



**FACULTY BYLAWS OF THE SUNY  
POLYTECHNIC INSTITUTE'S  
COLLEGE OF NANOSCALE SCIENCE AND  
ENGINEERING COLLEGE SENATE**

**Adopted by unanimous vote of the CNSE Voting Faculty on May 9, 2014**

**Bylaws amended on May 16, 2014 (addition of Section 9.1.6.1)**

## ***PREAMBLE***

The responsibility of the Faculty for the conduct of the College's instructional, research, and service programs, and its right to create bylaws to establish mechanisms to discharge those responsibilities, are derived from the *State University of New York Policies of the Board of Trustees*. With these *Bylaws*, the Faculty creates the necessary organizations and procedures.

In order to fulfill its missions effectively, the Faculty has recognized the need for meaningful and continual cooperation and dialogue among the various College constituents. In its *Bylaws* it thus establishes the inclusion of professional as well as teaching staff into the faculty, and the inclusion of participation from administration, students, and Research Foundation employees into a College Senate. It is important that the governance bodies at the SUNY College of Nanoscale Science and Engineering assist in fostering mutual trust and respect among these constituencies. The governance bodies must facilitate cooperative efforts that enhance the stature of the College, the reputations of its academic and research programs, and the quality of the educational experience of its students. Formal and systematic lines of communication are needed to ensure full discussion of matters that affect this stature, reputation, and quality. Such communication among these constituencies is a primary function of governance.

In order for the Faculty to discharge its responsibilities, it must participate in effective consultation with the College President and administrators, and among governance bodies, including those of students and faculty. For governance to be effective, regular consultation must also occur between governance bodies and their constituencies. The Faculty recognize the role of consultation, as broadly addressed by the *Chancellor's Statement on Governance* that reads, "...the governance arrangements within the university [must] be increasingly clarified and improved methods of consultation [must] be developed to reflect the need for effective governance based on widespread participation" [*Faculty Handbook*, Section III, p. 1]. The Faculty further characterizes consultation as the process by which advice, suggestions, recommendations, or other timely input are utilized in making decisions or establishing policy and by which relevant parties are informed of decisions and policies. The aim of consultation is to facilitate frank and open dialogue and utilize the knowledge and experience of the faculty, administration, staff and students in decision-making. Effective consultation will increase the College community's understanding of the bases for policies and decisions and will thereby facilitate informed cooperation within the College.

The main route for faculty to participate in College decision making is by electing or participating as representatives to governance bodies, just as the only route for the administration to seek formal consultation with the faculty is through elected governance bodies. In addition, individual faculty may offer input following the disciplinary path in which faculty within a Constellation advise their Constellation head who then advises the Vice President for Academic Affairs and President. Faculty also may be called upon for advice by the administration individually or as members of task forces, special committees and commissions. It would be advisable that such task forces and committees be constituted in consultation with the elected governance bodies and that their composition and activities be made known to the College community. However, the formal responsibilities of the Faculty do not devolve to individuals but reside in the body as a whole. In these *Bylaws*, the Faculty delegates some of its rights and responsibilities specifically to the CNSE College Senate, which represents the whole College Faculty.

The governance philosophies, organizations, and procedures defined herein take their origins in these principles.

# **ARTICLE I: THE FACULTY: DEFINITION, RESPONSIBILITIES, AND ORGANIZATION**

## **Article I. Section 1 - The Faculty**

**Definitions:** Unless otherwise specified, the terms listed below shall be used in these *Bylaws* with the following meanings:

1.1 **Board of Trustees.** The Board of Trustees of the State University of New York.

1.2 **Chancellor.** The Chancellor of the State University of New York.

1.3 **College.** SUNY College of Nanoscale Science and Engineering.

1.4 **College Council.** The Council of the College as provided for by Section 356 of the New York State Education Law.

1.5 **President.** The chief administrative officer and CEO of the College.

1.6 **Teaching Faculty.** Members of the Academic Staff, as specified in the *Policies of the Board of Trustees*, "comprised of those persons having academic rank or qualified academic rank".

1.7 **Constellation.** A science and/or engineering cluster (academic unit) designated as a faculty/staff group affiliated with a specific College of Nanoscale Science and Engineering academic degree, academic discipline, or academic concentration area but, as the title implies, whose students and faculty freely crossover among the disciplines involved in nanoscale research and engineering. The Teaching Faculty of the College is currently organized into four Constellations: nanoscience, nanoengineering, nanobioscience, and nanoeconomics.

1.8 **Professional Faculty.** Employees as specified in the *Policies of the Board of Trustees*, as professional staff, "occupying positions designated by the Chancellor as being in the unclassified service," who do not hold academic or qualified academic rank.

1.9 **Academic Rank.** Rank held by those members of the Academic Staff having the titles of Professor, Associate Professor, Assistant Professor, and Instructor and those having the title of Librarian, Associate Librarian, Senior Assistant Librarian, and Assistant Librarian.

1.10 **Qualified Academic Rank.** Rank held by those members of the Academic Staff having the title of Lecturer, or titles of academic rank preceded by the designation "visiting" or other similar designation, in accord with the *Policies of the Board of Trustees*.

