

## **BYLAWS OF THE LEHMAN COLLEGE SENATE**

Adopted December 22, 1971

Last Amended January 30, 2014

### **Article I. Functions of the Senate**

(As established in the "Governance Structure of Lehman College," approved by the CUNY Board of Trustees)

Subject to the authority and the Bylaws of the CUNY Board of Trustees, the College Senate shall be responsible for the formulation of academic policy and for legislative and advisory functions related to the programs, standards, and goals of the College.

#### **Policy Functions**

##### **Section 1. Policy Functions**

It shall have the power to formulate policy, to make policy recommendations, and to review the implementation of policy concerning:

- a) Academic affairs, including the development of curricula; degree requirements; interdisciplinary programs; admission and grading practices and standards; and the awarding of credits, degrees and honors;
- b) Long-range planning to achieve the overall goals of the College, within The City University and the College community, including responsibility for the continued development of the College;
- c) Campus life and activities which promote the total educational program, including ancillary services within the College, student organizations; alumni and community relations; without regard to race, ethnicity, religion, gender, sexual orientation, age, physical impairment, political and economic differentiations;
- d) Practices and procedures for protection of academic freedom, the rights and liberties of each member of the Lehman College community, and the equitable settlement of internal campus problems.

#### **Advisory**

##### **Section 2. Advisory Functions**

It shall have the following advisory functions:

- a) To advise on the appointment of the President of the College and all full Deans;

- b) To propose amendments to, and revisions of, the Bylaws of the CUNY Board of Trustees and to recommend action to other bodies with jurisdiction over The City University;
- c) To assist the College Personnel and Budget Committee in the determination of budgetary priorities within the College;
- d) To advise the President, Deans, and Department Chairmen concerning the procedures for faculty appointments, reappointments, promotions, tenure awards, and dismissal.

**Legislative Functions**

Section 3. Legislative Functions

It shall have the following legislative responsibilities:

- a) To carry out by legislation the aforesaid policy functions;
- b) To take such other recommending actions as the Senate may wish.

**Article II. Organization of the Senate**

**Composition**

Section 1. Composition

The Senate shall be constituted and members elected or appointed as provided for in the "Governance Structure of Lehman College."

**Conduct of Elections**

Section 2. Conduct of Elections

Faculty-at-large, Part-time faculty representatives, and Non-Teaching Instructional Staff elections shall be conducted by the Committee on Governance. The elections for Student Representatives shall be conducted by the Student Elections Board.

Election of Faculty at-large and Non-Teaching Instructional Staff Representatives and Senate committees shall be completed no later than the last Senate meeting of the academic year.

**Non-members at Meetings**

Section 3 Non-members

- a) There shall be no substitutes or proxies in place of absent members.

- b) Meetings of the Lehman College Senate shall be open to all members of the Lehman College community. Floor rights may be granted to non-members by majority vote of the Senate at the request of a member of the Senate.
- c) Chairs of Senate Committees shall be entitled to floor rights to present their reports.

**Officers**

Section 4 Officers

a) Chairperson

The Senate shall elect by majority vote from among its members a Chairperson who shall preside in the absence of the President. The Chairperson shall be elected for a one-year term at the first meeting of the Senate each academic year.

b) Vice-Chairperson

The Vice-Chairperson shall be the Chairperson of the Student Conference who shall preside in the absence of the President and Chairperson. In the absence of the President, Chairperson and Vice Chairperson, the Chairperson of the Committee on Governance shall preside.

c) Secretary

A recording Secretary shall be appointed by the President.

d) Parliamentarian

A Parliamentarian shall be appointed by the President.

**Article III. Meetings  
Stated**

Section 1. Stated Meetings

Stated meetings of the Senate shall be held once a month during the academic year, the times and dates to be announced at the beginning of each academic year.

**Special**

Section 2. Special Meetings

Special meetings shall be held on the call of the President or Chairperson, on resolution of the Senate, or on the written request of fifteen members of the Senate. Such meetings shall be held within seven weekdays from the call for such meeting.

**Agendas**

Section 3. Agendas and Calls to Meeting

- a) Items for inclusion on the agenda of a stated meeting, including items for new business, shall be delivered in writing to the Chairperson of the Senate no less than eight calendar days before the meeting in order to appear on the published agenda. Items for new business shall be

presented in the order received. For special meetings, the agenda shall accompany the call for a meeting.

b) The full agenda (including all attachments) for each meeting shall be mailed to each member of the Senate at least one week before the meeting. Published agendas shall be posted on appropriately designated bulletin boards (with full agenda, including all attachments, available in the Lehman Library) at least one week before the meeting. Senators are to be privileged to pick up copies of the full agenda with attachments at designated campus offices.

## **Rules of Order**

### Section 4. Rules of Order

In all matters not covered by these Bylaws, the Senate shall be governed by parliamentary rules and usage as set forth in Robert's Rules of Order, latest edition, with the exceptions that the motion to lay on the table shall require a three fifths, rather than a simple majority for passage, and no motion "to reconsider and enter on the minutes" shall be entertained.

