

**BLUE- significant addition**  
**RED- significant substantive change**

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

(Revision enacted on XX/XX/2023)

### 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)

### Commentary:

*The name of Downstate has been updated.*

*Sentence order changed so that the first sentence is one that has both faculty and professional staff in it. Slight edit to match Article X, Part 4 of the Policies of the Board of Trustees: "4. Responsibility. The faculty of each college shall have the obligation to participate significantly in the initiation, development and implementation of the educational program."*

*The "Documents that inform these bylaws" section was added. Earlier versions of those same documents (1973) informed the earlier version of these bylaws and were referred to at various places in the earlier bylaws.*

**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**.

**Commentary:**

*The name was formerly found under Article III, Section A. The name has been changed from “DMC [HSCB] Faculty and Professional Staff Assembly” in the old bylaws to “Downstate Assembly of Faculty and Professional Staff.” For years we have been informally calling it “Centerwide Assembly of Faculty and Professional Staff.” Since we no longer refer to Downstate as “Downstate Medical Center,” this name change to “Downstate Assembly of Faculty and Professional Staff” was suggested by the School of Public Health representatives to Centerwide Executive Committee and approved at a meeting of the Centerwide Executive Committee.*

## 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.

### **Commentary:**

*This Article II was formerly Article I. Some reordering and editing.*

*3,8,9 are new.*

*7 was expanded to name the current schools and colleges.*

*Former item 10 about "consult with faculty" was deleted and the qualifiers "in the preparation," "in the formulation or modification," or "prior to changes" was added to modify "consultation" or "consult with the faculty" where it appears in the document.*

*Henry Flax, parliamentarian for the SUNY University Faculty Senate, suggested that we combine academic staff and faculty definitions into one numbered item for clarity.*

*12 was added for clarity.*

**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

**Commentary:**

*This article was formerly Items 1 and 2 of Article III, Section A.*

*Student participation in meetings is now found in [Article VIII](#), Section B, Item 3.*

## 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.

**Commentary:**

*This Article was Article II in the old bylaws. The article was changed to separate rights and responsibilities of the assembly from responsibilities of individual members of the assembly. Significant additions are in blue font.*

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*Former Item 1 is now in Section B, Item 1.*

*Former Item 2 was moved to [Article VII](#), Section C, Item 5.*

*Former Item 3 was split into 2 items (now 3a and e).*

*Former item 4 is now 3b.*

*Former Item 5 is now 3g.*

*Former Item 6 is now 3f.*

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**Section A**

*1: Was the opening section of Article II in the old bylaws.*

*2 is new. The words "and collaboration" were added after the Special Assembly meeting in November 2022 as suggested at that meeting.*

*3a is from the second part of old Item 3*

*3b is former Item 4*

*3 c & d are new.*

*3e was first part of old Item 3. Blue font is new.*

*3f is former Item 6. Blue font is new.*

*3g is former item 5*

Go to Article: [I](#) [II](#) [III](#) [IV](#) [V](#) [VI](#) [VII](#) [VIII](#) [IX](#) [X](#) [XI](#) [XII](#) [XIII](#) [XIIIA](#) [XIIIB](#) [XIIIC](#) [XIIID](#) [XIIIE](#) [XIIIF](#) [XIV](#) [XV](#)

3h and 3i: Some similar language was and is found under the Committee of Faculty and Professional Staff Personnel Policies section, now [Article XIII, Section C2](#)

3j. Encouraged by the SUNY University Faculty Senate

#### Section B

*Item 1 was edited from old Article II, Item 1. The Policies of the Board of Trustees, Article X, Part 4, which is college faculty responsibility section, does not require the research or service components. By combining the three components into one mission here, a faculty or professional staff is participating in the mission of Downstate by participating in one or more of the components and is not required to participate in all three components.*

*Items 2-5 are new.*



## 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](#).

## **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.

#### **Commentary:**

*This Article was Article IV, Section A and B and Article III, Section B in the old bylaws.*