1.11 **The Faculty.** The Faculty of the College consists of the Chancellor of the State University of New York; the President of the College; Teaching Faculty; emeriti; and Professional Faculty.

1.12 **Voting Faculty.** Voting Faculty consists of:

1.12.1 The Chancellor

1.12.2 The President

1.12.3 All full-time members of the Teaching Faculty, except: emeriti; instructors enrolled in degree programs of the College; and individuals holding appointments for less than one academic year

1.12.4 All full-time Professional Faculty except individuals holding appointments for less than one academic year.

1.13 **Research Foundation Staff.** The staff of the Research Foundation of the State of New York who are employed at the College of Nanoscale Science and Engineering, except: staff members enrolled in degree programs of the College.

1.14 **Governance Bodies.** The CNSE College Senate defined in Article II of these *Bylaws*; the councils and committees created by the CNSE College Senate; the councils elected by the Constellations as authorized in Article III; College of Nanoscale Science and Engineering Graduate Student Association; and College of Nanoscale Science and Engineering Undergraduate Student Association.

## Article I. Section 2 — Rights and Responsibilities of the Faculty

2.1 The Faculty shall be responsible for the development of the educational program of the College and for the conduct of the College's instructional, research, and service programs, subject to the provisions of the New York State Education Law and the *Policies of the Board of Trustees*.

2.2 Specification of Faculty Responsibilities:

2.2.1. The Faculty may initiate and shall disapprove or approve and recommend for implementation:

2.2.1.1 Development of all areas of curriculum that require participation by the faculty of the College.

2.2.1.2 All changes in, additions to, or deletions from the curriculum.

2.2.1.3 Recruitment, admission, assessment, and advancement of College of Nanoscale Science and Engineering students.

2.2.1.3.1 Policies or standards regarding evaluation of students' academic work.

2.2.1.3.2 Policies or standards regarding admission to the College and to its degree-granting or certificate programs.

2.2.1.3.3 Policies and standards for graduation of students and awarding of academic degrees and certificates, including honorary degrees.

2.2.1.4 Policies and standards for the conduct and evaluation of research and teaching.

2.2.1.5 Policies and standards for appointment, promotion, and tenure (continuing appointment) of teaching faculty.

2.2.1.6 Formulation and implementation of research, service, and outreach programs that involve the faculty of College of Nanoscale Science and Engineering.

2.2.1.7 Development and execution of workforce training and continuing education in all relevant fields of nanoscale science and engineering.

2.2.2. The Faculty shall be informed and given opportunity to discuss at the earliest possible stages in their formulation, and shall review and provide formal consultation on, prior to adoption, all proposals regarding:

2.2.2.1 Creation, renaming, major re-organization, or dissolution of academic units and programs

2.2.2.2 Goals and formal plans directing the future of the College

2.2.2.3 Policies or standards governing speech and assembly on the campuses of the College

2.2.2.4 Plans for development of new campus facilities, or major modifications or closure of existing facilities

2.2.3. The Faculty shall provide ongoing consultation on institution-wide budget or business initiatives that affect the teaching, research, or service programs of the College. Detailed annual reports shall be provided on actual budget expenditures.

2.2.4. The Faculty shall establish procedures for investigating, hearing, and reporting to appropriate persons or bodies with respect to charges or complaints:

2.2.4.1 Brought by members of the Faculty against other members of the Faculty or against administrative officers of the College, or

2.2.4.2 Brought against members of the Faculty by students or other members of the College community, or

2.2.4.3 Brought by members of the College community regarding restrictions on Freedom of Expression and Assembly, including academic freedom.

2.2.4.4 Such procedures shall be consistent with the laws of New York State and the United States, and the *Policies of the Board of Trustees*, the Policies of the College, and contractual arrangements in effect for the parties involved.

2.3 To discharge these responsibilities, the Faculty shall create a CNSE College Senate and shall delegate its power to that Senate, reserving to itself the powers specified in Article I, Section 5, Article IV and Article V of these *Bylaws*.

2.4 The Faculty executes its responsibilities directly, as authorized by Article I. Section 2.2.1, by formal consultation as required by Article I, Section 2.2.2, and by advising. Faculty participation in such decision-making is to be done via the appropriate governance body as defined by the CNSE College Senate, or by its Executive Committee, except as provided in Article I, Section 5. These modes of participation are:

**2.4.1 Formal Consultation.** The Faculty shall engage in formal consultation with the President and the administration, as outlined and limited by the *Policies of the Board of Trustees*, and further characterized by the *Chancellor's Statement on Governance* [Faculty Handbook, Section III, p. 1]. Formal consultation is required for matters covered by Article I, Section 2.2.2. Either the President or the Faculty shall be able to request formal consultation on other matters.

Except where precluded by contractual or other legal restrictions, minimally, formal consultation with the faculty on these proposals shall entail consultation between administration and College governance bodies. Formal consultation shall require communication in writing specifying the area or issue for which recommendations are being solicited and accompanied by sufficient information as necessary for an informed recommendation. Formal consultation should occur as soon as issues needing resolution are identified. The faculty shall be given adequate time to respond. A written response to final Faculty recommendations shall be provided, indicating what decisions were made and the basis for such decisions; this should be particularly detailed in instances where faculty recommendations are not followed.