## **Quorum**

### Section 5. Quorum

A quorum for both stated and special meetings shall consist of a majority of the members of the Senate.

## **Minutes**

### Section 6. Minutes

Minutes of each meeting shall be distributed to the members of the Senate as soon as practicable after the meeting, but in no case later than seven calendar days following the meeting. Copies of the minutes shall be available to interested members of the Lehman College community at designated places.

## **Article IV. Committees**

### **Functions and Membership**

#### Section 1. Functions and Membership

a) The primary function of a Senate Committee shall be to study the subjects referred to it by these bylaws or by the specific action of the Senate, to formulate appropriate policies thereon, and to propose such policies to the Senate for action. A standing committee shall maintain a continuing review of policies affecting its area of concern.

b) Attendance at Committee Meetings: Any interested member of the Lehman College community has the right to be present at any meeting of any committee. Also, interested persons may request from the committee the right to speak to the order of business of the committee.

c) As a general policy, membership in committees of the Senate shall include faculty (including part-time faculty), students, and administrators, and shall be open to non-members of the Senate. The membership of all standing and ad hoc committees shall have an equal number of faculty and students. Representatives of the administration serving on Senate committees shall be voting members and shall be appointed by the President. As a general principle, individuals may serve on not more than one standing committee of the Senate.

All members of standing and ad hoc committees present shall participate fully in the deliberations and balloting procedures involved in discharging the duties assigned. Every reasonable effort shall be exerted to see that all committee members receive adequate notice of all meetings.

## **Standing Committees**

### Section 2. Standing Committees

Members of the Committee on Governance shall be elected at the first Senate meeting of the fall semester. Members of all other standing committees, as hereafter specified, shall be elected by the Senate from nominations received from the Committee on Governance and from the floor; such elections shall be completed no later than the last Senate meeting of the academic year, with the term beginning at the start of the following Fall semester.

Faculty members shall be elected for staggered terms of two years. Student members shall be elected for a term of one year. Members of committees shall be eligible for re-election.

In the event more nominations are received than there are positions to be filled, election to standing committees shall be by majority vote. Each member of the Senate shall vote for a number of candidates up to the number of positions to be filled. In the case of ties, there shall be a runoff election.

## **Ad hoc Committees**

### Section 3. Ad hoc Committees

Ad hoc committees may be created by action of the Senate for specific purposes. Ad hoc committees shall be elected or appointed as the Senate may decide in each instance.

## **Officers**

### Section 4. Officers

Each committee shall elect its chair by secret ballot at its first meeting of the academic year. The chair of the previous year's committee shall

convene the first meeting. If necessary, the Committee on Governance shall designate a convener to call the first meeting.

**Sub-Committees** Section 5. Sub-Committees

Any committee of the Senate, standing or ad hoc, may establish sub-committees for specific purposes. Members of such a sub-committee need not be members of the parent committee. The establishment and membership of each sub-committee shall be reported to the Senate.

**Reports** Section 6. Reports

Each standing committee shall meet at least once each semester and shall report at least once during each academic year. Such reports may be presented to the Senate orally or in writing. Each special committee shall report at least once during its term of service. A standing committee may be required to report to the Senate at any time by the request of fifteen Senate members.

**Committee on Governance** Section 7. Committee on Governance

a. Membership:

Eleven senators as follows: five elected faculty; five elected faculty; five elected students; and one administrator.

b. Functions:

- i. Serves as the Executive Committee of the Senate;
- ii. Sets the agenda, prepares the calendar of the Senate meetings and consults with the President concerning Senate business;
- iii. Reviews the operation of and recommends changes to the Senate committee system;
- iv. Reviews and makes recommendations on all proposed changes to Senate Bylaws;
- v. Resolves questions of committee jurisdiction;
- vi. Nominates candidates to committees, soliciting nominations and presenting slates of nominations to the Senate no later than the last Senate meeting of the academic year;
- vii. Administers the election of the at-large faculty and Non-Teaching Instructional Staff representatives to the Senate.

**Committee on Admissions, Evaluation and Academic Standards** Section 8. Committee on Admissions, Evaluation and Academic Standards

a) Membership:

Thirteen members as follows: six elected faculty members, six elected students; and one administrator.

b) Functions:

- i. Reviews and recommends policies and procedures regarding: undergraduate admission, readmission, and retention;
- ii. Reviews and recommends policies and procedures regarding; the evaluation of undergraduate student academic progress including the evaluation of transfer credits; academic advisement; course equivalencies, waivers, and grade appeals; degree requirements, certification, academic requirements;
- iii. Hears appeals from individual students, taking care to safeguard the confidentiality of individual cases.