*Name change: The former official name was "The Committee of the DMC [HSCB] Faculty and Professional Staff" and was commonly referred to as the "Centerwide Executive Committee"*

*The membership of the Executive Committee in the previous bylaws included the officers (presiding officer, presiding officer-elect, and secretary), the senators (alternate senators were not explicitly included), the presiding officer of each constituent school or college, and 20 additional members, allotted to the 4 constituent schools and colleges based roughly on the size of the schools in 1973. (Now there are 5 constituent schools.)*

*For many years, the Executive Committee instead met as the officers, the Senators and sometimes Alternate Senators, and the presiding officer and presiding officer-elect of each constituent school or college plus sometimes also the past presiding officer of the College of Medicine.*

*When working to write updated bylaws, the committee realized that the official membership was larger than we had realized. Since then, we have struggled at our monthly meetings to have a quorum for conducting business. We almost never have a quorum.*

*We are proposing to modify the membership of the Executive Committee as follows:*

*1) Item 2 explicitly includes the Alternate Senators. We have already been including them in practice. We feel that in order to adequately represent us in the SUNY University Faculty Senate when a senator is unable to attend, an alternate senator needs to be apprised of all the happenings of the Executive Committee. In addition, Alternate Senators are elected by the entire campus faculty and professional staff and thus are appropriate representatives on the Executive Committee.*

*2) Item 3 includes the presiding officer-elect from each school or college. It is appropriate that these elected representatives serve on the Executive Committee as they are “learning the ropes” in preparation to become presiding officer of their constituent school or college. It also means that the Downstate Executive Committee membership is passed on more effectively within the constituent schools and colleges.*

*3) Item 4 provides additional representation based on size of the school or college. A similar model is followed by the SUNY University Faculty Senate. In that case, each college gets one Senator regardless of size, and then up to three additional Senators based on size. Our model would be each school or college gets two representatives (presiding officer and presiding officer-elect) regardless of size, and then up to 3 additional representatives based on size. Item 4 as now written will allow for the number of constituent schools to change or number of representatives to change as school sizes change without the need for an amendment to the bylaws.*

*4) We are intentionally proposing to reduce the size of the Executive Committee in order to increase the likelihood of reaching a quorum to conduct business. The previous size was 3 officers + (4 or 8 Senators) + 4-5 presiding officers + (20 or 22 additional representatives) = 31-38. The new size would be 24 voting members (see next page for comparison of old and new):*

*3 officers*

*8 Senators and Alt Senators*

*10 presiding officers and presiding officers-elect of constituent schools*

*3 Additional College of Medicine representatives (based on school size)*

*5) Item 5: The President was listed as an ex officio member. We have amended that language to read “non-voting” member.*

*6) Item 6: The non-voting student representative was added in practice several years ago and has already been added to the University Council (Downstate’s student council) bylaws.*

*Item 2: Language is taken from old Article III, Section B, Item 3*

*Item 7: The parliamentary language in black font is from Article III, Section B, Item 2a of the old bylaws. The blue font is added for clarification.*

**Comparison of old versus proposed school/college representation on Executive Committee:**

*Old representation on Centerwide Executive Committee (31- 38):*

*Medicine: 11 (includes presiding officer)*

*Grad Studies: 5 (includes presiding officer)*

*Nursing: 4 (includes presiding officer)*

*Health Professions: 4 (includes presiding officer)*

*Public Health: 0 (We have lately been requesting 3, incl. presiding officer, estimating that is what it would be under the proportional representation method of the old bylaws)*

*Plus Senators (4 or 8, depending on interpretation of bylaws)*

*Plus 3 officers*

*New proposal (24):*

*Medicine: 5 (presiding officer, presiding officer-elect + 3)*

*Grad Studies: 2 (presiding officer, presiding officer-elect)*

*Nursing: 2 (presiding officer, presiding officer-elect)*

*Health Professions: 2 (presiding officer, presiding officer-elect)*

*Public Health: 2 (presiding officer, presiding officer-elect)*

*Plus Senators and Alternate Senators (8)*

*Plus 3 officers*

## 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](#).

### **Commentary:**

*Was Article IV, Section D.*

*Blue font indicates added wording. Red font indicates substantive change.*

*Item 1 was formerly a.*

*Item 2 (former b) was edited.*

*Former item c was moved to secretary duties in [Article V](#), 1c.*

*Former item d was split into several items, now numbered 3,4,6,7*

*Item 5 was formerly f*

*Item 8 was formerly e. “through the Presiding Officer” added to match [Article VII](#), Section B*