**2.4.2 Advice.** A group of Faculty may offer an informal expression of opinion or may review and offer recommendations on proposed policy or actions. The advice may be initiated by a governance body or requested by an administrator. The administrator shall communicate the decision and the rationale for it back to the advisory group.

**2.5 Faculty Participation in Advisory Groups Outside of Governance Bodies.** Administrators may choose to advance their leadership vision for the College by constituting special committees and task forces, selecting individual faculty members because of their experience or expertise. Ideally, such advisory groups shall be constituted in consultation with the Governance Council of the CNSE College Senate and lines of communication with relevant governance bodies shall be enunciated. In any case, such groups do not represent the Faculty as a whole and advice from such groups does not replace formal consultation with the Faculty. Such groups may freely provide advice; however, for such groups to be considered part of the formal consultative process, a majority of the faculty members must either be appointed by, or their recommended appointment approved by, the CNSE College Senate Governance Council, as specified in Article 2, Section 5.5, and specific faculty members must be designated to regularly report to the CNSE College Senate. The CNSE College Senate should be notified and offered an opportunity to appoint or approve recommended appointments if advisory committee membership changes. The Chair and Vice Chair of the CNSE College Senate shall be consulted in the composition of all major College level search committees and committees to select honorary degree recipients.

**2.6 Consultation with Constituent Groups.** All Faculty Governance bodies have a responsibility to communicate regularly with their constituency as noted in Article II, Section 1.6, and Article III, and to be responsive when a request for consultation comes from Student Groups.

### **Article I. Section 3 — Chair and Presiding Officer**

As specified by the Policies of the Board of Trustees, the President is the Chair of the Faculty. The Chair may preside at Faculty meetings or delegate that role to the Chair of the CNSE College Senate.

## **Article I. Section 4—Voting Faculty**

Voting Faculty shall be entitled to one vote in general faculty meetings, in College-wide balloting, in faculty referenda, and in elections to the CNSE College Senate.

## **Article I. Section 5 — College Faculty Meetings**

### **5.1 Regular Faculty Meetings**

5.1.1 The Faculty shall meet regularly once each semester during the academic year.

5.1.2 The time and agenda of regular meetings shall be set by the President in consultation with the CNSE College Senate Chair. The President shall provide a report at least once per academic year at a regular meeting. The CNSE College Senate Chair shall provide a written summary of Senate activities since the last faculty meeting.

### **5.2 Special Faculty Meetings.** Additional meetings may be scheduled as follows:

5.2.1 The President or the Chancellor shall be empowered to call special meetings at his or her discretion.

5.2.2 The President shall also call special meetings if requested to do so by the CNSE College Senate or the CNSE College Senate Executive Committee acting on its behalf, or if petitioned to do so by at least 10 percent of the Voting Faculty, or as specified in Articles IV and V of these *Bylaws*.

5.2.3 The President shall notify the Faculty in advance of the time and place of such specially called meetings and, in so far as possible, of the agenda.

### **5.3 Conduct of Faculty Meetings**

5.3.1 Twenty percent of the Voting Faculty shall constitute the quorum for both regular and special meetings, except as specified in Articles IV and V of these *Bylaws*.

5.3.2 Unless otherwise specified, all meetings shall be conducted according to *Robert's Rules of Order*. The Presiding Officer may appoint a parliamentarian to advise on conduct of the meeting.

## ***ARTICLE II: SUNY COLLEGE OF NANOSCALE SCIENCE AND ENGINEERING COLLEGE SENATE***

### **Article II. Section 1 — Powers and Responsibilities of the CNSE College Senate**

1.1 The CNSE College Senate shall have the powers vested in the Faculty by the *Policies of the Board of Trustees* of the State University of New York, including those specified in Article I Section 2, but excepting the powers reserved to the Faculty in Article I, Section 5, Article IV and Article V of these *Bylaws*. The CNSE College Senate shall be the principal policy-forming body of the College.

1.2 The CNSE College Senate, recognizing that the power of the Faculty, and hence, its own, are limited by State Law, by the *Policies of the Board of Trustees*, by the policies of the College Council, and by the prerogatives vested in the President, assumes that the Faculty properly expects to be consulted regarding any proposed change in these policies and regulations, and hence, the CNSE College Senate expects to be so consulted.

1.3 The CNSE College Senate shall have the power to place items of business on the agenda of a meeting of the Faculty.

1.4 The CNSE College Senate shall create such councils and committees as it considers necessary or useful in fulfilling its functions. It may delegate to such councils and committees, or to the Constellations, such powers as it considers appropriate.

1.5 The CNSE College Senate may call for a faculty referendum on any issue.

1.6 The CNSE College Senate shall report its activities to the Faculty regularly and shall submit an annual report to the Faculty and the College Council. Elected Senators shall regularly consult with their constituencies.

