

QUEENSBOROUGH COMMUNITY COLLEGE  
THE CITY UNIVERSITY OF NEW YORK  
COMMITTEE ON BYLAWS OF THE ACADEMIC SENATE

Report to the Academic Senate

M E M O R A N D U M

**FROM:** Dr. David Sarno, Chairperson, Committee on Bylaws

**TO:** Professor Devin McKay, Secretary, Academic Senate Steering Committee

**DATE:** April 7, 2009

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The Bylaws Committee responded to a proposal presented by the Chair of the Steering Committee of the Academic Senate. A revision to Article I, Section 4 of the Bylaws of the Academic Senate was proposed which would formalize the responsibilities of the new office of Senate Technology Officer.

The Bylaws Committee was asked to come to a decision with relatively short notice. In order to meet this request, it was decided that any debate, discussion, and approval could be accomplished via email. This was considered acceptable because the matter was considered to be non-controversial, especially since the proposed revision was written with significant input from the current faculty member, who has been functioning in this capacity on an informal basis since the 2007-2008 academic year.

Prior to circulating the proposed revision to the entire Bylaws Committee, the Chair discussed the matter with members of the Steering Committee via email. It was noted that in addition to outlining the duties of the Senate Technology Officer, an additional revision should be considered which would clarify the method by which the Senate Technology Officer and Parliamentarian are nominated and elected. Once the language was acceptable to the Chair, the current Senate Technology Officer, and the Steering Committee, the proposal was circulated to the members of the Bylaws Committee on March 26, 2009 for approval or further discussion.

The proposal was reviewed by the 5 voting members from the instructional staff, the student representative, the Steering Committee Designee, and the President's Designee. From March 26 until April 7, 2009, members of the Committee responded via email. The 5 voting members unanimously approved the Motion that follows.

Respectfully submitted,  
David Sarno

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The Committee on Bylaws recommends the adoption of the following Motion as an amendment to Article I, Section 4 of the Bylaws of the Academic Senate:

**Motion:** to Revise the Section on Officers of the Academic Senate in order to **a)** clarify the method by which the Parliamentarian and Senate Technology Officer, (both newly designated officers of the Academic Senate) are elected and nominated and **b)** to clearly outline the duties of the Senate Technology Officer.

**From:**

Section 4. Officers

- a. The Academic Senate shall elect a chairperson, a vice-chairperson, and a secretary for the Academic Senate, from among members elected at large to the Senate, for a one-year term. These three elected members of the Academic Senate shall constitute a Steering Committee of the Senate. The Academic Senate shall also elect two members of the Senate; one to serve as Parliamentarian and one to serve as Senate Technology Officer. Nominations and elections for the Steering Committee of the Senate shall be conducted directly from the floor at the duly convened May meeting of the Academic Senate except in the case of the first Senate body.

**To:**

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The Senate Technology Officer shall:

1. Update and maintain the Academic Senate e-mail distribution list.
2. Update and maintain Academic Senate Roster files in concert with the Steering Committee and the Committee on Committees.
3. Work together with the Office of Faculty and Staff relations to identify any changes in status affecting the eligibility of Senate and Committee members, promptly notifying the Steering Committee and Committee on Committees thereof.
4. Manage, maintain, and update the system for recording votes of the Academic Senate.