

MINUTES OF THE ACADEMIC SENATE OF QUEENS COLLEGE - April 28, 1977
 Academic II - room 170

1. The Holder of the Chair, Larry Mansfield, called the meeting to order at 4:00 p.m.
2. Chair announced that the Executive Committee waived the Senate's deadline for filing a petition with the Elections Committee for student Christine Stavropoulos.
3. Continuing with ad hoc Governance Committee (Bylaw amendments to Article VII):
 - a) Section 10. Students elected to Academic Senate Committees must be in good standing. For this purpose, a student is in good standing if:
 - a. (i) In the day session, a student who maintains at least 6 credits unless fewer are needed for graduation.
 - (ii) In the School of General Studies, a student who maintains at least 3 credits unless fewer are needed for graduation.
 - (iii) In the Graduate Division, a student who maintains at least 3 credits, or a student who has completed the residence requirement for a degree and maintains matriculation, provided that in either case the time for completion of the degree has not expired.
 - b. Not on probation.

Amendment (Bigman) - "To delete everything after the word, 'standing' and add the words, "as defined by the College bulletin."

Chair ruled Bigman's amendment - out of order, since the bulletin does not define a student in good standing.

Amendment (Bigman) - "To delete everything after the word 'standing' in the first sentence of Section 10."

Bigman's amendment - passed.

Seeing no further amendments, the Chair moved on to the next Section.

- b) Section 11.
 - a. The election of Academic Senate Committee members must be by secret ballot whenever there are more nominees than positions to be filled. Academic Senate Committee members must be elected by majority of votes cast on a given ballot at the election meeting.
 - b. In Academic Senate Committee elections where the number of candidates does not exceed the number of vacancies, the Secretary of the Academic Senate shall be empowered to cast one vote in the name of the full Academic Senate to elect those candidates.

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3. b) Article VII - Bylaw amendments (continued)

Section 11. c. If, in an election to fill one vacant seat, no nominee receives a majority of votes cast on the first ballot, then a second ballot shall be held, keeping the names of all nominees on the ballot except those who withdraw. If no nominee is elected on the second ballot, then balloting shall continue containing the names of those receiving votes on the preceding ballot arranged in order of number of votes received, the higher number preceding the lower. The next ballot shall then contain, counting from the head of the list, as many of the names of the nominees as may be necessary for their combined vote to equal or exceed majority of the votes cast on the preceding ballot. If no nominee is elected by a majority of the votes cast on this ballot, then subsequent ballots shall be cast in the same manner until one nominee receives a majority of the votes cast.

d. Separate elections shall be held for those seats on a given Academic Senate Committee that are:

1. From designated divisions or units of the College,
and
2. For terms of different lengths.

e. In an election to fill more than one committee vacancy, no names shall be removed from the ballot except those who withdraw.

f. Balloting for different Academic Senate Committees shall be held sequentially unless by a vote of one-third of the members present the Academic Senate chooses to complete one election before the next one begins.

Amendment (Alsop) - "To substitute the word "plurality" for 'majority' in part a."

MOTION: Duly made (Laster), seconded and passed:

"To close off debate on Alsop's amendment."

Alsop's amendment - failed.

Amendment (Fifer) - "To delete the proposed part c. and substitute it with the paragraph in parenthesis on page four, excluding d. of that paragraph. Also, part c. to read as follows:

All Committee members must be elected by an absolute majority of votes cast on a given ballot at the election meeting, a quorum being present. If no nominee receives an absolute majority of votes cast on the first ballot, then subsequent ballots shall be cast in the following manner: the names of those receiving votes on the preceding ballot shall be arranged in order of number of

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3. Bylaw amendments (Fifer) - Article VII, Section 11 (continued)

votes received, the higher number preceding the lower; the next ballot shall then contain, counting from the head of the list, as many of the names of the nominees as may be necessary for their combined votes to equal or exceed an absolute majority of the votes cast on the preceding ballot; if no nominee is elected by an absolute majority of the votes cast on this ballot, then subsequent ballots shall be cast in the same manner until one nominee receives an absolute majority of the votes cast.

Fifer amendments - passed.

Seeing no further amendments, the Chair moved on to the next Section.

- c) Section 12. The term of office of any Academic Senate Committee member, who has completed the number of years for which that member was elected, continues until the member's re-election or until the election of a successor.

Amendment (Alsop) - "To delete Section 12."

Alsop's amendment - failed.