1.7 The CNSE College Senate shall be consulted on major College administrative reorganizations and appointments.

## **Article II. Section 2 — Composition of the CNSE College Senate**

2.1 The *ex officio* voting members of the CNSE College Senate shall be the President, the Vice President for Academic Affairs, the other Vice Presidents and Executive Staff of the College including the heads of the Constellations, the CNSE College Senate officers, the CNSE Research Foundation Operations Manager, the CNSE Research Foundation Deputy Operations Manager, the CNSE State-Funded Operations Manager, the Director of Student Services, the Associate Vice President for Student Affairs and Professional and Corporate Recruitment and Outreach, the College Senator(s) and Alternate(s) to the University Faculty Senate of the State University of New York, the President and Vice President of the College of Nanoscale Science and Engineering Graduate Student Association, and the President and Vice President of the College of Nanoscale Science and Engineering Undergraduate Student Association,

2.2 There shall be 32 Senators elected by the Constellations from the eligible Voting Faculty.

2.2.1 The 32 Senators shall be allocated to the Constellations in proportion to the numbers of Voting Faculty members in each Constellation; however, each Constellation shall have at least two Senators. These Senate seats are in addition to member of a Constellation who are Constellation heads or other *ex officio* members of the CNSE College Senate.

2.2.2 A Constellation shall not be deprived of a Senator because of shifting faculty ratios until the term of the Senator would normally have expired. Thus, the number of Constellation-elected Senators may be above 32 in some years.

2.3 There shall be eight Senators elected at large by the Voting Faculty from among the Professional Faculty.

2.4 There shall be eight Senators elected at large by the Voting Faculty from among the full-time Research Foundation employees at the College, acknowledging the essential and critical role of the various professional constituencies within the College. These are in addition to Research Foundation employees who are *ex officio* members of the CNSE College Senate.

2.5 There shall be two Senators elected at-large by the part-time State faculty from among the part-time State faculty.

2.6 If a CNSE College Senate council is unable to elect a chair from among its Senators, it may nominate its chair-elect to be appointed for a one-year term as a Senator by the approval of the CNSE College Senate.

2.7 The elected faculty members shall serve two-year terms, with one-half of each category being elected each year. The Council on Governance of the CNSE College Senate shall oversee elections.

2.8. In addition to the four *ex officio* student members of the CNSE College Senate, there shall be a total of eight student Senators elected for one-year terms. The ratio of undergraduate to graduate Senators shall be in proportion to the ratio of enrolled undergraduate to graduate students, as determined by the Council on Governance of the CNSE College Senate. The undergraduate student Senators shall be nominated and elected annually through the election mechanism of the Undergraduate Student Association. The graduate student Senators shall be elected annually through the Graduate Student Association. No student elected to the CNSE College Senate shall be permitted to occupy the position of Senator while on academic or terminal probation.

2.9 All elections for regular CNSE College Senate terms shall be completed no later than four full class weeks before the end of classes during the spring semester. Election procedures shall be under the oversight of the CNSE College Senate Council on Governance, as specified in Article II, Section 5.

2.10 At its discretion, the CNSE College Senate Executive Committee may nominate up to two Senators from the College community for approval by the CNSE College Senate for one-year terms.

## **Article II. Section 3 — Officers of the CNSE College Senate**

3.1 The officers of the CNSE College Senate shall be the Chair, Vice Chair, Immediate Past Chair and the Secretary. The CNSE College Senate may designate additional officers. The term of the Secretary shall be two years and of the other elected offices shall be one year. The CNSE College Senate shall detail specifics of additional duties of the officers.

3.2 The Vice Chair and the Secretary shall be elected by the previous CNSE College Senate. The election shall be presided over by the Council on Governance of the CNSE College Senate, as specified in Article II, Section 5. Any member of the Voting Faculty except the current CNSE College Senate Chair and Vice Chair is eligible for election for Secretary. No Secretary shall serve for more than 3 consecutive terms. Any member of the Voting Faculty except the current CNSE College Senate Chair, Vice Chair, and immediate Past Chair is eligible for election for incoming Vice Chair. CNSE College Senate officers become voting *ex officio* Senators and therefore any Senators elected as officers shall vacate remaining elected CNSE College Senate terms at the time of assuming office.

3.3 The Vice Chair shall succeed automatically to the office of Chair in the year following service as Vice Chair. In the event that the office of Chair is vacated the Vice Chair shall become Chair and vacate the Vice Chair office. Vacancies in the offices of Secretary and Vice Chair shall be filled by special election.

### **3.4 Duties of the Officers**

3.4.1 The Chair shall preside at all CNSE College Senate Meetings and shall chair the Executive Committee.

3.4.2 The Vice Chair shall be the faculty representative to the College Council and may be designated *ex officio* member of CNSE College Senate Councils.

3.4.3 The Secretary shall prepare and distribute the agenda at least one week before CNSE College Senate meetings, in consultation with the CNSE College Senate Executive Committee. The agenda must contain all items submitted by any Council or any Senator at least 10 days before the meeting. The Secretary shall maintain a public record of attendance of all Senators and shall give notice, at least ten calendar days before the next CNSE College Senate meeting, to any Senator whose seat could be declared vacant after an additional absence, as specified in Article II, Section 8. The Secretary shall oversee preparation and distribution of the minutes and of a summary of recent and upcoming business.

3.4.4 The immediate Past Chair of the CNSE College Senate shall provide advice and consultation to the Executive Committee, and may be designated as the *ex officio* chair of a CNSE College Senate council.

