

### Suggested Updates to Chair/Vice Chair/Secretary Roles

**General Justification:** We are proposing a change to the Chair, Vice Chair, and Secretary roles. We believe that the one year term for Chair of Senate is not enough time to properly learn what is expected of Chair. In order for this role to be purposeful in shared governance, we feel that mirroring the roles University Faculty Senate has would be greatly beneficial for shared governance at SUNY Cortland. UFS has three elected officer roles, Chair, Vice Chair/Secretary, and Treasurer. The Chair role is a two-year term with a maximum of two consecutive terms. This would allow the Chair significantly more time to learn the role and expectations and to engage purposefully in shared governance. The Vice Chair/Secretary role would be a one-year term. This would change our vice chair role significantly, with the addition of the secretary duties. However, at this time, the vice chair has few responsibilities. We do not feel that combining the roles will add undue burden to one person. The Treasurer role remains the same.

One other minor change we are proposing is to add the State Senator role to the Steering Committee to allow for timely updates on UFS activities.

#### Article V. Section A

Current	Recommendations	Justification
The president of the College is the executive officer and chair of the SUNY Cortland Faculty. The elected officers of the faculty shall be the chair of the Senate who is also the presiding officer of the faculty, the vice chair who is also the chair-designate, the past presiding chair, the secretary, and the treasurer.	The president of the College is the executive officer and chair of the SUNY Cortland Faculty. The elected officers of the faculty shall be the chair of the Senate who is also the presiding officer of the faculty, the vice chair/secretary who is also the chair-designate, the past presiding chair, the secretary, and the treasurer.	We are suggesting to combine the vice chair and secretary roles to mirror University Faculty Senate. This would mean that the updated vice chair role will no longer be chair designate.

#### Article V. Section B2 and B3

Current	Recommendations	Justification
1. The chair of the Senate shall: <ol style="list-style-type: none"> <li>a. Preside at any meetings of the SUNY Cortland Faculty, the Faculty Senate and the Steering</li> </ol>	1. The chair of the Senate shall: <ol style="list-style-type: none"> <li>a. Preside at any meetings of the SUNY Cortland Faculty, the Faculty Senate and the Steering</li> </ol>	We are suggesting to combine the vice chair and secretary roles to mirror University Faculty Senate. This would mean that the updated

