

# **LaGuardia Community College Governance Plan (2009)**

## **PREAMBLE**

The first comprehensive governance plan of Fiorello H. LaGuardia Community College was created in 1978 with the goal of translating into practical form the ideals and mission of the College, built around a core belief in making the best of higher education and professional opportunity available to all those who seek them. Through the ensuing years of its growth as an individual institution with a tradition of innovation, and as a vital part of the City University of New York, the College has remained constant in both its ideals and its mission.

The principles embodied in the 1978 governance plan included: governance of the College is participatory and shared among the faculty, the staff, the students, the alumni, and the administration; the governance body provide an arena for the voices of elected representatives of all constituencies to be heard; the leadership of the governance body is elected by its members. In line with these principles, the LaGuardia Community College Senate draws its members from the faculty, the staff, the alumni, and the student body, working in collaboration with the President of the College and the administration to carry forth the LaGuardia mission. This governance plan reaffirms these long-held principles.

## **ARTICLE I. POWERS AND FUNCTIONS OF THE COLLEGE SENATE**

### **SECTION I – Responsibilities of the College Senate**

The College Senate shall have responsibility, subject to guidelines and policies established by the CUNY Board of Trustees, to formulate policy pertaining to the operation of LaGuardia Community College, including the following:

- A. Establish and protect the academic standards of the College.
- B. Set qualifications for degrees, requirements for matriculation, and scholarship standards; the faculty, however, shall reserve the right to confer degrees.
- C. Review the operations of the College curriculum, approve new curricula and courses, and review modifications of existing curricula.
- D. Determine and review all policies dealing with instruction, with the academic calendar, and with faculty and student welfare and development consistent with academic freedom and professional standards.
- E. Formulate policy governing the conduct and behavior of members of the college community consistent with individual rights and democratic principles.

- F. Review information from the Administration on budgetary appropriations and disposition, and all other available information as is necessary to implement the functions of the Senate.
- G. Determine policy with respect to facilities of the College.
- H. Consult with the President on nominations to a search committee in the event of a vice presidential vacancy.
- I. Create a search committee that includes faculty representatives in the event of a presidential vacancy, subject to approval by the CUNY Board of Trustees.
- J. Create bylaws for its own operations consistent with its governance plan and the policies and bylaws of the CUNY Board of Trustees.
- K. Create such additional standing and ad hoc committees as are deemed necessary to carry out the functions enumerated herein.
- L. Inform itself on College programs and operations. In the course of carrying out its responsibilities, the Senate, through its Executive Committee, shall be fully advised of, shall routinely receive, and shall be free to seek information from the College's administrative officers on all matters germane to the programs and operations of the College.

## **SECTION II - Recognition of Other Governing Bodies**

It is the intent of the College Senate to follow the bylaws of the CUNY Board of Trustees in conjunction with this Governance Plan regarding personnel procedures and to recognize the Faculty Council as an elected body concerned with faculty affairs and the Student Government Association as an elected body concerned with student affairs. The constitutions of these bodies are on file with the legal counsel of the Board.

## **SECTION III – Repeal of Senate Decisions**

Upon petition of twenty-five members of the full-time faculty and/or staff or seventy-five members of the student body, and the presentation of such petitions to the Chairperson of the Senate, a referendum must be conducted by the Committee on Elections to determine if the college staff and the student body both desire to repeal any Senate decision. Petition for repeal must be filed within five weeks after publication of the action in the minutes of the Senate in accordance with Article II, Section III – C. A decision shall be repealed by a majority vote of the full-time faculty and staff, in which at least forty percent of the faculty and staff participate, and a majority vote of the student body.

## **ARTICLE II. SENATE MEETINGS**

### **SECTION I – Time of Meetings**

- A. The time, location and agenda of all Senate meetings shall be distributed to Senators not less than seventy-two hours prior to the time of the meetings.
- B. The Senate shall meet at least once monthly during the months of September, October, November, January , February, March, April, and May.

### **SECTION II – Conduct of Meetings**

- A. All Senate Meetings shall be conducted in conformance with *Robert's Rules of Order*, except as otherwise required by law or as may be provided in the bylaws.
- B. All Senate meetings shall be open to the College community at large.
- C. Alternate senators who are attending for absent Senators are voting members at the meeting. A majority of the voting members of the Senate must be present to constitute a quorum and for passage of a measure within the Senate's authority.
- D. The signed petition of at least ten of the Senators shall be sufficient to mandate a special meeting, which shall be called to order by the Senate Chairperson within seven business days after receiving the petition.