3.5 Parliamentarian: The Chair of the CNSE College Senate shall appoint a Senator to serve as Parliamentarian.

## **Article II. Section 4 — Executive Committee of the CNSE College Senate**

### **4.1 Composition:**

4.1.1 The President of the College, *ex officio*;

4.1.2 The Vice President for Academic Affairs of the College, *ex officio*;

4.1.3 The Vice President of Student Affairs of the College, *ex officio*;

4.1.4 The Chair of the CNSE College Senate (who shall serve as Chair of the Executive Committee), *ex officio*;

4.1.5 The immediate Past Chair of the CNSE College Senate, *ex officio*;

4.1.6 The Vice Chair of the CNSE College Senate, *ex officio*;

4.1.7 The Secretary of the CNSE College Senate, *ex officio*;



- 4.1.8 The Chairs of the CNSE College Senate Councils, *ex officio*;
- 4.1.9 The representatives to the SUNY University Faculty Senate, *ex officio*;
- 4.1.10 The President of the Graduate Student Association, *ex officio*, or a graduate student Senator designated to serve for the year
- 4.1.11 The President of the Undergraduate Student Association, *ex officio*, or an undergraduate student Senator designated to serve for the year.
- 4.1.12 Other *ex officio* members as designated by the CNSE College Senate.
- 4.2 The Executive Committee shall be responsible for the general operation of the CNSE College Senate by making recommendations for improving the operation and maintaining the orderly process of the Senate.
- 4.3 The Executive Committee shall act for the CNSE College Senate on urgent matters at such times as it is clearly impractical or impossible to convene the CNSE College Senate. Any actions taken by the Executive Committee under these "urgency powers" must be reported to the next CNSE College Senate meeting for review and, where appropriate, action.
- 4.4 The Executive Committee shall address issues facing the College when it interprets those issues to fall under the Rights and Responsibilities of the Faculty as defined in Article I, Section 2. In addressing these issues, the Executive committee shall:
  - 4.4.1 Initiate actions to be considered by appropriate CNSE College Senate Councils or Committees;
  - 4.4.2 Review and discuss issues forwarded from Councils or emerging issues facing the College;
  - 4.4.3 Review and discuss proposed bills and other CNSE College Senate actions and guide ongoing activities, but not prevent bills from being placed on the Senate agenda;
  - 4.4.4 Coordinate proposals that require action by multiple councils, such as consideration of new programs.
  - 4.4.5 The Executive Committee may serve on a regular basis in an advisory capacity to the President.
- 4.5 The Executive Committee may create its own subcommittees.

**Article II. Section 5 — Joint Committee on Graduate Student Affairs of the CNSE College Senate and College of Nanoscale Science and Engineering Undergraduate Student Association**

- 5.1 Membership of the Joint Committee
  - 5.1.1. The President
  - 5.1.2. The Chair of the CNSE College Senate
  - 5.1.3. The Secretary of the CNSE College Senate
  - 5.1.4. The President of the College of Nanoscale Science and Engineering Graduate Student Association, who shall serve as Co-Chair
  - 5.1.5. Other members of the Graduate Student Association Executive Board
  - 5.1.6. The Vice President for Academic Affairs
  - 5.1.7. The Vice President for Student Affairs, who shall serve as Co-Chair
- 5.2 Functions of the Joint Committee
  - 5.2.1. Advising the President on issues and concerns relating to the graduate students of the College.
  - 5.2.2. Meeting with other administrative and operational staff as needed to recommend development or modification of College policies and practices.

5.2.3. Advising the CNSE College Senate on the inclusion of graduate student representatives as the *College of Nanoscale Science and Engineering Faculty Bylaws* and the *Charter of the College of Nanoscale Science and Engineering College Senate* are developed.

## **Article II. Section 6 — Joint Committee on Undergraduate Student Affairs of the CNSE College Senate and College of Nanoscale Science and Engineering Undergraduate Student Association**

### 6.1 Membership of the Joint Committee

6.1.1. The President

6.1.2. The Chair of the CNSE College Senate

6.1.3. The Secretary of the CNSE College Senate

6.1.4. The President of the College of Nanoscale Science and Engineering Undergraduate Student Association, who shall serve as Co-Chair

6.1.5. Other members of the Undergraduate Student Association Executive Committee

6.1.6. The Vice President for Academic Affairs

6.1.7. The Vice President for Student Affairs, who shall serve as Co-Chair

### 6.2 Functions of the Joint Committee

6.2.1. Advising the President on issues and concerns relating to the undergraduate students of the College.

6.2.2. Meeting with other administrative and operational staff as needed to recommend development or modification of College policies and practices.

6.2.3. Advising the CNSE College Senate on the inclusion of undergraduate student representatives as the *College of Nanoscale Science and Engineering Faculty Bylaws* and the *Charter of the College of Nanoscale Science and Engineering College Senate* are developed.

## **Article II. Section 7 — CNSE College Senate Council on Governance**

7.1 The CNSE College Senate shall create a Council on Governance and specify its composition and chair.

7.2 The council shall seek to improve governance and enhance consultation among administration, governance bodies and their constituencies. The council shall work in conjunction with the Constellations, the administration, the SUNY-wide University Faculty Senate, the Undergraduate Student Association, and the Graduate Student Association, and its functions shall include institutional support and education, assessment of the effectiveness of consultation and governance, and liaison and elections.

