

Committee on Bylaws of the Academic Senate-AGENDA

Friday October 28, 2011 at 3PM

Room A311

- I. Approval of the Agenda
- II. Approval of the Minutes of Previous Meeting (October 21, 2011)
- III. New Business:

For the Committee on Bylaws, we reconsider for Resolution the proposed amendment to the Bylaws of the Academic Senate regarding Article II, Section 4.2 which relates to Meetings and Proposed Agenda and detailed below.

**FROM:**

Article II. Meetings

Section 4. Proposed Agenda

1. The Steering Committee shall prepare the agenda after discussions with the President.
2. The proposed agenda of a regular meeting shall be sent to all members of the Academic Senate and faculty and students serving on standing committees of the Academic Senate at least one week prior to the meeting. The agenda for a special meeting shall be communicated with the notice of the meeting. All original motions and amendments should be visually presented.
3. The order of business at any meeting, except where otherwise specially provided for, shall be as follows:
  1. Attendance.
  2. Consideration of the minutes of the previous meeting.
  3. Communications from the Board of Trustees or any of its committees.
  4. Communications from the President of the College or his designee on matters concerning the College or University.
  5. Elections.
  6. Degrees.
  7. Reports of Standing Committees.
  8. Reports of Special Committees.
  9. Unfinished Business.
10. New Business.
  4. The regular order of business may at any time be suspended by

an affirmative vote of two-thirds (2/3) of the members present.

**TO:**

QCC Academic Senate Bylaws

Article II. Meetings

Section 4. Proposed Agenda

1. The Steering Committee shall prepare the agenda after discussions with the President.
2. The proposed agenda of a regular meeting shall be sent to all members of the Academic Senate and faculty and students serving on standing committees of the Academic Senate at least one week prior to the meeting. The agenda for a special meeting shall be communicated with the notice of the meeting. All original motions and amendments should be visually presented. **Items requested by a majority of the chairpersons of the academic departments may be considered as an item for the agenda of a regular meeting after those from Senate Standing Committees.**
3. The order of business at any meeting, except where otherwise specially provided for, shall be as follows:
  1. Attendance.
  2. Consideration of the minutes of the previous meeting.
  3. Communications from the Board of Trustees or any of its committees.
  4. Communications from the President of the College or his designee on matters concerning the College or University.
- 5. Communication and/or Report from the Steering Committee.**
6. Elections.
7. Degrees.
8. Reports of Standing Committees.
9. Reports of Special Committees.
10. Unfinished Business.
11. New Business.

**Rationale:** At various points over the past several years, Chairs have needed to bring a matter of common concern, such as the scheduling of final examinations in the fifteenth week of class, to the attention of the Academic Senate. A provision that allows for matters of concern to a "majority of Chairs" to be placed before the Academic Senate will provide a clear mode of procedure for addressing such issues. The Steering Committee has also made it a practice to communicate with members of the Senate—through written reports and/or oral communication—following the report of the President. The second

proposed addition would standardize the Steering Committee's contribution for the reference of future committee leadership.

At last week's Bylaws Committee, a motion was made to accept the proposed change with a clarification on procedure. The motion was seconded and approved by all 5 voting members. The proposed change added the following words "At the request of the Steering Committee," preceding Items requested by a majority of the chairpersons of the academic departments may be considered as an item for the agenda of a regular meeting after those from Senate Standing Committees.

Our committee will reconsider this added change based on clarification received in the past few days.

B. Dr. Phil Pecorino will be attending our meeting and review with the Committee the proposed Amendments to the CUNY Board of Trustee Bylaws (Note these documents were sent by email last week.)

Set date for new meeting, if needed.