### **SECTION III – Minutes of Meetings**

- A. The Secretary of the Senate shall maintain a record of the minutes of all official meetings of the Senate and the Senate Executive Committee.
- B. Minutes of all Senate meetings shall be distributed to the Senators, Senate Alternates, President, Vice Presidents, Deans, Academic Department Chairpersons, and College Library.
- C. In compliance with the New York State Freedom of Information Law, the Secretary will maintain a record of the final vote of each member of the Senate when votes are taken. This record shall be made available upon request.

## **ARTICLE III. COMPOSITION OF THE SENATE**

### **SECTION I - Distribution of Membership**

- A. One Senate member shall be elected from the instructional staff of each of the following constituencies: Department of Business and Technology; Department of Communication Skills; Department of Cooperative Education;

Department of Counseling; Department of Education and Language Acquisition; Department of English; Department of Health Sciences; Department of Humanities; Department of Mathematics, Engineering and Computer Science; Department of Natural Sciences; Department of Social Science; the Library; Division of Academic Affairs; Division of Adult and Continuing Education; Division of Enrollment Management and Student Development; Division of Institutional Advancement; Division of Administration; and the Division of Information Technology. If the administrative structure is altered so that the number of constituencies increases, each new constituency will have one Senator and Alternate, whose Senate service becomes effective after the next regular Senate elections. If the number of constituencies decreases, the affected Senator(s) shall continue to serve until after the next regular Senate elections. The next election shall reflect the new administrative structure of the College with one elected Senator from each constituency.

- B. The instructional staff shall elect a total of four Senators-at-Large and four Alternates. Two Senators and two Alternates will be elected each year.
- C. The Faculty Council President, or his/her designee, shall be a Senator. The Faculty Council shall elect an Alternate.
- D. There shall be one Senator and Alternate elected at large by each of the following constituencies: adjunct faculty, civil service.
- E. There shall be one Senator and Alternate elected by the Alumni Association.
- F. There shall be one Senator and Alternate elected by the College President's Office instructional staff. In the event that the President's Office staff reports to the Chairperson of the Senate that it is unable to elect a Senator and/or an Alternate Senator, the Executive Committee of the Senate will ask the President to make the appropriate appointment(s).
- G. The Student Government Association President, or his/her designee, shall be a Senator and shall have an Alternate designated by the President of Student Government.
- H. The students shall elect Senators, whose number shall be equal to the number of Senators from the Academic Departments. The students shall also elect Alternates, whose number shall be no more than the number of Student Senators. Runners-up in elections for Student Senators shall be ranked in the order of votes received by each. In the event that a Student Senator fails to remain eligible or is unwilling to serve during the term of his/her office, that Senator shall be replaced by the highest ranked Alternate Senator available. If no such student is able to serve, the Student Government Association may

elect a student in good academic standing to fill the remainder of the vacated term.

- I. The President of the College and all Vice Presidents shall serve *ex officio* without vote.

## **SECTION II - Election Procedures**

### A. General Procedures

1. Nominations will be made and elections held for Senators within six weeks after the first day of regular classes of the Fall semester, Session 1.
2. Elections will be conducted by secret ballot.
3. In elections for at-large Senate seats, all eligible voters will have the right to vote for as many candidates as there are at-large seats being filled during that election. Each voter may cast no more than one vote for each candidate.
4. In the event of a tie for an at-large Senate seat, a run-off election will be conducted within three weeks.

### B. Specific Constituency Procedures

1. Divisional and Departmental Senators
  - a. Nominations will be made and elections held for divisional and departmental Senators and alternates at constituency meetings called by the heads of the constituencies within six weeks after the first day of regular classes of the Fall semester, Session 1.
  - b. Divisional or other non-departmental constituencies may choose to solicit nominations by email and establish a polling place for the subsequent election; the entire process must be completed within six weeks after the first day of regular classes of the Fall semester, Session 1.
2. Student Senators
  - a. All Student Senators will be elected at large, with the exception of the President of the Student Government Association (or his/her designee) and an Alternate for the president of SGA or the President's designee..