7.3 Among its duties, the Governance Council shall:

7.3.1 Conduct all College-wide faculty balloting including elections of Senators-at-large, College Auxiliary Services board representatives, and SUNY-wide Senators. For elections, a preliminary slate of candidates must be published by the Governance Council and additional nominations shall be solicited from the faculty at least 4 weeks before the elections (8 weeks prior to the end of the semester). The name of any eligible Faculty member who has been nominated by a petition of at least 27 faculty members, received at least 2 weeks before the election, must be added. The final slate shall be published at least 1 week before the election, shall include at least two candidates for each vacancy, and shall indicate voting deadlines.

7.3.2 Oversee election procedures for Senators representing the Constellations and annually apportion Senators among these and student groups

7.3.3 Conduct regular and special elections for CNSE College Senate officers, and solicit nominations for officers from the faculty

7.3.4 Propose membership for CNSE College Senate councils

7.3.5 Oversee replacement of vacant CNSE College Senate positions, as described in Article II, section 8.

7.4 The Governance Council may

7.4.1 Initiate for consideration of the CNSE College Senate, or review, proposed amendments to the *Faculty Bylaws* as specified in Article 4, but may not prevent amendments from being brought to the Faculty.

7.4.2 Initiate for consideration of the CNSE College Senate or review proposed referendums from the Faculty as specified in Article 5, but may not prevent referenda from being brought to the Faculty.

7.5 The Governance Council shall serve as a Committee on Committees. It shall be responsible for designating or approving the Faculty representatives on all committees and task forces of the College outside of governance bodies where formal Faculty representation and consultation is requested (as in Article I, Section 2.5) or designating alternative governance bodies where such choices may be appropriate.

## **Article II. Section 8 — CNSE College Senate Councils and Committees**

8.1 In order to enable the CNSE College Senate to carry out its functions, the Senate shall establish additional councils or special committees to deal with such areas of its responsibilities as it deems appropriate.

8.2 The CNSE College Senate may delegate to its councils and committees such powers as it considers appropriate. The councils shall be responsible to the CNSE College Senate and report regularly.

8.3 Membership of CNSE College Senate Councils

8.3.1 Each council shall include at least four members of the Voting Faculty, at least two of whom are Senators.

8.3.2 Except where student membership on a CNSE College Senate Council or Committee is prohibited by the College of Nanoscale Science and Engineering *College Senate Charter*, each Council and Committee shall include at least two College of Nanoscale Science and Engineering students.

8.3.3 CNSE College Senate Councils and Committees may include as voting members of who are members of the non-voting Faculty or support staff.

8.3.4 Council chairs, unless designated *ex officio*, shall be elected by the Councils and must be Voting Faculty Senators.

8.3.5 Committees of a Council shall elect their chairs who must be members of the parent Councils.

8.3.6 All Council members who are not students shall serve two-year terms, and student members shall serve a one-year term. Unless stipulated in the College of Nanoscale Science and Engineering *College Senate Charter*, there are no term limits.

8.3.7 Membership of the councils shall be proposed by the Council on Governance and approved by the CNSE College Senate.

## **Article II. Section 9 — Calendar and Meetings of the CNSE College Senate**

**9.1 Regular Meetings of the CNSE College Senate**

9.1.1 The CNSE College Senate year shall be from September 1 to August 31. The involved constituency may substitute an incoming elected Senator for an outgoing Senator for the summer period in cases in which the outgoing Senator is leaving the College (for example if a student Senator is graduating in May).

9.1.2 The CNSE College Senate shall hold two regular meetings in the fall and two regular meetings in the spring. . The Secretary shall notify each member by email at least one week before a regular meeting of the date, place and agenda. In addition, the meeting notice shall be listed on the CNSE College Senate's web page.

9.1.3 CNSE College Senate meeting minutes and passed resolutions, motions, or bills shall be disseminated by the Secretary to the College faculty and staff listserv, the graduate student listserv, and the undergraduate student listserv following any given meeting as well as being entered on the CNSE College Senate's web page.

9.1.4 Meetings of the CNSE College Senate may be held in the summer. Actions taken in summer meetings of the CNSE College Senate must be reported to the new CNSE College Senate at its first fall meeting.

9.1.5 The Chair of the CNSE College Senate shall preside at the meetings of the CNSE College Senate. In his or her absence, the presiding officer shall be the Vice Chair or, if unavailable, an alternate designated by the Chair or Vice Chair.

9.1.6 All members of the College may attend meetings of the CNSE College Senate. The CNSE College Senate, its Executive Committee, or the Presiding Officer may invite any member of the College community to participate in the discussion at a meeting.

#### 9.1.6.1 CNSE College Senate Assembly

9.1.6.1.1 As noted in section 9.1.6 above and in accordance with the practice of most governance bodies of SUNY campuses, all meetings of the CNSE College Senate are open to all members of CNSE and since the CNSE College Senate Chair or the Senate itself (or the Senate's Executive Committee if notified in advance) may recognize a non-Senator to speak at a College Senate meeting, any meeting of the College Senate shall be deemed and referred to as a "CNSE College Senate Assembly."

9.1.6.1.2 While a non-Senator may not introduce new legislation or propose an amendment on the Senate floor, the non-Senator may ask a Senator to do so (the Senator who is speaking on behalf of the non-Senator requires a two-thirds vote of the Senators present and voting to introduce new business, as noted in 9.7.1.2 below).

