Committee to recommend two (2) or more candidates for the Office of Presiding Officer Elect and Secretary of the Faculty and Professional Staff Assembly. If an incumbent secretary is nominated for re-election, the Committee, at its discretion, may choose not to recommend other candidates.

b) Nominations of candidates other than those recommended by the Sub-Committee may be made from the floor of the Faculty and Professional Staff Assembly at the time the Committee presents its recommendations.

c) At the Spring meeting of the Faculty and Professional Staff Assembly, the Committee shall present its list of nominees for all pending vacancies. Within one month subsequent to the Spring meeting of the Faculty and Professional Staff Assembly, the Committee shall mail or e-mail a ballot listing all nominees (including those nominated from the floor) for the various pending vacancies. From the date of mailing, two (2) weeks shall be allowed for return of the ballots to the Secretary of the Committee who will be coordinating the ballots. Immediately, at the expiration of this period, the Committee shall tabulate the vote and report the results to the Executive Committee. The names of the newly elected officers and representatives shall be announced by the Presiding Officer of the Faculty and Professional Staff Assembly.

d) The Nominations, Elections, and By-laws Sub-Committee shall also:

- i. supervise any special elections
- ii. ensure that specified representation on the various standing committees and subcommittees is followed
- iii. maintain an up-to-date listing of membership of all standing committees and subcommittees of the Faculty and make this available in the School of Public Health Library for inspection and use by the Faculty

iv. supervise the counting of all mail/e-mail ballots for elected officers

v. supervise the counting of all mail/e-mail ballots on resolutions

e) The Sub-Committee shall review periodically the By-laws of the Faculty of the School to determine whether such By-laws are consistent with the Policies of the Board of Trustees of the State University of New York and By-laws of the Faculty of the DMC and make recommendations to the Committee of the Faculty.

f) The Sub-Committee shall initiate and develop necessary amendments or revisions to the By-laws of the School consistent with the Policies of the Board of Trustees of the State University of New York and By-laws of the Faculty of the DMC and make recommendations to the Committee of the Faculty.

g) The Sub-Committee must follow all general rules outlined in Article V of these By-Laws.

Sub-Committee on Student Admissions, Academic Standards and Faculty-Student Relations

Item 1. Membership:

The Sub-Committee shall consist of four (4) elected faculty members, one from each Department, who shall serve for two (2) years. In addition, one (1) non-voting student member shall be selected by the Student Council and shall serve for one (1) year. The Sub-Committee shall elect one (1) member to serve as the faculty representative to the Student Council.

Item 2. Functions:

a) The Sub-Committee shall study the admissions policy and academic standards of the School and make recommendations dealing with matters in this area to the Executive Committee.

b) The Sub-Committee shall initiate and review policies pertaining to evaluation of academic performance of students, examination procedures, awarding of honors and granting of diplomas, and shall make appropriate recommendations to the Executive Committee.

c) The Sub-Committee shall review periodically the status of Faculty-Student relations, and initiate recommendations to the Executive Committee in this area.

Sub-Committee on Educational Policy and Curriculum

Item 1. Membership:

The Sub-Committee shall consist of five (5) elected faculty members-- one from each Department with the exception of Epidemiology/ Biostatistics which shall have two members to permit representation from both programs (a total of 5 Departmental representatives), who shall serve for two (2) years. In addition, there shall be two (2) non-voting student members to be selected by the Student Council, including one MPH student and one DrPH student, who shall serve for one (1) year.

Item 2. Functions:

a) The Sub-Committee shall review the curriculum each semester to ensure that

i. Concentration and overarching competencies are covered

ii. Syllabi are complete in content

iii. Courses are designed to be taught at a level appropriate to the doctoral or masters degree

b) The Sub-Committee shall review modifications to existing courses and new courses as needed.

- c) Each year the Sub-Committee shall also review courses approved on a provisional basis the previous year.