<p>Committee.</p> <ul style="list-style-type: none"> <li>b. Propose agenda for Senate meetings and refer matters to faculty committees. The chair shall report to the Senate at its next meeting all matters referred to committees.</li> <li>c. Appoint, with the advice and consent of the Senate, committee members not otherwise provided for in these bylaws.</li> <li>d. Carry out the directives of the faculty and Senate regarding time of meetings, programs, activities and business of the faculty.</li> <li>e. Be responsible for the proper conduct of elections and voting on proposed amendments to these bylaws.</li> <li>f. Confer with the president of the College or the president's delegated representative as the chair sees fit, or as directed by the Senate or by the faculty.</li> <li>g. Supervise the administrative assistant to the senate.</li> <li>h. Monitor the work of senate standing and ad-hoc committees.</li> <li>i. Stay current with University Faculty Senate communications and distribute to campus as appropriate.</li> <li>j. Serve as a member of select presidential committees.</li> </ul>	<p>Committee.</p> <ul style="list-style-type: none"> <li>b. Propose agenda for Senate meetings and refer matters to faculty committees. The chair shall report to the Senate at its next meeting all matters referred to committees.</li> <li>c. Appoint, with the advice and consent of the Senate, committee members not otherwise provided for in these bylaws.</li> <li>d. Carry out the directives of the faculty and Senate regarding time of meetings, programs, activities and business of the faculty.</li> <li>e. Be responsible for the proper conduct of elections and voting on proposed amendments to these bylaws.</li> <li>f. Confer with the president of the College or the president's delegated representative as the chair sees fit, or as directed by the Senate or by the faculty.</li> <li>g. Supervise the administrative assistant to the senate.</li> <li>h. Monitor the work of senate standing and ad-hoc committees.</li> <li>i. Stay current with University Faculty Senate communications and distribute to campus as appropriate.</li> <li>j. Serve as a member of select presidential committees.</li> </ul>	<p>vice chair role will no longer be chair designate and would take on the responsibilities of the role of secretary. The official title of the role would be Vice Chair/Secretary. This is in agreement with UFS policies.</p>
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<p>k. Participate in designated campus events as the representative of the senate.</p> <p>l. Appoint, with the concurrence of the campus president, committee members for the selection of SUNY Chancellor's Awards and Distinguished Faculty ranks, and participate in the selection process as delineated in the CAE and DFR procedures.</p> <p>m. Assume the office of past presiding chair for the academic year following the term of service as chair. These duties shall be assumed at the close of the spring semester.</p> <p>2. The vice chair of the Senate shall:</p> <p>a. Serve as chair of the Senate in the latter's absence and in case of a vacancy shall act as chair pro-tem for the remainder of the chair's term. This shall not be considered to be a violation of Article X, Sections 5.c. and 8.b.</p> <p>b. Discharge such other duties as shall be assigned by the chair with the advice and consent of the Senate.</p> <p>c. Assume the office of chair of the Senate for the academic year following term of service as vice chair. These duties shall be assumed at the close of the spring semester.</p>	<p>k. Participate in designated campus events as the representative of the senate.</p> <p>l. Appoint, with the concurrence of the campus president, committee members for the selection of SUNY Chancellor's Awards and Distinguished Faculty ranks, and participate in the selection process as delineated in the CAE and DFR procedures.</p> <p>m. Serve as a member of the Resource Allocation Council</p> <p>n. Assume the office of past presiding chair for one academic year following the last term of service as chair. These duties shall be assumed at the close of the spring semester.</p> <p>2. The vice chair/secretary of the Senate shall:</p> <p>a. Serve as chair of the Senate in the latter's absence and in case of a vacancy shall act as chair pro-tem for the remainder of the chair's term. This shall not be considered to be a violation of Article X, Sections 5.c. and 8.b.</p> <p>b. Discharge such other duties as shall be assigned by the chair with the advice and consent of the Senate.</p> <p><del>e. Assume the office of chair of the Senate for the academic year</del></p>	
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<p>3. The secretary of the Senate shall, with support from the Senate administrative assistant:</p> <ul style="list-style-type: none"> <li>a. Prepare and submit a slate of candidates for elected Faculty Senate committees (other than senators) to the Faculty Senate not later than six weeks before the end of the spring semester.</li> <li>b. Confirm that candidates are eligible for the position in conjunction with Human Resources.</li> <li>c. Present recommendations to the Faculty Senate for all appointed Faculty Senate committees no later than six weeks before the last day of classes of the spring semester.</li> <li>d. Publicize the above elective slate not later than one week in advance of the Faculty meeting at which further nominations will be received from the floor.</li> <li>e. Conduct the above elections not later than four weeks before the end of the spring semester each year.</li> <li>f. Submit names to the Senate to fill the unexpired term for any elected or appointed office during the academic year except for those representatives to the Senate elected by and from their area.</li> <li>g. Seek nominees for and conduct special elections.</li> <li>h. Report to the Faculty Senate</li> </ul>	<p><del>following term of service as vice chair. These duties shall be assumed at the close of the spring semester.</del></p> <p><del>3. The secretary of the Senate shall, with support from the Senate administrative assistant:</del></p> <ul style="list-style-type: none"> <li>c. Prepare and submit a slate of candidates for elected Faculty Senate committees (other than senators) to the Faculty Senate not later than six weeks before the end of the spring semester.</li> <li>d. Confirm that candidates are eligible for the position in conjunction with Human Resources.</li> <li>e. Present recommendations to the Faculty Senate for all appointed Faculty Senate committees no later than six weeks before the last day of classes of the spring semester.</li> <li>f. Publicize the above elective slate not later than one week in advance of the Faculty meeting at which further nominations will be received from the floor.</li> <li>g. Conduct the above elections not later than four weeks before the end of the spring semester each year.</li> <li>h. Submit names to the Senate to fill the unexpired term for any elected</li> </ul>	
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<p>concerning appointments and elections.</p> <ul style="list-style-type: none"> <li>i. Serve as the contact person for elections and committee placement.</li> </ul> <p>4. The treasurer of the Senate shall:</p> <ul style="list-style-type: none"> <li>a. Receive, and disburse with the written acknowledgment of the chair of the Senate, all funds of the faculty.</li> <li>b. Prepare and submit a faculty budget.</li> <li>c. Submit, at the end of the academic year, a financial statement of all funds under control.</li> </ul> <p>5. The past presiding chair of the Senate shall:</p> <ul style="list-style-type: none"> <li>a. serve for one year as an advisor to the Chair of the senate to ensure continuity of efforts.</li> <li>b. serve as a member of the Senate Steering Committee.</li> <li>c. attend senate meetings as an ex-officio, non-voting member upon request of the current chair of the Senate</li> </ul>	<p>or appointed office during the academic year except for those representatives to the Senate elected by and from their area.</p> <ul style="list-style-type: none"> <li>i. Seek nominees for and conduct special elections.</li> <li>j. Report to the Faculty Senate concerning appointments and elections.</li> <li>k. Serve as the contact person for elections and committee placement.</li> </ul> <p>4. The treasurer of the Senate shall:</p> <ul style="list-style-type: none"> <li>c. Receive, and disburse with the written acknowledgment of the chair of the Senate, all funds of the faculty.</li> <li>d. Prepare and submit a faculty budget.</li> <li>e. Submit, at the end of the academic year, a financial statement of all funds under control.</li> </ul> <p>5. The past presiding chair of the Senate shall:</p> <ul style="list-style-type: none"> <li>c. Serve for one academic year following the last term of service as chair as an advisor to the Chair of the senate to ensure continuity of efforts.</li> <li>d. Serve as a member of the Senate Steering Committee.</li> <li>e. attend senate meetings as an ex-officio, non-voting member upon request of the current chair of the</li> </ul>	
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	Senate during the one academic year of service	
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Article VI. Section A1