9.1.6.1.3 The Secretary of the CNSE College Senate will send the agenda of each CNSE College Senate Assembly meeting and the subsequent minutes to the Faculty Assembly and the Staff Assembly of SUNY Polytechnic Institute's Utica campus.

9.1.7 The agenda shall be prepared by the Secretary of the CNSE College Senate, in consultation with the Executive Committee, provided that:

9.1.7.1 Any Senator shall have the right to place items on the agenda by submitting such items to the Chair of the Executive Committee at least ten days before the scheduled meeting;

9.1.7.2 The agenda for each meeting shall permit the introduction of new business at the meeting itself when approved by a two-thirds vote of the Senators present and voting.

## **9.2 Special and Emergency Meeting of the CNSE College Senate**

9.2.1 Special Meetings of the CNSE College Senate may be called:

9.2.1.1 by the Chancellor or the President.

9.2.1.2 by the Executive Committee of the CNSE College Senate.

9.2.1.3 by petition of at least 1/3 of the total members of the entire Faculty

9.2.1.4 by petition of at least 1/3 of the Senators.

9.2.2 The Secretary shall notify each CNSE College Senate member and the President by email at least five days before a special meeting. The notice that calls the meeting shall state the purpose for which the meeting is called. No other business shall be transacted.

9.2.3 Emergency meetings of the CNSE College Senate may be called by the Chancellor, the President, the Executive Committee, or the Chair of the CNSE College Senate. When feasible, twenty-four hour notice shall be given via email prior to the meeting.

### **9.3 Rules of Order**

9.3.1 The rules contained in *Robert's Rules of Order*, revised, shall govern the CNSE College Senate in all cases to which they are applicable, and in which they are not inconsistent with the *College of Nanoscale Science and Engineering Faculty Bylaws* or the special Rules of Order of the CNSE College Senate.

9.3.2 A quorum shall consist of not less than one half of the CNSE College Senate members.

9.3.3 If in two successive meetings a quorum is not obtained, a majority of those Senators present at the second meeting may choose to send a mail ballot to the entire CNSE College Senate. For the mail ballot to be valid, the number of ballots returned must be equal to or greater than the quorum.

## **9.4 Agenda**

At each regular meeting of the CNSE College Senate the agenda shall consist of the following items:

9.4.1 Approval of the minutes of the previous meeting.

9.4.2 Report from the President.

9.4.3 Report from the Chair of the CNSE College Senate.

9.4.4 Report of regularly scheduled or special elections.

9.4.5 Reports from chairs of CNSE College Senate Councils and Committees; minority reports may be included.

9.4.6 Reports of Ad Hoc Committees; minority reports may be included.

9.4.7 Unfinished business.

9.4.8 New business

9.4.8.1 Items of new business to be presented for vote at a regular meeting must have been submitted in writing by a Councilor to the Secretary of the Executive Committee. Copies of any materials and data presented on such new business shall be included with the meeting announcement.

9.4.8.2 New business not on the agenda may be presented by a Councilor from the floor at any regular meeting. Such new business may be accepted pending a majority vote of the Council.

## **Article II. Section 10 — Election and Replacement of Senators**

10.1 Election of Senators shall be presided over by the Governance Council of the CNSE College Senate and completed no later than four full class weeks before the end of classes during the spring semester.

10.2 Replacement of Senators during their term in office:

10.2.1 Faculty Senators on Leave: During the period when a faculty Senator is on leave and is absent from the College, the Senator's seat shall be filled by an alternate. This alternate shall be selected as for a vacant seat and shall serve only until the end of the leave period.

10.2.2 Absentee Senators: The governance council shall review and may declare the seat of a Senator vacant in any of the following cases:

10.2.2.1. The Senator is elected a CNSE College Senate Officer.

10.2.2.2. The Senator declines to accept election, or subsequently resigns.

10.2.2.3. The Senator misses four CNSE College Senate meetings in one academic year.

10.2.2.4. The Senator leaves the College.

10.3 When a vacancy is declared, the seat shall be filled in the following order of priority:

10.3.1. Designation of the available person with the next highest number of votes in the last previous election from the constituency involved.

10.3.2. If no such person is available, election or appointment by an appropriate body in the constituency involved.

## ***ARTICLE III: THE CONSTELLATIONS***

### **Article III. Section 1**

Subject to the regulations of the CNSE College Senate, the faculty of each Constellation shall determine its internal policies.

### **Article III. Section 2**

The faculties of the Constellations shall organize themselves so as to exercise their appropriate powers and assure faculty participation in making decisions at the Constellation level, such as providing mechanisms for elections of representative Senators, for hearing cases for promotion and continuing appointment, for addressing programmatic and curricular issues, and for providing input on budgetary issues.

### **Article III. Section 3**

The faculties of the Constellations shall be consulted when administrative appointments are made at the Constellation level.

## ***ARTICLE IV: AMENDMENTS***

### **Article IV. Section 1**

Amendments to the *Bylaws* shall be made by the Voting Faculty.

### **Article IV. Section 2**

Amendments may be proposed by the President, or by the CNSE College Senate, or by a petition signed by at least 10 percent of the Voting Faculty.