Sub-Committee on Academic and Professional Qualifications

Item 1. Membership:

The Sub-Committee on Academic and Professional Qualifications shall consist of five tenured faculty. The members of the committee shall be elected in the Spring of each year by the Assembly from a slate of candidates presented to the Assembly by the Dean and the Committee on Nominations, Elections and By- Laws and may be supplemented by nominations from the floor. No more than two Departmental Chairpersons may be elected to membership of the Committee and no more than two members of the same Department should serve at the same time unless an exemption is approved by the Executive Committee. However, should a member of the committee be promoted to chair, he/she may remain on the committee to serve out his/her term of office. Within one month of the presentation of nominees, a mail ballot shall be distributed by the Sub-Committee on Nominations, Elections and By-Laws, as outlined in Article IV, Section B, Item 2c. Members shall serve for three years. Should any member be unable to complete his or her term of office, the Presiding Officer with the consent of the Executive Committee shall appoint a temporary replacement until the next election.

A maximum of two members of the Sub-Committee may be faculty whose primary appointment is in a School or College of Downstate outside of the School of Public Health.

Item 2. Functions:

- a) The Sub-Committee shall establish procedures for its operations and submit such procedures to the Executive Committee for its approval.
- b) The Sub-Committee shall review existing criteria of qualifications for each rank and for attainment of tenure in consultation with the Dean and submit recommendations for revisions to such criteria to the Executive Committee for its approval.
- c) Procedures of operations and recommendations for qualification for each rank and attainment for tenure shall be attached to the minutes and be made available in the SUNY-DMC Archives following approval of the Executive Committee.
- d) The Sub-Committee shall review the credentials of individuals presented for appointment, non-renewal or promotion to the rank of Assistant Professor, Associate Professor or Professor and for all individuals presented for continuing appointment (tenure), and present recommendations to the Dean.

Item 3: Appeals:

- 1) If the Sub-Committee turns down an application for promotion or tenure, the decision may be appealed to the School's Appeals Board.
- 2) An Appeals Board can also serve as an Alternate Route committee, in instances where the Department Chairperson is unwilling to propose an applicant for promotion or tenure.
- 3) The Executive Committee shall select at least two and no more than three tenured professors to serve as full voting members of the Appeals Board, plus one additional member to serve as an alternate. Members and alternates will serve a one-year term, but are eligible for reappointment by the Executive Committee. Members of the Appeals Board cannot be current members of the CAPQ.
- 4) In cases where a Department Chair is unwilling to propose an applicant for promotion or tenure, and the Chair is a member of the Appeals Board, then the Chair will not be eligible to

participate in recommendations to the Dean. In such a situation, the alternate member of the Appeals Board shall serve as a voting member. If no alternate member has been appointed, then the remaining full Board members will participate in recommendations to the Dean.

5) Within six months of an appeal, the Appeals Board will review the submitted appeals, and each member will make an individual recommendation to the Dean, who will then make the final judgment. Copies of the Appeals Board member recommendations shall be made available to the CAPQ.

6) A maximum of two members (which includes the alternate member) of the Appeals Board may be faculty whose primary appointment is in a School or College of Downstate outside of the School of Public Health.

SECTION C. ADDITIONAL STANDING COMMITTEES OF THE SCHOOL APPOINTED BY THE DEAN:

Committee on Student Admissions

Item 1. Membership:

The Sub-Committee shall consist of 4 appointed faculty members from each of the four (4) academic departments and at least one (1) faculty member from another school within the SUNY Downstate Medical Center. In addition, there shall be one (1) non-voting student member elected by the Student Council. All members shall serve for a period of two (2) years. b) The Sub-Committee chair shall serve for a period of two (2) years.

Item 2. Functions:

a) The Sub-Committee shall review the admissions policies and procedures and academic standards of the School and make recommendations to the Executive Committee.

b) The Sub-Committee chair shall prepare and present a report at the meetings of the Faculty and Professional Staff Assembly.

Committee on Assessment, Evaluation and Outcomes

Item 1. Membership:

The Sub-Committee on Outcomes, Evaluation and Assessment shall consist of four (4) appointed faculty members, one from each of the four (4) departments of the School, and one non-voting student member.