- b. Elections for Student Senators will be conducted by the Committee on Elections of the Senate, in cooperation with the Division of Enrollment Management and Student Development.
  - c. Declarations of candidacy for Student Senate seats must be filed with the Chairperson of the Senate Committee on Elections or the Office of Student Life within three weeks after the first day of regular classes of the Fall semester, Session 1. Elections for Student Senators will be held within three weeks thereafter.
3. Other Senators
- a. Declarations of candidacy for non-instructional staff and adjunct Senate seats must be filed with the Chairperson of the Committee on Elections within two weeks after the first day of regular classes of the Fall semester, Session 1. The Committee of Elections shall prepare and distribute ballots, establish polling places, and conduct elections within six weeks after the first day of regular classes of the Fall semester, Session 1.
  - b. Nominations and election for the Alumni Association Senate seat will be conducted within four weeks after the first day of regular classes of the Fall semester, Session 1, according to a process proposed by the Board of the Alumni Association and approved by the Committee on Elections of the Senate.

#### C. Temporary and Permanent Substitution of Alternates

1. In the case of a Student Senator who is absent from a Senate meeting, the Alternate who received the most votes at the most recent student election who is in attendance at that meeting shall be designated by the Senate Chairperson to have voting privileges at that meeting.
2. In the case of an at-large Senator (representing the full-time faculty and staff) who is absent from a Senate meeting, the Alternate in attendance who received the most votes at the most recent at-large election for that constituency shall be designated by the Senate Chairperson to have voting privileges at that meeting.
3. If a constituency Senator (other than a Student Senator or at-large Senator representing the full-time faculty and staff) resigns or is recalled, his/her constituency may either elect a new Senator and retain the Alternate previously elected or designate the Senator's Alternate as that constituency's new Senator and elect a new Alternate. The Secretary of the Senate must be notified in writing of such an election.

4. If a Student Senator resigns or is recalled, the student Alternate who received the most votes in the most recent student elections and has retained eligibility shall be designated as the new Senator by the Senate Chairperson.
5. If an at-large Senator representing the instructional staff resigns or is recalled, the at-large Alternate who received the most votes in the at-large election for that constituency shall be designated as the new Senator by the Senate Chairperson.
6. If there are ties among those alternates with the most votes in attendance at the meeting, alphabetical order will break the ties.

### **SECTION III - Eligibility to Serve as and Vote for Members of the College Senate**

- A. Full-time members of the instructional staff in the following titles shall be eligible:
  1. Professor, Associate Professor, Assistant Professor
  2. Instructor, Lecturer
  3. Chief College Laboratory Technician, Senior College Laboratory Technician, College Laboratory Technician
  4. Registrar, Associate Registrar, Assistant Registrar
  5. Higher Education Officer, Higher Education Associate, Higher Education Assistant, Assistant to Higher Education Officer, Higher Education intern
  6. Research Assistant, Research Associate
  7. CUNY Managerial Series
- B. Students enrolled in a degree-granting program or enrolled in a 30-or-more credit certificate program shall be eligible to vote for and to serve as Student Senators. Student Senators must be in good academic standing (2.0 GPA or better).
- C. Members of the LaGuardia Community College Alumni Association in good standing shall be eligible to vote for and to serve as the constituency Senator for the Alumni Association.
- D. Full-time members of the staff in Civil Service Career and Salary Plan titles shall be eligible to vote for and to serve as the constituency Senator for Civil Service employees.
- E. Members of the part-time faculty who do not hold a full-time position in CUNY shall be eligible to vote for and to serve as the constituency Senator for the credit and non-credit adjunct faculty.

#### **SECTION IV - Term of Office**

- A. The term of office of the newly-elected Senators and Alternates shall begin six weeks after the first day of regular classes of the Fall semester, Session I.
- B. Each Student Senator and Student Alternate shall have a one-year term; all other Senators and Alternates shall have staggered two-year terms.