*Item 9 (formerly g) was amended to apply to the reports and resolutions of the Downstate Assembly of Faculty and Professional Staff and the Downstate Assembly Executive Committee rather than to of all the constituent schools and colleges. [Article VII](#), Section C, Item 6 now encourages the constituent colleges and schools to share the text of relevant reports and resolutions. “through the Secretary” added to match [Article V](#), 1c, iv.*

## **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.



**Commentary:**

*Section A was copied (or nearly copied) from the Policies of the Board of Trustees*

*Some of the blue font in Section B was copied (or nearly copied) from the bylaws of other SUNY campuses.*

*Section B, Item 3 was happening during the tenure of President Riley before the pandemic.*

*Section B, Item 5 is also found in [Article VI](#): Functions of the Downstate Assembly Executive Committee, item 8.*

*Section B, Items 5 and 6 are similar to language in the SUNY University Faculty Senate bylaws, Article VI, Item 2e: “The President of the Senate communicates the resolutions of the Senate to the persons or bodies to whom those resolutions are directed and requests written responses. The President has ongoing responsibility to monitor the effectiveness of the implementation of resolutions, policies, and practices which originate with the Senate.” There are also several references in the Senate bylaws to the Senate preparing questions or feedback to direct to the Chancellor.*

*Section B, Item 7 comes from the Order of Business in old Article III, Sec C, Item 4c and new [Article VIII](#), Section B, 2b*

*Section C, Item 1 comes from the first paragraph of Article III, Section A of the old bylaws.*

*Section C, Item 2 is similar to language in the preamble.*

*Section C, Item 3 contains language similar to old Article IV, Section D, item b and new [Article XIII, Section E](#), Parts 2c and 2d.*

*Section C, Item 4 was implied in the old bylaws but not explicitly stated.*

*Section C, Item 5 was moved from old Article II, Item 2 and revised to apply to the faculty of the constituent schools and colleges rather than the Downstate Assembly. Item 5 was further edited following a discussion that took place at the Special Assembly in November 2022. Prior to the Special Assembly, #5 read, “The Faculty and Professional Staff Assemblies of the constituent schools and colleges shall participate in the maintenance of academic standards of their particular school or college, including requirements for admission and the granting of degrees.”*

*Section C, Item 6 was implied by old Article IV, Section D, item g and stated in old Article VI, item k. The language has been softened here to make it a request for sharing relevant items rather than an imperative to share all reports and resolutions.*

*Section C, Items 7 and 8 are new. They were implied by the old bylaws but are stated explicitly here.*

*Section D was implied but not explicitly stated in the old bylaws. Other SUNY campuses had a paragraph similar to this one in their bylaws. In addition, the SUNY University Faculty Senate bylaws list the SUNY Student Assembly as a partner organization of the SUNY University Faculty Senate, and the President of the SUNY Student Assembly is recognized as an Official Observer with full parliamentary privileges at plenary meetings, with the exception of voting rights.*

## 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.

### Commentary:

#### Formerly Article III

*Section A, Item 1: Quorum. The previous version of the bylaws (in Section C, Item 3) said “10% of the voting faculty and professional staff or a minimum number of 40,” which was confusing since those two values are not the same. The 10% part was deleted for clarity.*

*Section A, Item 2. Formerly found in Section B, Item 2c. The change was made to have provisional approval of Assembly minutes done by the Executive Committee rather than waiting for the next Assembly meeting so that minutes can be posted on the web site and viewed sooner after an Assembly meeting (see also [Article IX](#), Item 5a). The previous version said the secretary would “distribute copies of the minutes to each member after each meeting” of the assembly.*