Item 2. Functions:

The Sub-Committee shall monitor and report outcome measures along with their respective targets. The outcome measures to be monitored include, but are not limited to: data on student/faculty ratios, institutional expenditures per full-time equivalent (FTE) student, research dollars per FTE faculty, student graduation rates, and student job placement rates.

Committee on Student Evaluation, Promotion, and Honors

Item 1. Membership:

The Committee will consist of a minimum of five voting faculty members inclusive of the Chair. All new voting faculty members will be appointed by the Dean.

Item 2. Functions

a) Evaluating the academic performance of all students

b) Recommending students for promotion

c) Evaluating students in academic difficulty

- d) Consequences to be applied for infractions of academic integrity
- e) Recommending plans for remediation of those students with deficiencies or those who have failed to register for the semester without an approved leave of absence
- f) Recommending students for graduation
- g) Recommending the conferring of certain honors on those students whose work is outstanding

ARTICLE V
GENERAL RULES FOR ALL COMMITTEES

The following General Rules shall apply to the Executive Committee and to all standing sub-committees of the Faculty and Professional Staff Assembly:

- a) The President, the Dean, the Vice Dean, and the Presiding Officer of the Faculty and Professional Staff Assembly or their designated representatives shall be ex-officio members without vote on all committees, unless specifically prohibited in these By-Laws.
- b) All voting members of the Faculty and Professional Staff Assembly shall be eligible for membership on these committees unless otherwise stated in these By-Laws.
- c) No single department of instruction, discipline or subject in the School shall have more than two representatives on any one committee/sub-committee. Professional staff shall not be considered representatives of specific departments for this purpose.
- d) Unless otherwise specified in these By-Laws, at the first selection, half of the representatives (or as close to half as possible) on a committee shall be selected for one year and the remaining representatives shall be selected to serve for two years. The ballot shall indicate which candidates are being nominated for one year terms or two year terms. In subsequent selections, to fill various vacancies resulting from expired terms, the selected persons shall serve two years.
- e) Nominations for all open committee positions shall be accepted online, by e-mail or in writing by the Nominations, Elections and Bylaws Sub-Committee in the two weeks prior to the Spring meeting of the Faculty and Professional Staff Assembly. An initial list of submitted nominations shall be presented to the Assembly at the Spring meeting, at which time additional nominations shall be permitted from the floor. Any additional nominations from the floor shall be immediately added to the existing list of candidates. The final list of candidates shall be circulated to all Assembly members following the meeting.
- f) The names of members and officers of all committees shall be announced before the end of the academic year, and they shall serve for the ensuing year(s) beginning the following September 1.
- g) A committee member is eligible for re-election, unless otherwise stated in these By-Laws.
- h) If a member of a committee cannot serve his or her full term, the Executive Committee may appoint or hold a special election for a *pro-tem* member to serve on the committee for the remainder of the term.
- i) If a representative to the Executive Committee from a Department or from the Professional Staff is on personal / professional leave, their Department or the Professional Staff may elect an alternate to temporarily represent them on the Executive Committee.
- j) Each member of a committee shall be entitled to one vote at meetings of that committee.
- k) A quorum shall consist of a majority of faculty and professional staff members of the committee.
- l) Unless otherwise specified in these By-laws, each committee shall annually elect a chairperson and any such officers as the committee shall deem necessary from among its members. The chair and officers shall be eligible for re-election.
- m) Each committee shall hold its initial meeting as soon as practicable after the beginning of the academic year in the month of September. The chairperson of the standing sub-committees during the preceding year, whether or not he or she remains as a member of the committee, shall be responsible for calling this initial meeting.
- n) All committees shall be responsive to inquiries, recommendations or communications from the School of Public Health community.