#### **SECTION V - Recall of a Senator**

- A. All Senators, except Senators serving in seats mandated by position (e.g., President of Student Government Association or his/her designee, Faculty Council President or his/her designee) are subject to recall.
- B. A Senator shall be subject to recall under the following conditions: after two consecutive unexcused absences or, after three months in office, the Senator's overall attendance record reflects a majority of absences. An excused absence may be obtained for good cause if a letter or email is received by the Secretary of the Senate or the Chairperson of the Senate prior to the Senate meeting.
- C. The recall procedure is as follows:
  - 1. A letter will be sent by the Secretary of the Senate to the Senator requesting the Senator to submit an explanation to the Senate Executive Committee regarding the absences.
  - 2. The Executive Committee will review the response and decide whether to forward a motion to the Senate to recall the Senator or excuse the absences of the Senator.
  - 3. If the decision by the Executive Committee is to submit a motion of recall to the Senate, a two-thirds vote of those Senators present or an absolute majority of the Senate membership, whichever is greater, is required to recall that Senator.

### **ARTICLE IV. ORGANIZATION OF THE SENATE**

#### **SECTION I - Chairperson and Vice Chairperson**

- A. Each new Senate at its first meeting shall elect a Chairperson from its membership who shall preside at all meetings of the Senate. The Chairperson's term of office shall be for one year commencing with the October meeting of the Senate. The Senate shall also elect for a term of one year a Vice Chairperson who shall preside should the Chairperson be absent or unable to serve.

- B. The Chairperson must have served at least one year as a voting member of the Senate.
- C. When there are Senate roll-call votes, the Chairperson of the Senate shall vote last.

## **SECTION II - Senate Secretary**

The Secretary of the Senate shall be elected from the membership of the Senate for a term of one year.

## **SECTION III - Senate Committees**

There shall be nine standing committees of the College Senate: The Executive Committee, the Committee on Committees, the Curriculum Committee, the Academic Standing Committee, the Committee on Professional Development, the Committee on Campus Affairs, the Committee on Elections, the Committee of Faculty, and the Committee of Students.

## **SECTION IV - Parliamentarian**

The Executive Committee shall elect a Parliamentarian, who may or may not be a member of the Senate. Whether or not a Senator, the Parliamentarian shall have all rights and privileges of Senate membership, except a non-Senator may not vote.

## **ARTICLE V. POWERS AND DUTIES OF THE STANDING COMMITTEES**

### **SECTION I – The Standing Committees**

#### **A. The Executive Committee**

1. The Executive Committee shall consist of the following voting members: the elected Chairperson; Vice Chairperson; Secretary of the Senate; two members drawn from Senators who represent the instructional staff, alumni, or civil service; and two students, all nominated and elected at-large by the Senate. The Senate's Parliamentarian shall be a non-voting member. All Executive Committee members must come from the membership of the Senate. The term of office for each member of the Executive Committee is one year.
2. In the event of a vacancy in the position of Chairperson of the Senate, the Vice Chairperson shall succeed to that office. A new Vice Chairperson shall be elected at the Senate meeting following the occurrence of the vacancy. Vacancies in other elected positions on the Executive Committee shall be filled by an election held at the Senate meeting following the occurrence of the vacancy.

3. The Executive Committee shall be responsible for fixing the agenda of the Senate, including:
  - a. Establishment of an annual schedule of Senate meetings, subject to the ratification of the full Senate.
  - b. Establishment of a recommended timetable for submission to the Senate of reports and recommendations from all Senate committees
  - c. Establishment and maintenance of standards of clarity and completeness of all reports, recommendations and documents brought before the Senate, except that any committee or person submitting items to the Executive Committee for inclusion on a future Senate agenda may decline to modify or answer questions about their submissions, with the assurance that such submissions will be processed without prejudice. The Executive Committee must place all reports, recommendations and resolutions certified by their author(s) as “in final form” on the agenda of the next College Senate meeting.
4. The Executive Committee shall be responsible for coordinating the activities of all Standing and *Ad Hoc* Senate Committees, including:
  - a. Referral of items brought to its attention to the appropriate Senate Committee(s);
  - b. Timely receipt of reports and recommendations from all Senate Committees;
  - c. Assurance that each committee has among its members a Senator to serve as liaison to the Senate or, in the absence of such a member, the designation of a member of the Executive Committee to serve as committee liaison to the Senate;
  - d. Collection of meeting schedules and minutes of all Senate committees;
  - e. Notification to the full Senate of any committees believed to be in violation of Committee Regulations as specified elsewhere in this document or the bylaws.
5. The Executive Committee shall have power to call the College Senate into special session. Upon receipt of a written request by ten Senators, the Executive Committee must place on the agenda any item of business recommended by the ten Senators.
6. The Executive Committee may call a special meeting, with proper notice, in order to act on agenda items that the full Senate could not consider due to lack of a quorum at one of its meetings. During the summer months, the Executive

Committee is empowered to act on items on behalf of the full Senate.