*Section A, Item 3. Formerly Section C, Item 8.*

*Section B, Item 1. Formerly Section C, Item 1. Old version said notify “at least one week in advance.” Meeting times made more general to fall and spring in new version rather than October-November and April-May. SUNY Downstate Email specified in new version.*

Section B, Item 2 was Section C, Item 4. Report of the Secretary was deleted. The additional wording under “New Business” in the old bylaws has been moved to Section D. *Approval of the minutes of the previous Assembly meeting was changed to be third in the order after the reports of the Chancellor and the President.*

Section B, Item 3 was Section A, Item 3. The first sentence was added. The representative from the University Council (Downstate’s student council) was added for the Executive Committee in [Article V](#), Item 6, and thus should also be invited to the Assembly meeting. Pronouns edited.

Section C, Item 1. Special Meetings. Formerly Section C, Item 2. The previous version had no specification of one week notice to the membership.

Section C, Item 1e: The previous version was ambiguous, saying, “This should be done in no more than ten days of receipt of this application,” leaving it unclear whether the “this” was the announcement of the special meeting or the holding of the special meeting.

Section C, Item 2. Emergency Meetings. New. Taken from the bylaws of other SUNY campuses.

Section D, Procedure for Resolutions.

Item 1. New. Taken from the bylaws of other SUNY campuses

Item 2, From old Section C, Item 4k

Item 3, A combination of old Section C, Item 4k and Item 6. Added that “voting shall be open for two weeks,” after Henry Flax, parliamentarian for the SUNY University Faculty Senate, noted there was no mention of the closure of voting on resolutions.

Item 3d used to read “...within ten days of distribution of the minutes of the meeting.”

Item 4: Formerly Section C, Item 7.

## 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.

**Commentary:**

Formerly Article IV, Section C

*Item 1. "at least six times per year" has replaced the old "at bimonthly intervals." We have been meeting usually monthly. This is part of former Item a.*

*Item 2. Added here. Was formerly listed under each standing committee. Made more explicit here and September meeting specified. This language also copied into [Article XII B2c Procedures for Standing Committees](#).*

*Item 3. Part of former item a*

*Item 4. Formerly item b.*

*Item 5: Old bylaws said Secretary (rather than Presiding Officer) prepared the agenda.*

*Blue font is new and reflects what has been happening in practice.*

*Red font: The change was made to have provisional approval of Assembly minutes done by the Executive Committee so that minutes can be posted on the web site and viewed sooner after an Assembly meeting. See also [Article VIII](#), Section A2.*

*Item 6: Formerly a much longer list of people received a copy of the Executive Committee minutes.*

*Item 7. Formerly Section C, item d.*

*Item 8. Found in old Article VI, item b.*

*Items 9 and 10 are new.*

*Item 11 is new. Wording of several conflicts of interest statements from nonprofits and academic groups was consulted and informed the language. "Conflict" made plural following suggestion made at the close of the Special Assembly meeting in November 2022.*

## 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.

### **Commentary:**

*Section A3, Section D, and Section E are copied from the bylaws of the SUNY University Faculty Senate. Section B was informed by the bylaws of other SUNY campuses and informed by the Board of Trustees' policy that a Senator cannot serve after termination of employment by the SUNY campus from which they were elected.*

*The black font is from old Article III, Section B, Item 3. The rest of old Article III, Section B, Item 3 is found in new [Article V](#), Item 2; new [Article VI](#), Item 4; new [Article VIII](#), Section B, Item 2d*



## 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.
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.
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.