Editorial change (B. Weinberg) - "To delete the following words from the first sentence: 'who has completed the number of years for which that member was elected'."

Section 12, to read as follows: The term of office of any Academic Senate Committee member continues until the member's re-election or until the election of a successor.

Seeing no further amendments, the Chair moved on to the next Section.

- d) Section 13. a. In Academic Senate Committees, whenever the office of the Chairperson becomes vacant, the Academic Senate Chairperson shall appoint a convener from among the members of the Committee and shall instruct the convener of the date by which the next meeting must be called.
- b. The convener shall be appointed in time to insure that the Committee will hold its next meeting not later than one month from the occurrence of the vacancy.
- c. The convener's responsibility shall be to convene the Committee, giving not less than one week's written notice to all Committee members, and to preside over the election of the regular Holder of the Chair for that Committee.

Editorial change - the letter a. was added after Section 13.

Amendment (Hechler) - "To delete part b."

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3. Bylaw amendments (Hechler) - Article VII, Section 13-d (continued)

MOTION: Duly made (Ungar), seconded and passed:

"To close off debate on Hechler's amendment."

Hechler's amendment - failed.

Seeing no further amendments, the Chair moved on to the next Section.

- e) Section 14. All officers of Academic Senate Committees must be elected by a majority of the members present at a meeting called for the purposes of such an election. No business may be transacted by a Committee until the Holder of the Chair and all its officers have been duly elected. No officer may be regarded as elected until all challenges to his election have been resolved as provided for in the Bylaws.

Editorial change (Greener) for the ad hoc Governance Committee - "To add the following words in the first sentence after the word 'election':
"except where otherwise stipulated in these Bylaws."

Amendment (Mandelbaum) - "To add the word, "annually" after the word, 'elected' and add the following words after the word, 'Bylaws' in the first sentence:
"This election shall take place immediately after the December Academic Senate Committee elections."

Mandelbaum's amendments - passed.

Seeing no further amendments, the Chair moved on to the next Section.

- f) Section 15. The normal term of office of Academic Senate Committee officers shall be one year. Senate Committee officers shall remain in office until replaced or re-elected.

Seeing no amendments, the Chair moved on to the next Section.

- g) Section 16. a. The call for a meeting of an Academic Senate Committee shall be by written notice of the time and place of that meeting to all members at least one week in advance, unless another method of notification is agreed upon by all members at a meeting at which a quorum is present. A notice of all Senate Committee meetings shall be sent to the Secretary of the Academic Senate.
- b. Two or more of the voting members of an Academic Senate Committee may petition the Holder of the Chair, in writing, to call a meeting, provided that a copy of the written petition is immediately forwarded to the Secretary of the Academic Senate. If the Holder of the Chair does not call a meeting within two weeks of receipt of the petition, the Executive Committee shall call a meeting of that Committee.

Seeing no amendments, the Chair moved on to the next Section.

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3. Article VII - Bylaw amendments (continued)

- h) Section 17. All Academic Senate Committee meetings shall be conducted according to Robert's Rules of Order (latest edition) whenever possible except where these rules are in conflict with the Bylaws of the Board of Higher Education, the Queens College Academic Senate Charter, or these Bylaws.

Seeing no amendments, the Chair moved on to the next Section.

- i) Section 18. A quorum of an Academic Senate Committee shall be a majority of the voting members duly elected to that Committee. In the event of vacancies due to resignation or removal of voting members, a quorum shall be a majority of those voting members remaining.

Editorial change (Greener) for the ad hoc Governance Committee - "To add the following words after the word 'Committee' in line two:
"except where otherwise stipulated in these Bylaws."

Seeing no further amendments, the Chair moved on to the next Section.

- j) Section 19. Upon determination by the Executive Committee that a student member of an Academic Senate Committee is not in good standing, that member's seat shall be declared vacant in accordance with Section 11 of these Bylaws and a Committee on Committees immediately notified of this vacancy.

Editorial change - the words 'Section 11' to be changed to "Section 10."

Seeing no further amendments, the Chair moved on to the next Section.