7. The Executive Committee shall be charged with interpreting the Governance Plan or bylaws, subject to a majority vote of the Senate, and with recommending changes in the Governance Plan or bylaws as needs arise.
8. The Executive Committee shall serve as the continuous liaison between the Senate and the President of the College.
9. The Executive Committee shall keep minutes of its meetings and report its actions regularly to the Senate.

**B. The Committee on Committees**

1. The Committee on Committees shall be elected from among the members of the College Senate. The Committee shall be comprised of seven members, including a minimum of two students, elected after nomination from the floor. Tie votes shall be resolved by the Chairperson of the College Senate. The Committee shall meet immediately after the Senate meeting in which the members were elected to elect a Chairperson.
2. Each year the Committee shall recommend to the College Senate individuals to fill vacancies on the Standing Committees in accordance with the guidelines specified in this document or the bylaws.
3. The Committee shall have responsibility for nominating members of *Ad Hoc* or Special Committees as they may be created by the Senate.

**C. The Curriculum Committee**

1. All aspects of the formulation, development, evaluation, and modification of course and program proposals must be approved by the Curriculum Committee, prior to submission and review by the Senate.
2. Membership on the Curriculum Committee shall include one member from each academic department, the Division of Adult and Continuing Education, and the Registrar. The Committee on Committees may make additions, but full-time faculty shall represent at least three-quarters of the membership of the Curriculum Committee. Only faculty members will have voting privileges. The President of the Student Government Association, or a designee, shall also serve as a non-voting member.
3. The Vice President of Academic Affairs or his/her designee will serve as Chairperson of the Curriculum Committee.

4. The Senate will consider items coming from the Curriculum Committee by means of a consent calendar. Through this procedure, Senators requesting minor changes will communicate with the Chairperson of the Curriculum Committee prior to the Senate meeting and only an unresolved objection communicated to the Chair of the Senate prior to the upcoming Senate meeting will bring items to the floor of the Senate for discussion and resolution.

**D. The Academic Standing Committee**

1. The Academic Standing Committee shall consist of one elected representative from each academic department. There shall be a representative from the Division of Adult and Continuing Education. The Registrar, Director of Admissions, and a designee of the Vice President for Academic Affairs shall be ex-officio members of the Committee. The President of the Student Government Association, or her/his designee, shall be a member of the Committee. The Chair of the Committee shall be a voting member of the Committee elected for a term of two years by the voting members of the Committee. The Chair must be a tenured faculty member or must hold a Certificate of Continuous Employment (CCE).
2. The Academic Standing Committee shall review and recommend to the Senate regulations and policies concerning academic standing, matriculation processes, degree requirements, and grading systems.
3. The Academic Standing Committee shall review and make recommendations to the Senate on the College's Academic Calendar.
4. The Academic Standing Committee shall serve as the coordinating committee for all academic appeals.

**E. The Committee on Professional Development**

1. The Committee on Professional Development shall be responsible for initiating and organizing college-wide professional development activities. Proposed policy changes focused on professional development shall be reviewed by the Committee as recommendations.
2. Membership on the Committee on Professional Development, drawn from the college community, will be recommended by the Committee on Committees.
3. The Committee on Professional Development shall work with the Executive Committee in order to oversee and conduct orientation activities for all new Senators.

**F. The Committee on Campus Affairs**

1. The Committee shall formulate policy proposals, continually review existing policies, and make recommendations with respect to master and long-range planning of the physical facilities and ongoing operation of the physical facilities.
2. The Committee shall also recommend and review policy pertaining to student recruitment, admissions procedures, health and public safety, standards of behavior, ceremonies, athletics, and other related auxiliary services and activities not under the charge of other Senate Committees.
3. The Committee should be composed of members recommended by the Committee on Committees. There should be at least one student member on this Committee. The Vice Presidents of Administration, Academic Affairs, and Enrollment Management and Student Development, or their designees, shall also serve on this Committee.

**G. The Committee on Elections**

1. The Committee on Elections shall recommend to the Senate procedures for all Senate-related elections held in the College and shall supervise those elections.
2. Should the need arise, the Committee shall receive and hear grievances relating to elections, and shall make appropriate recommendations to the Executive Committee.
3. The Committee should be composed of members recommended by the Committee on Committees. There shall be at least one student member of this Committee who is not a candidate for membership on the Senate.