### **Commentary:**

The old bylaws had this information in Article VII "Elections" and in Article IV, Section E, Part 4B "The Committee of Nominations, Elections, and Ballots"

*Section A, Item 1 is from old Article VII, Item 1. The part in blue font is new. The rest of old Article VII, Item 1 is now in Section B, Item 1 of this Article.*

*Section A, Item 2 is new.*

*Section A, Item 3. From old Article VII, Item 2 and old Article IV, section E, Item 4*

*Section A, Item 4 is from old Article IV, section E, Part 4B, 1 and 2, with edits to fix ambiguity*

*Section A, Item 5 is taken from old Article IV, section E, Part 4B, 4*

*Section A, Item 6 is taken from old Article IV, section E, Part 4B, 3 and slightly edited*

*Section B, Item 1 is from old Article VII, Item 1*

*Section B, Item 2 is new and is what we have been doing in practice.*

*Section B, Item 3, Plurality vote is from the old bylaws Amendment III.*

*Section B, Item 4, Old Article IV, section E, Part 4B, 4 said "shall mail to each voting member of the [Assembly] a ballot"*

*Section B, Item 5. Old Article IV, section E, Part 4B, 4 said ballots shall be mailed "within one month subsequent to the April-May meeting," which would be mailing April-June. The SUNY University Faculty Senate Bylaws say that we are supposed to inform them of our new Senators' names by May 15.*

*Section B, Item 6 is from old Article IV, section E, Part 4B, 4*

*Section B, Item 7. The Committee of Nominations and Elections "shall verify the election results" replaces "...shall tabulate the vote." Change was made since electronic vote will be tabulated by the company, but we still want the Committee members to verify the vote. No specific time frame for reporting results was given in the old bylaws, only that they should be tabulated immediately at the expiration of voting and then reported. The part in blue font is new. The old bylaws said results reported "through the Office of Public Relations and the use of bulletin boards."*

*Section B, Item 8 is new.*

*Section C, Item 1 The current bylaws say the election for presiding officer-elect is biannual, which means the term is 2 years as presiding officer-elect followed by two years as presiding officer. This new language spells that out more clearly. The biannual language appears in old Article III, Section B, Item 1, and an attached amendment says that biennium elections were effective starting in 1977.*

*Section C, Item 2 The current bylaws say the election for secretary is biannual, which means the term is 2 years. This new language spells that out more clearly.*

*Section C, Item 3. The current bylaws say September 1. The bylaws for the SUNY University Faculty Senate say new senators take office July 1, so it would make sense for the other officers to take office also July 1. This change does not require a change in the start dates for officers of the constituent schools and colleges.*

*Section D: This section is almost entirely new. Recent events caused us to realize that we need rules governing vacancies. #3 and #4 language “assumes” now matches language in Article V1b about presiding officer-elect assuming office of presiding officer if it is vacated.*

## 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.

### **Commentary:**

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

*Three of the committees have name changes:*

- 1. The Committee of Educational Policy and Curriculum Integration has been shortened to The Committee of Educational Policy and Curriculum*
- 2. The Committee of Nominations, Elections, and Ballots has been shortened to The Committee of Nominations and Elections*
- 3. The Committee of Library has been expanded to The Committee of Library, Educational Technology, and Simulation Center. The Executive Committee had a meeting several years ago in which they agreed to the writing of a bylaws amendment that would expand the scope of this committee.*

#### *Section B1:*

*b. Formerly old Article VII, Item 6*

*c. Presiding Officer as ex officio member was previously listed separately for each of the standing committees. Also found in new [Article V](#), Item 1a and old Article III, Section B, Item 2a. Part in blue font about Presiding Officer-Elect is new. For the Committee of the Library, the old bylaws said, "In the case of a tie, the Presiding Officer may cast a vote." That language has now been removed. Henry Flax, the parliamentarian for the SUNY University Faculty Senate, said voting to break a tie is a voting member; the presiding officer cannot simultaneously be both a voting and a non-voting member of a committee. He said that the chair should be the one who votes to break a tie, which has now been added to part B2a.*

*d. Formerly listed as an additional responsibility of the Committee of Nominations, Elections, and Ballots in old Article IV, Section E, Part 4B5d. Old wording said to have the list "available to the library for use and inspection by the faculty and professional staff."*