Current	Recommendations	Justification
The officers of the faculty: chair of the Senate, vice chair, secretary, treasurer, and past presiding chair (ex-officio without vote).	The officers of the faculty: chair of the Senate, vice chair/secretary, treasurer, and past presiding chair (ex-officio without vote).	We are suggesting to combine the vice chair and secretary roles to mirror University Faculty Senate.

Article VII. Section E

Current	Recommendations	Justification
<p><b>Membership:</b></p> <p>The five elected officers of the Senate (chair, vice chair, secretary, treasurer, and past presiding chair); the four policy committee chairs (Educational Policy, Academic Faculty Affairs, Joint Committee on Student Interests, and Professional Affairs committees); and the parliamentary ex officio shall comprise the membership of the Steering Committee.</p>	<p><b>Membership:</b></p> <p>The four elected officers of the Senate (chair, vice chair/secretary, treasurer, and past presiding chair); the four policy committee chairs (Educational Policy, Academic Faculty Affairs, Joint Committee on Student Interests, and Professional Affairs committees); the state senator, and the parliamentary ex officio shall comprise the membership of the Steering Committee.</p>	<p>We are suggesting to combine the vice chair and secretary roles to mirror University Faculty Senate.</p> <p>Additionally, we are suggesting to add the state senator to the steering committee. It is important for the steering committee to remain up to date on UFS issues; therefore, it is important for the state senator to be a member of the steering committee.</p>

Article X. Section 1

Current	Recommendations	Justification
<p><b>1. Offices of the faculty to be filled by election by the voting faculty:</b></p> <p>a. Vice chair of the Senate (chair and past presiding chair designate)</p> <p>b. Secretary</p> <p>c. Treasurer</p> <p>d. Representative and alternate representative to the State University Senate</p> <p>e. Elected representatives of the faculty to other organizations.</p>	<p><b>1. Offices of the faculty to be filled by election by the voting faculty:</b></p> <p>a. Chair of the Senate (past presiding chair designate)</p> <p>b. Vice Chair/Secretary</p> <p>c. Treasurer</p> <p>d. Representative and alternate representative to the State University Senate</p> <p>e. Elected representatives of the faculty to other organizations.</p>	<p>We are suggesting to combine the vice chair and secretary roles to mirror University Faculty Senate.</p>