### **Article IV. Section 3**

Proposed amendments to the *Faculty Bylaws* shall be submitted in writing to the CNSE College Senate Council on Governance. The Council on Governance shall review such proposals and shall forward them to the members of the Voting Faculty. After a lapse of two weeks, but within six weeks after the proposal has been circulated, the President or the Presiding Officer shall convene a meeting of the Voting Faculty to vote on the proposed amendment or conduct a mail ballot.

3.1 For this meeting a quorum shall be defined as 30 percent of the Voting Faculty.

3.2 Passage of an amendment shall require an affirmative vote by at least two-thirds majority of the Voting Faculty present.

3.3 If a mail ballot is chosen, or if there is no quorum for action at such meeting, the Governance Council shall conduct a mail ballot. Passage of the amendment requires at least 30 percent of the Faculty vote in the mail ballot and that the amendment receive an affirmative vote from at least a two-thirds majority of the votes cast.

## **ARTICLE V: REFERENDUMS**

### **Article V. Section 1**

Measures may be submitted to the Voting Faculty by the CNSE College Senate for referendum. Measures brought to the Faculty for referendum shall be submitted in writing through the Council on Governance to the members of the Voting Faculty. After a lapse of two weeks but within six weeks after the measure has been circulated, the President or his or her designee shall convene a meeting of the Voting Faculty to vote on the measure.

### **Article V. Section 2**

2.1 For this meeting a quorum shall be defined as 40 percent of the Voting Faculty.

2.2 Passage of a measure brought to the Voting Faculty for referendum shall require a majority of the Voting Faculty present.

## **ARTICLE VI: INTERIM COMPOSITION OF CNSE COLLEGE SENATE COUNCILS**

On the presumption CNSE will greatly expand in numbers of faculty, students and staff within the next five to ten years, these *Bylaws* and the companion *College Senate Charter* are designed to accommodate that growth. In the interim, it is understood that the institution must “grow into” the governance structures described and there may not be enough faculty, staff or students volunteering to fill the minimum complements specified for each Senate Council and Committee.

### **Article VI. Section 1**

**The composition of the following six governance bodies must meet the minimum requirements for the 2014-2015 academic year and thereafter:** Senate Executive Committee [SEC], Governance Council [GOV], Council on Ethics in Research and Scholarship [CERS], Council On Research [COR, ] Council on Promotions and Continuing Appointments [CPCA], and Environmental Health and Safety Council [EHSC].

### **Article VI. Section 2**

**The composition of the following eight governance bodies must meet the minimum requirements for the 2019-2020 academic year and thereafter:** Council on Academic Assessment [CAA], Council on Academic Infrastructure and Information Systems [CAIIS], College Life Council [CLC], College Planning and Policy Council [CPPC], Council on Student Recruitment [CSR], Educational Outreach and Internships Council [EOIC], Graduate Academic Council [GAC], and Undergraduate Academic Council [UAC]

The Governance Council should attempt to meet the minimum composition requirements for these eight councils as soon as possible, and in the interim these councils must include **(1) all *ex officio* members listed for the council in the CNSE College Senate Charter, (2) at least four members of the Voting Faculty, at least two of whom are Senators, and (3) at least two Student members.**

### **Article VI. Section 3: Committees of Councils**

If the members of a council agree there are not enough volunteers to meet the required composition of a committee of that council, the committee may be created with few members than stipulated (provided any *ex officio* members are included) or the council as a whole may conduct the business of the committee (with the presence of any *ex officio* members of the committee).



## ***ARTICLE VII: ESTABLISHMENT OF THE CNSE COLLEGE SENATE***

**These *Bylaws* shall take effect immediately upon approval of at least two-thirds of the CNSE Voting Faculty by email vote, and the *first* year of the CNSE College Senate shall begin as soon as the Senate can be convened in spring 2014 and shall end August 31<sup>st</sup>, 2015**

Immediately upon approval of the *Bylaws* and *Charter*, the Executive Committee of the CNSE Faculty Council shall (1) oversee elections for the 2014-2015 CNSE College Senate from the various constituencies, (2) seek nominations for the College Senate office positions of Chair, Vice Chair, and Secretary, (3) seek nominations for the at large Senate positions and hold the elections for those Senate positions, and (4) send a call letter to constituents interested in membership as non-Senators of the various CNSE College Senate Councils or their committees.

Once the Faculty Council Executive Committee has confirmed that a majority of the seats on the CNSE College Senate have been filled and have at least minimally populated those councils mentioned in Article VI, Section 1. above, the Chair of the Faculty Council shall serve as convener of the first meeting of the CNSE College Senate and hold elections for the three College Senate offices of Chair, Vice Chair, and Secretary (the Chair of the Faculty Council serving as the fourth officer, Immediate Past Chair.)

The person elected Chair of the CNSE College Senate will, as the first order of business, seek approval of the Council memberships that have at least the minimal membership required in the *CNSE College Senate Charter*.

## ***ARTICLE VIII: ACKNOWLEDGEMENT***

These *Bylaws* largely modeled after the faculty bylaws of the University at Albany, with changes and additions reflecting the unique missions, structures and constituencies of the College of Nanoscale Science and Engineering.