*e is from old Article VII, Item 8, slightly edited. Blue font part is new.*

*f is new but is consistent with e and g.*

*g was found listed under the individual standing committees in the old bylaws.*

*Section B2:*

*a corresponds to a in the old Article VI with some minor edits. “The chair of the standing committee should abstain from voting except to break a tie vote” was added on advice from Henry Flax, parliamentarian for the SUNY University Faculty Senate.*

*b “Remote Attendance” is new*

*c corresponds to b in the old Article VI with some minor edits.*

*d Previously listed separately for each standing committee. September meeting now specified. This language is also in new [Article IX](#), item 2.*

*e corresponds to e in the old Article VI.*

*f and g correspond to c and d in the old Article VI with some minor edits.*

*h is new*

*i and j correspond to f and g in the old Article VI with some minor edits.*

*k is new but was implied in the old bylaws.*

*l-n correspond to h-j in the old Article VI with some minor edits*

*The k of the old Article VI has been rewritten and moved to [Article VII](#), Section C, item 6*



## 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.

### **Commentary:**

*Article XIII was Article IV, Section E in the old bylaws*

*Section A1 (corresponds to Part 1A in the old bylaws):*

*The number of members is increased by 1. Included in membership are the chairs of the comparable committees in the constituent schools and colleges, which is unchanged. College of Medicine has asked that we keep the second faculty member from COM as was in the old bylaws. **Formerly the College of Medicine had two (rather than one) student representatives.** Now School of Public Health will have one faculty or professional staff representative and one student representative, which increases the total to 12.*

*a, iii. In the old bylaws it was not stated in this standing committee's section how student representatives to this standing committee were chosen; however, there was reference in the Committee of Nominations and Elections section: "Ensure that specified student representatives to the Educational Policy and Curriculum Integration Committee be elected..." The assumption is that the language meant elected by the students of that school or college. (That item has been deleted from the new bylaws; see Section D of this Article).*

*The Presiding Officer as ex officio member is now listed in [Article XII](#), Section B: General Rules for Standing Committees, Item 1c. The President is no longer listed as an ex officio member.*

*Section A2:*

*a-c corresponds to Part 1B 1-3 in the old bylaws*

*c has been amended to "encourage the relevant standing committees of the constituent schools and colleges" to do these tasks because these tasks are more appropriate at an individual school or college level. In addition, "admissions requirements" was added here to match [Article VII](#), Section C, item 5.*

*d and e are new (although the old title of Curriculum Integration did imply d)*

*f is new. It is a pair with 2f in Section F*

*g and h correspond to Part 1B 5 and 4 in the old bylaws.*

## **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.

### **Commentary:**

*was Article IV, Section E, Part 2 in the old bylaws*

*Section B1 (corresponds to A in the old bylaws):*

*The committee now includes a representative from the School of Public Health, so the membership is increased by one.*

*The Presiding Officer as ex officio member is now listed in [Article XII](#), Section B: General Rules for Standing Committees, Item 1c. The President is no longer listed as an ex officio member.*

*Section B2:*

*a corresponds to B 1 in the old bylaws*

*b and c are new.*

*d-g corresponds to B 2-5 in the old bylaws*

*h is found in [Article IV](#), Section A, Item 3b in these new bylaws and in Article II, Item 4 in the old bylaws*

*i-j corresponds to B 6-7 in the old bylaws*

## 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**.

### **Commentary:**

*was Article IV, Section E, Part 3 in the old bylaws*

*Section C1 (corresponds to A in the old bylaws):*

*The committee now includes a representative from the School of Public Health, so the membership is increased by one.*

*The presiding officer as ex officio member is now listed in [Article XII](#), Section B: General Rules for Standing Committees, Item 1c. The President is no longer listed as an ex officio member.*

*Section C2:*

*a-h correspond to B 1-8, in order, in the old bylaws*

*b: “safety and health, amenities” replace the words “salary scales, fringe benefits” that were in the old bylaws. Salary scales and fringe benefits are Union issues.*