Article X. Section 4

Current	Recommendations	Justification
<p><b>4. Terms of Office:</b></p> <p>a. At the regular election each year, a candidate shall be elected to the office of vice chair. The candidate shall serve as vice chair for one year, as chair for the following year, and as past presiding chair in the third year. The terms of office of the secretary and of the treasurer shall be for one year.</p> <p>b. The Faculty Senate chair shall assume office on the day following Commencement. Other officers of the Senate shall assume office immediately</p>	<p><b>4. Terms of Office:</b></p> <p>a. The Faculty Senate chair will be elected for a two-year (academic) term. Upon the end of service, the chair shall serve as past-presiding chair for one academic year.</p> <p>b. At the regular election each year, a candidate shall be elected to the office of vice chair/secretary and treasurer. The terms of office of the vice chair/secretary and of the</p>	<p>We are suggesting to combine the vice chair and secretary roles to mirror University Faculty Senate.</p> <p>UFS has a two-year term for the Chair role, with a maximum of two consecutive terms, so we are mirroring that here.</p>

<p>following the last day of examinations in the spring semester.</p>	<p>treasurer shall be for one year.</p> <p>c. <b>A new</b> Faculty Senate chair shall assume office on the day following Commencement. Other officers of the Senate shall assume office immediately following the last day of examinations in the spring semester.</p>	
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Article X. Section 6

Current	Recommendations	Justification
<p><b>6. Elective Procedures:</b></p> <p>a. The Senate secretary, along with support from the Senate administrative assistant shall conduct all elections, regular or special, for officers and members of the Senate. Voting shall be by secret ballot, using written or electronic means. Persons receiving a plurality of the votes cast shall be considered to be elected.</p> <p>b. A regular election shall take place on or before April 15 each year. The Senate shall establish the time of any special elections that may be required.</p> <p>c. The Senate secretary, along with support from the Senate administrative assistant shall conduct all elections, shall prepare a slate of nominees for presentation to the faculty at a time designated by the chair of the Faculty Senate in consultation with the Senate. The slate shall be publicized at least one week in advance of the Faculty Senate meeting at which further</p>	<p><b>6. Elective Procedures:</b></p> <p>a. The Senate <b>vice chair/secretary</b>, along with support from the Senate administrative assistant shall conduct all elections, regular or special, for officers and members of the Senate. Voting shall be by secret ballot, using written or electronic means. Persons receiving a plurality of the votes cast shall be considered to be elected.</p> <p>b. A regular election shall take place on or before April 15 each year. The Senate shall establish the time of any special elections that may be required.</p> <p>c. The Senate <b>vice chair/secretary</b>, along with support from the Senate administrative assistant shall conduct all elections, shall prepare a slate of nominees for presentation to the faculty at a time designated by the chair of the Faculty Senate in consultation with the Senate. The slate shall be publicized at least one week in</p>	<p>We are suggesting to combine the vice chair and secretary roles to mirror University Faculty Senate.</p>



<p>nominations will be received from the floor.</p> <p>d. The chair of the Senate shall ask for the report of the Senate secretary at a Faculty Senate meeting, after which the chair shall ask for nominations from the floor. Any candidate so nominated must consent to run for the office before their nomination is proposed. When the number of candidates is equal to the number of openings for a given position, the Senate may immediately direct the secretary to cast a single ballot on behalf of the faculty to elect those candidates. When the number of candidates exceeds the number of openings for a given position, the final slate shall be posted at least one week in advance of the balloting.</p>	<p>advance of the Faculty Senate meeting at which further nominations will be received from the floor.</p> <p>d. The chair of the Senate shall ask for the report of the Senate <b>vice chair/secretary</b> at a Faculty Senate meeting, after which the chair shall ask for nominations from the floor. Any candidate so nominated must consent to run for the office before their nomination is proposed. When the number of candidates is equal to the number of openings for a given position, the Senate may immediately direct the secretary to cast a single ballot on behalf of the faculty to elect those candidates. When the number of candidates exceeds the number of openings for a given position, the final slate shall be posted at least one week in advance of the balloting.</p>	
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