**H. The Committee of Faculty**

1. The Committee of Faculty shall be comprised of all Faculty Senators. Alternate Faculty Senators may serve ex officio without vote, except when serving in place of an absent or non-faculty Senator representing an academic department, at which time the alternate will have voting rights. The voting members of the Committee shall elect its Chairperson.
2. As need arises, the Committee of Faculty shall consider, discuss and propose action on matters within the purview of the faculty, including but not limited to those indicated in the bylaws of the Board of Trustees of the City University of New York, and shall bring such matters and proposals to the Senate for appropriate action.

3. The Committee of Faculty shall carry out the traditional and accepted prerogatives of college and university faculty to ensure that degree requirements are met by candidates and to confer degrees upon those found to be eligible.
4. The Committee of Faculty shall act on behalf of the College faculty in certifying that degree candidates have met all requirements for the degree.
  - a. The Chairperson of the Committee of Faculty shall, after consultation with the Registrar, convene the Committee as needed to certify degree candidates.
  - b. The Committee shall keep minutes of its meetings and shall send copies of those minutes that refer to the conferral of degrees to the Chairperson of the Senate, the Vice President for Academic Affairs, the Registrar, and the Chairpersons of the academic departments.
5. The Committee shall designate a standing Sub-Committee on Academic Freedom, comprised of no fewer than four of its members.
  - a. The Sub-Committee on Academic Freedom will monitor, examine, and report to the Senate on the status of academic freedom at the College.
  - b. The Sub-Committee will investigate possible violations of academic freedom brought to its attention by members of the college community, and will report the results of its investigations to the full Committee of Faculty and to the Senate.
  - c. The Sub-Committee will make appropriate recommendations regarding academic freedom policies and practices to the Senate and, when appropriate, to the University Faculty Senate of CUNY.
  - d. The Sub-Committee shall keep minutes of its meetings and send copies of such minutes to the Chairpersons of the Committee of Faculty and the Senate.

#### **I. The Committee of Students**

1. The Committee of Students shall be comprised of all Student Senators, including the President of the Student Government Association, or his/her designee, and the Chair of the Student Advisory Council, or his/her designee. Alternate Student Senators may serve *ex officio* without vote, except when serving in place of an absent Student Senator, at which time the Alternate will have voting rights. The voting members of the Committee shall elect its Chairperson.

2. The Committee of Students shall act as a liaison between the Senate and all other student organizations including, but not limited to, the Student Advisory Council and the Student Government Association, and address and make recommendations to the Senate on all issues of student life and welfare brought to its attention, including but not limited to the following:
  - a. Academic policies, programs, curriculum, and degree requirements
  - b. Campus-wide cultural and educational events
  - c. Job Fairs, recruitment and transfer events
  - d. Physical plant and accommodations
3. The Committee of Students shall keep minutes of its meetings and shall send copies of such minutes to the members of the Senate Executive Committee and the members of the Student Government Association.
4. The Committee of Students shall recommend to the Committee on Committees student representatives for the various Standing Committees of the Senate. These student representatives will be responsible for reporting back to the Committee of Students on the activities of the Committees to which they were assigned.

## **SECTION II – Committee Regulations**

- A. Each Committee, with the exception of the Executive Committee, the Curriculum Committee, the Committee on Committees, and the Academic Standing Committee, shall elect its own Chairperson and Secretary at its first or second meeting of the academic year.
- B. Each Committee shall meet as often as necessary, but at least once each 12-week semester, keep minutes of its meetings, and send copies of minutes to the Chairperson of the Senate.
- C. Committees shall be empowered to create subcommittees to discharge their responsibilities.
- D. Committee chairpersons may be recalled by a two-thirds vote of the Committee's membership. Results of the recall process are to be forwarded to the Committee on Committees within ten days.
- E. Except in the case of the Executive Committee, the Committee on Committees, the Committee of Faculty, and the Committee of Students, membership on Senate Standing, Ad Hoc, or Special Committees is open to all members of the college community.
- F. Committee members other than students will serve staggered two-year terms; student members will serve one-year terms.