- k) Section 20. a. When a Committee member misses three consecutive meetings, the Holder of the Chair of that Committee or the Holder of the Chair of the Academic Senate may petition the Executive Committee, in writing, to declare that member's seat vacant.
- b. Before a faculty member of an Academic Senate Committee goes on leave, the member must give written notice to the Holder of the Chair of that Committee and the Executive Committee of whether the member intends to continue to serve on that Committee. In the absence of this written notice, if a faculty member of a Senate Committee misses one meeting while on leave, the Holder of the Chair of that Committee or the Holder of the Chair of the Academic Senate may petition the Executive Committee to declare that member's seat vacant.
- c. The Secretary of the Academic Senate shall, upon receipt of the prescribed written petition to declare a Senate Committee member's seat vacant, immediately notify the Committee member, in writing, that the Committee seat is in jeopardy of being declared vacant.

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3. k) Article VII - Bylaw amendments (continued)

Section 20. d. The Committee member shall have the right to appear before the Executive Committee to explain the absence, subject to the time limitation set forth in paragraph e.

e. The Executive Committee shall no sooner than one week nor later than one month after the original notification from the Holder of the Chair of the Committee or the Holder of the Chair of the Academic Senate determine whether or not the seat should be declared vacant.

f. If the Executive Committee votes to declare an Academic Senate Committee seat vacant, the Committee member shall have the right to appeal this decision to the Academic Senate for final determination. The issue of the vacant seat shall be placed as a special motion on the next regular Academic Senate agenda.

Seeing no amendments, the Chair moved on to the next Section.

- 1) Section 21. The Holder of the Chair of each Academic Senate Committee shall submit to the Secretary of the Academic Senate, not later than one month following a meeting, provisional minutes to include the date and place of the meeting, the time of the call of the meeting, when it was called to order, members present and voting, and actions taken. Called meetings for which a quorum was not present shall also be reported. Provisional minutes shall also include amendments and approval of previous provisional minutes.

Seeing no amendments, the Chair moved on to the next Section.

- m) Section 22. Each Standing Committee shall submit an annual report to the Executive Committee of the Academic Senate not later than November 1st. Each Special and College-wide Committee shall submit an annual report to the Executive Committee of the Academic Senate not later than March 1st. These reports shall contain but need not be limited to dates of the meetings, the names of all persons who have served on the Committee during the year, matters which the Committee has considered, and all actions taken. All motions which require Senate action shall be separated from the report.

Seeing no amendments, the Chair moved on to the next Section.

- n) Section 23. Any member or group of members of an Academic Senate Committee may submit a minority report. The Secretary of the Academic Senate shall see that this report is presented along with the Committee's Majority Report to the Academic Senate and that the Minority Report receives the same distribution and publication as the Committee's Majority Report.

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3. Article VII - Bylaw amendments (continued)

- o) Section 24. A member who believes any action of an Academic Senate Committee or of any member of an Academic Senate Committee either in connection with the election of its officers, the call or conduct of meetings, or any other function to be in conflict with the Bylaws of the Board of Higher Education, the Queens College Academic Senate Charter, these Bylaws, or Robert's Rules of Order (latest edition) may challenge that action. The member shall first make known this challenge to the Holder of the Chair of the Committee. If the alleged irregularity constituting the basis for the challenge is not corrected to the member's satisfaction, the member may then present this challenge to the Executive Committee of the Academic Senate, which at its discretion may try to resolve the matter by informal consultation with the parties involved or by presenting the matter to the Academic Senate for final decision. In the former instance, the Executive Committee shall report the results of its efforts to the members presenting the challenge, as soon as possible. If the Executive Committee fails to report to the members within a reasonable time or if the action is not acceptable to the Committee member as a remedy, the member shall have the right to place this challenge on the agenda of the next regular meeting of the Academic Senate either through the Executive Committee or from the floor. The decision of the Academic Senate in such cases shall be final.

Seeing no amendments, the Chair moved on to the next Section.

- p) Section 25. The following is a new Section:

College-wide Committees shall not be constituted until the appropriate Articles of the Report of the Commission on the Organization of the College are implemented.

There were no amendments to this Section.

Editorial change (Greener) for the ad hoc Governance Committee - "To add the following words after the word 'Senate' in the first sentence of Section 5 (Academic Senate meeting April 14, 1977): "except where otherwise stipulated in these Bylaws."

- q) MOTION: Duly made (Fifer), seconded and passed:

"To close off debate on ad hoc Governance Report."

No vote taken on ad hoc Governance Report, as per Senate Bylaws Article VIII, Section one, C and D. These Bylaw proposals are to be special order, first item of business at Academic Senate meeting of May 12, 1977.

(Laster) request for quorum call. There was no quorum present.

Meeting adjourned at 5:20 p.m. Next regular meeting on Thursday, May 12, 1977, at 3:30 p.m.