*d: Formerly read, “The Committee shall cooperate with Administration in setting standards for Academic and Professional qualifications of the Faculty and Professional Staff and in formulating procedures for promotion and tenure.” Changed because the individual schools and colleges set their own qualifications for faculty promotion and tenure.*

*h: Was inadvertently clipped off after “that” in the old bylaws. This language was copied from the other standing committees’ functions list.*

## 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 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.](#)

#### **Commentary:**

*was Article IV, Section E, Part 4 in the old bylaws*

*Section D1 (corresponds to A in the old bylaws):*

*The committee now includes a representative from the School of Public Health, so the membership is increased by one.*

*The President is no longer listed as an ex officio member.*

Go to Article: [I](#) [II](#) [III](#) [IV](#) [V](#) [VI](#) [VII](#) [VIII](#) [IX](#) [X](#) [XI](#) [XII](#) [XIIIA](#) [XIIIB](#) [XIIIC](#) [XIIID](#) [XIIIE](#) [XIIIF](#) [XIV](#) [XV](#)

Section D2 (corresponds to B in the old bylaws):

a: Former items 1-4 have been moved to [Article XI](#): Nominations, Elections, Terms of Office, and Vacancies

Former Item 5a, "Supervise any special elections," is contained within new 2b and 2f

Former Item 5b has been reduced to item 2f because the university-wide election for chair of Committee of the Library has been eliminated. Formerly said, "Ensure that specified faculty representatives to the various standing committees...be elected..." Former 5a said, "Supervise any special elections."

Former Item 5c about ensuring election of student representatives to Educational Policy and Curriculum Committee has been deleted. The student representatives on the committee are now "chosen by the student governance of that school or college," see [Article XIII, Section A, 1a, iii](#).

Former Item 5d has moved to [Article XII](#), Section B, 1d, and the function of monitoring the membership of standing committees has been given to the Executive Committee

Former Item 5e is new 2c.

Former Item 5f is new 2d.

Item 2e is found in new [Article XV](#), Section B3 and in old Article VIII, Item 2a

Section D3 Potential Conflict of Interest is new



## 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.

### **Commentary:**

*was Article IV, Section E, Part 5 in the old bylaws*

*Section E1 (corresponds to A in the old bylaws):*

*The committee now includes a representative from the School of Public Health, so the membership is increased by one.*

*The presiding officer as ex officio member is now listed in [Article XII](#), Section B: General Rules for Standing Committees, Item 1c. The President is no longer listed as an ex officio member.*

Section E2:

*a corresponds to B1 in the old bylaws. Old bylaws read, "shall periodically review the bylaws..."*

*b corresponds to B2 in the old bylaws*

*c corresponds to [Article VII](#), Section C, 3 of the new bylaws*

*d correspond to B3 in the old bylaws*

*e corresponds to B4 in the old bylaws*

***B5 from the old bylaws was deleted** because it will no longer be necessary to periodically consider the relative sizes of the constituent schools and colleges in assigning the number of representatives per school/college to the Executive Committee because the new changes in Article V, particularly Article V, Item 4, will allow for a changing number of additional representatives per college/school as school/college sizes change.*

## 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.

**Commentary:**

was Article IV, Section E, Part 6 in the old bylaws

The name change was proposed and informally approved during an Executive Committee meeting a few years ago because of a need to broaden the scope of the committee to include educational technology and the simulation center. At that same meeting, the committee discussed and informally approved a change in membership of that committee.

The old membership outlined in old bylaws (8 voting members):

1. Chair elected by Assembly members every 2 years
2. Two elected by College of Medicine Assembly, 1 clinical faculty and 1 basic science faculty every two years
3. One each elected from Graduate School, College of Nursing, and College of Health-Related Professions every two years
4. Director of Libraries
5. One person from library, elected by staff from library every two years

Rationale behind membership changes:

Representative from School of Public Health added. College of Medicine has requested that we keep the 2 members from COM as in the old bylaws. **Director of Libraries no longer included because Director is more of an Administrator position.** (If we left on Director of Libraries, would we need Director of Simulation Center and head of educational technology as well?) One person from library, elected by staff from library every two years left the same. A staff member from educational technology or Simulation Center added to provide technology perspective. Student representative added to provide student perspective.