**Undergraduate Curriculum Committee**

Section 9. Undergraduate Curriculum Committee

a) Membership:

Thirteen members as follows; six elected faculty members, six elected students; and one administrator.

b) Functions:

- i. Resolves questions of curricular responsibility among departments of the College;
- ii. Reviews existing curricular organization at the undergraduate level;
- iii. Considers proposed changes in the existing undergraduate curriculum and programs;
- iv. Reviews, on an annual basis, the General Education requirements of the College;
- v. Maintains the stipulated principle that no undergraduate course shall be dropped from the curriculum of the College without prior reference to the Committee and the relevant department as required by the Bylaws of the CUNY Board of Trustees.

**Committee on Graduate Studies**

Section 10. Committee on Graduate Studies

a) Membership:

Thirteen members as follows: six elected faculty; six elected students (at least two of whom are graduate students); and one administrator.

b) Functions:

- i. Evaluates and reviews graduate programs and recommends additions, revisions, terminations, and/or other modifications as required;
- ii. Considers proposed changes in the existing graduate curriculum and programs;
- iii. Reviews and recommends policies and procedures regarding: graduate admission, readmission, and retention;

- iv. Maintains the stipulated principle that no graduate course shall be dropped from the curriculum of the College without prior reference to the Committee and the relevant department as required by the Bylaws of the CUNY Board of Trustees.
- v. Hears appeals from individual students, taking care to safeguard the confidentiality of individual cases.

**Library,  
Technology and  
Telecommunications  
Committee**

Section 11. Library, Technology and Telecommunications Committee

a) Membership:

Fourteen members as follows: six elected faculty; six elected students; the Chief Librarian and the Director of the Information Technology Resources Department.

b) Functions:

- i. Reviews and recommends educational policies relating to the Library and Information Technology Center recognizing the Library and Information Technology Center as major educational resources of the College;
- ii. Advises the Chief Librarian regarding the administrative operation of the Library;
- iii. Advises the Director of the Information Technology Resources Department regarding the administrative operation of the Information Technology Center;
- iv. Advises the Senate on matters regarding the integration of technology including the development of computing and telecommunications services into the educational support service structure of the College.

**Budget and  
Long Range  
Planning  
Committee**

Section 12. Budget and Long Range Planning Committee

a) Membership:

Thirteen members as follows: six elected faculty; six elected students; and one administrator.

b) Functions:

- i. Receives complete and timely information from the College Administration regarding the colleges budget;
- ii. Advises the Senate and the College Administration regarding the College's budgetary priorities and strategies;
- iii. Meets jointly with the P&B Subcommittee on the Budget for the purposes of exchange of information and joint deliberation;
- iv. Reviews, on an ongoing basis, the long range plans of the College.

**Committee on**

Section 13. Committee on Campus Life and Facilities

## **Campus Life and Facilities**

### **a) Membership:**

Thirteen members as follows: six elected faculty; six students; and one administrator.

### **b) Functions:**

- i. Advises the Senate on issues regarding the delivery of services to students, including financial aid, personal counseling, registration, food service, and bookstore;
- ii. Advises the Senate on issues regarding the delivery of services to faculty, including dining room, payroll services, use of facilities;
- iii. Reviews, recommends and reports to the Senate on the maintenance of offices, classrooms, sanitary facilities and common areas of the College;
- iv. Advises in the development of security policies for the College and recommends measures to ensure safety and well being on the campus community;
- v. Recommends a plan for the physical development of the College, including the identification of renovation needs, recommends the physical location of new structures and other physical enhancements of the campus;
- vi. Recommends parking and transportation policies;
- vii. Advises in the development of policies and issues related to insuring full and equal participation in College programs and activities.

## **Committee on Academic Freedom**

### **Section 14. Committee on Academic Freedom**

#### **a) Membership:**

Eleven members as follows: five elected faculty; five elected students; and one administrator.

#### **b) Functions:**

- i. Investigates allegations of infringement of academic freedom and makes recommendation(s) to the appropriate individuals;
- ii. May report to the Senate on such allegations, and may, with their consent, identify the parties involved;
- iii. Recommends procedures and guidelines for the settlement of internal campus problems and may, with Senate approval, establish review mechanisms appropriate to that responsibility.

## **Ombudsman**

### **Section 15. Ombudsman**

The Lehman College Ombudsman shall serve as a confidential investigator in cases of alleged unfairness or maladministration. The Ombudsman shall be the impartial spokesman for all parties involved in such cases. The Office of Ombudsman shall be governed according to guidelines established in the Senate enabling resolution of

November 1984. The Office of Ombudsman shall be headed by a member of the tenured faculty who shall serve as Ombudsman for a term of two years, and who shall be eligible for re-election. The Ombudsman shall be chosen by the President of the College from a panel of candidates nominated by the Senate. Nominations shall take place in the Spring semester by procedures regularly used in Senate elections. In case of a vacancy, the same procedures for submission to the President shall be used in choosing nominees for the unexpired term.

#### **Article V. Amendments**

An amendment to these Bylaws may be adopted at a stated or special meeting of the Senate provided that a copy of the proposed amendment is sent to each Senate member at least two weeks before it is to be voted upon. The vote required shall be a two-thirds affirmative vote of the members present.