- o) The chairpersons of standing sub-committees may appoint members to assist the sub-committee in carrying out its responsibilities with the advice and consent of the Presiding Officer. Those appointed subcommittee members shall not have a vote on that sub-committee. Membership in such sub-committees may be from among the voting and non-voting members of the Faculty, Professional Staff and Student Body. When areas of specific interest to individual departments, divisions, disciplines or subjects within the School are involved, the sub-committee shall have, when possible, at least one representative from the group concerned.
- p) A minority shall be entitled to submit a report at the time that a sub-committee makes its report.
- q) Sub-committees shall report items for action and minutes of the meeting to the Secretary of the Executive Committee within 3 weeks of the meeting.
- r) Chairs of sub-committees or their representatives shall be present at all meetings of the Assembly and the Executive Committee. If not a member of the Executive Committee they may have voice but not vote.
- s) All sub-committees shall meet at least twice per year.
- t) All reviews required of sub-committees shall be conducted at least twice per year.
- u) Members of sub-committees unable to regularly attend meetings are subject to replacement for the current term by the Presiding Officer, with the majority approval vote of the Executive Committee.
- v) Sub-committee chairs shall be subject to replacement by a two-thirds vote of the Executive Committee on the recommendation of the Presiding Officer for cause. (Unless otherwise stated in the By-Laws).
- w) When necessary, sub-committees shall conduct publicly announced open hearings, at which time interested parties shall be given an opportunity to express their views. Two weeks prior notice shall be given for such hearings. The administrative office of the School shall be asked to employ all means at its disposal to publicize the hearings within the School.

ARTICLE VI

ELECTIONS

Any voting member of the Faculty and Professional Staff Assembly shall be eligible to hold office as Presiding Officer, Presiding Officer Elect, or Secretary, with the exception of Deans (including Assistant, Associate and Vice-Deans). Any voting member of the Faculty and Professional Staff Assembly shall be eligible to vote in such elections. The ballot for the above-named officers of the Faculty and Professional Staff Assembly shall be mailed/e-mailed, deposited and counted as described in Article IV, Committee on Nominations, and By-Laws, Item 2c).

Requirements for Election:

1. In all elections a majority of the votes cast shall be sufficient for election.
2. In elections where there is a group of candidates for more than one vacancy on a committee, or more than two candidates for one vacancy, the candidates with the most votes shall be elected even if a majority of votes is not attained, as long as the number of votes for the candidate with the most votes exceeds the number of abstaining votes. In the event that there are more abstaining votes than votes for the candidate with the most votes, there will be a run-off election for the two candidates for each open position with the most votes.

ARTICLE VII
AMENDMENTS TO THE BY-LAWS

Presentation of Amendments

Proposals to amend the School's By-laws must be made on the written petition of 10 voting members of the Faculty and Professional Staff Assembly to the Presiding Officer of the Faculty and Professional Staff Assembly at least four (4) weeks before discussion at a Faculty and Professional Staff Assembly meeting. The Secretary of the Faculty and Professional Staff Assembly shall be responsible for the distribution of the text of the proposed amendment to the Voting Membership at least two (2) weeks before discussion at the Faculty and Professional Staff Assembly.

Method of Voting on Amendments

- a) Voting on amendments can be conducted by either of two (2) methods. First, amendments can be voted on at a meeting of the Faculty and Professional Staff Assembly. Second, within two (2) weeks of termination of discussion on an amendment, a ballot (accompanied by the text of the final proposed amendment and when appropriate the text of the existing By-laws it seeks to supersede) shall be sent by the Secretary of the Faculty and Professional Staff Assembly to voting members via mail or e-mail. The results of the vote and the count should be available within two (2) weeks of the mailing/e-mailing of the ballot. For both methods, the ballots shall be counted by the Committee on Nominations, Elections, and By-laws and the results of the vote communicated to the membership via e-mail, as well as to the Assembly meeting, if feasible.
- b) A proposed amendment shall be considered adopted if approved by two thirds of the membership casting ballots in the election.
- c) An amendment to these By-laws shall go into effect immediately upon adoption unless motion to adopt specified a time for its going into effect of the Faculty and Professional Staff Assembly has previously adopted a motion to that effect.