## **ARTICLE VI. TASK FORCES AND EQUIVALENT BODIES**

### **SECTION I – Definition**

This Article shall apply to any task force or equivalent body. A task force is defined as an ad hoc body formed not by the College Senate, but by the Administration, for the purpose of studying issues and/or making policy recommendations.

### **SECTION II – Representation on Such Bodies**

The College Senate shall have at least one representative, chosen by the Senate, on each such task force or equivalent body.

### **SECTION III – Consideration and Action**

The findings of each task force or equivalent body shall be presented to the College Senate for consideration and possible action.

## **ARTICLE VII. BYLAWS AND AMENDMENTS**

For purposes of this Article, persons affiliated with LaGuardia Community College who are entitled to initiate and/or ratify amendments are defined as follows: *faculty* are those whose primary responsibilities are teaching and scholarly pursuits; *staff* are those whose primary responsibilities are in administration, management or support; *students* are those who are enrolled in degree-granting or 30-or-more credit certificate programs; *alumni* are former students of LaGuardia Community College who are in good standing with the Alumni Association.

### **SECTION I - Amending the Governance Plan**

1. Amendments to this Governance Plan may be initiated by petition of 25% of the incumbent Senators or by petition of 10% of the enfranchised voters, either from among the faculty, the staff, the alumni, or the students, as previously defined. Amendments initiated in this manner are ratified after a two-thirds vote of the Senate, after a majority vote of at least 10% of students, faculty and staff, as previously defined, and after approval by the Board of Trustees. The Committee on Elections shall be responsible for organizing and supervising referenda on amendments.

2. Alternately, this Governance Plan may be amended after a two-thirds vote of the Senate at two regular meetings of the Senate, and after approval of the Board of Trustees.

## **SECTION II - Bylaws**

Through bylaws, the Senate may regulate its own internal activities, but not establish substantive policies. Bylaws may not contradict the College Senate's own Plan of Governance, with the exception that the Senate may change the following sections of the Governance Plan by means of a bylaw: updating the list of departments and divisions in Article III, Section I, Part A; updating the job titles in Article III, Section III. Part A; adding or subtracting committees or updating the descriptions of committee responsibilities or composition in Article IV, Section III or Article V; and, updating Article VIII for the sole purpose of reflecting changes in CUNY policy. The Senate may adopt or modify bylaws by majority vote.

## **ARTICLE VIII. PERSONNEL AND BUDGET (P&B) COMMITTEES**

### **SECTION I - Faculty and Staff Enfranchised to Vote for and Serve as Departmental and Divisional P&B Committee Members**

All those holding the titles of Professor, Associate Professor, Assistant Professor, Lecturer, Instructor, College Laboratory Technician series, Research Associate, Research Assistant, Higher Education Officer series or CUNY Managerial series shall have the right to vote for and serve as members of the Departmental or Divisional P&B Committees.

### **SECTION II - Membership of Departmental or Divisional P&B Committees**

- A. There shall be in each department a departmental committee on personnel and budget comprised of the department chairperson and four other elected members, three of whom must have faculty rank, as defined in Section 8.1 of the CUNY Bylaws. Except as provided in sub-section b. of this Article, in no event shall the membership of the P&B Committee be less than four members holding faculty rank as defined above.
- B. In the event a department, including the chairperson, has fewer than four elected members holding faculty rank, the chairperson, after consultation with the department faculty, may nominate for election one or more persons within the department of faculty status as defined in Section 8.2 of the CUNY Bylaws, or of faculty rank from outside the department, upon agreement with the chairperson of the selected outside member. In no event shall the membership of the P&B Committee constituted under this subsection be less than three members of faculty rank, as defined above.
- C. Four persons are elected to serve on each Divisional P & B Committee in addition to the divisional Vice President who chairs the Committee.
- D. All members shall serve for staggered three-year terms.

### **SECTION III - Membership of College Personnel and Budget Committee**

The College P&B, chaired by the President, shall consist of the Chairpersons of the academic departments, the Vice President of Academic Affairs and the Vice President of Adult and Continuing Education.

### **SECTION IV - Elections to Personnel and Budget Committees**

- A. Elections of members of P&B Committees shall be held during the month of May. Newly elected members shall take office on July 1st.
- B. Should a vacancy occur in the Departmental or Divisional P&B Committee, a special election shall be called without undue delay by the Chairperson or Vice President, respectively, to fill the seat for the unexpired term.