Method of appointment/election:

Chair was elected by the entire Assembly in the old bylaws. Changed here to match other standing committees. There is no clear rationale for why the chair should be decided differently for this committee than for the other committees. Representatives from constituent schools and colleges changed to match other standing committees (that is, to be the chairs of the committee with the comparable responsibilities/functions in their school or college) because of no clear rationale for a different method for this particular committee. Selection of library staff representative kept the same as in old bylaws. Member from educational technology or Simulation Center staff is appointed rather than elected because these people work in various different schools and divisions, and it would be harder to organize an election.

Functions section:

2a is taken from B1 in old bylaws

2b is new

2c is a merge of B2 and part of B1 from the old bylaws

*2d and 2e are new and are copies of 2c except apply to educational technology and Simulation Center rather than library*

*2f is new. It is a pair with 2f in Section A*

*2g is former B3.*

*Former B4 was deleted because the Commission on the Joint Library apparently no longer exists.*

#### **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.

**Commentary:**

*Was Article V in old bylaws*

*“or standing committees/subcommittees that cover these functions” was added because we did not want to require the constituent schools and colleges to change the names of already-existing committees. Also, at least one constituent school has, for example, a combined bylaws and nominations-elections committee, which is fine.*

*The names of the standing committees of the constituent schools and colleges were changed slightly to match the names of the standing committees of the Downstate Assembly listed in [Article XII](#).*

*As in the old bylaws, there is one additional committee in this list that is not in the list of standing committees in Article XII, that is, g. the Committee of Academic and Professional Qualifications (CAPQ).*

*Committee of Library, Educational Technology, and Simulation Center was added to this list. It makes sense that the constituent schools and colleges would want to discuss their library, educational technology, and Simulation Center needs and then send the chair of their committee to the corresponding standing committee of the Downstate Assembly.*

*2 was implied in the old bylaws but not explicitly stated.*

*3 and 4 are from old Article V opening paragraph.*

*5 is from old Article VII, Item 3, slightly edited.*

*6 is from old Article VII, Item 4, slightly edited.*

*7 is from old Article VII, Item 5, slightly edited.*

## 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.

*Commentary:*

*This Article was Article VIII in the old bylaws*

*A1: The language about the Committee of Bylaws initiating an amendment was formerly found in the "Committee of Bylaws" section of the bylaws but not in the "Amendments to the Bylaws" Article. The part in blue font was implied in the old bylaws but not explicitly stated.*

*A2: From old bylaws Article VIII, Item 1. The part in blue font was implied in the old bylaws but not explicitly stated.*

*A3: The language "or by majority vote of the Executive Committee" was in old bylaws in Item 1. The rest of A3 is new and was added for clarity.*

*A4 is from old Article VIII, Item 1. The blue font of A4 was added for clarity.*

*B1: The old Article VIII, Item 2a said "Within two weeks of termination of discussion on an amendment, a secret ballot (...) shall be sent ..."*

*B2: The old Article VIII, Item 2a used this language to describe the sending of the ballot. It did not have a provision for sending out the final proposed language to all voting members **before** the ballot was sent out.*

*B3 language matches that for elections of officers and Senators.*

*B4 is from old Article VIII, Item 2a, slightly edited. "The Committee of Nominations and Elections shall verify the results of the vote" replaces "The ballots shall be counted by the Nomination, Elections, and Ballot Committee" in the old bylaws. With electronic ballots, counting will not be necessary, but we still want the Nominations and Elections Committee to verify the results of the vote. The red font replaces "via the resources of the Office of Public Relations and bulletin board." The blue font replaces "the result of the vote and the count."*

*B5 is the same as Item 2b of old Article VIII.*

*B6 is from old Article VIII, Item 2a, last part, slightly edited.*

*B7 is the same as Item 2c of old Article VIII.*