THE ACADEMIC SENATE

I. Powers and Function

a. The College Academic Senate (“Senate”) shall serve as the voice of the faculty, the Office of Student Engagement (“OSE”), the Office of Academic Affairs (“OAA). The Senate is a deliberative body. Its purpose is to provide a forum for those who have the most direct interaction with students to share matters important to student learning and success. Topics may be submitted for discussion, information, or revision. All community members are welcome to submit topics to the Senate so they may be discussed or distributed as necessary. As elected representatives of their respective areas of the College, members of the Senate will act as liaisons to their areas, informing constituents of Senate actions and bringing to the Senate their constituents’ concerns.

Subject to the guidelines of the CUNY Board of Trustees, the Guttman Community College Governance Plan (“Governance Plan”), and these bylaws, the Senate shall provide a forum for:
   a. Review and discuss procedures, policies and practices related to academic matters.
   b. Share information with the members of the faculty, OSE staff, OAA on proposed or upcoming changes in procedures, policies and practices that may have an effect on the academic life of the college.
   c. Direct communication between faculty representatives, OSE representatives, and OAA non-voting members as defined in the governance plan.

Finally, the Senate shall be granted access to appropriate information on policies, programs and operations of the college in order to conduct the work of the senate.

II. Membership

The membership of the Academic Senate shall be organized as described by the Governance Plan. The composition of the Academic Senate membership shall not be altered unless through formal amendment and approval of the Governance Plan.

1. Attendance: Attendance at Academic Senate meetings is mandatory for those elected to serve on the Academic Senate. Members are expected to notify the Secretary of the Senate at least two (2) days prior to the scheduled meeting if they will be absent. Members are permitted three (3) consecutive absences from Senate meetings per academic year unless otherwise arranged with the Chair for extended absences. Though the physical presence of every Senator is important, Senators may call in-person if attendance is not possible.
2. **Membership Action**: The Senate Executive Committee (“Exec”) may, by a majority vote at a regular meeting, reprimand or remove an Academic Senator for failing to abide by membership requirements of the Academic Senate, including more than three (3) consecutive unexcused absences or other sufficient cause. The member may choose to respond to the proposed action prior to the scheduled vote.

3. **Quorum**: As per the Governance Plan (IV.2), 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.

### III. Senate Elections

The Senate shall hold annual elections each May to fill vacancies. Terms for such elections will begin the following fall at the start of the new academic year. Seats on the Senate that become vacant shall be filled by special elections within the three weeks of the beginning of academic terms with the term of service beginning immediately upon the result of a successful election. Elections will be organized, overseen, and verified by the Exec.

### IV. Senate Officers

a. **Senate Chair**: The Chair shall be a faculty member, elected by and from the Senate. The Chair shall be responsible for convening and presiding at Senate and Executive Committee meetings, and is a member of the College Council Executive Committee. The Chair is responsible for adhering to the requirements of Open Meetings Law of the State of New York and Robert’s Rules of Order, latest edition. The Chair is the representative to the Faculty Governance Leaders.

b. **Vice-Chair of the Senate**: The Vice Chair shall be elected by and from the Senate. In the absence of the Chair, the Vice Chair shall preside. In the absence of both the Chair and Vice Chair, the Chair shall appoint a member of the body to preside. When presiding over the meeting, the Vice-Chair is responsible for adhering to the requirements of Open Meetings Law of the state of New York and Robert’s Rules of Order, latest edition. The Vice Chair will also coordinate the faculty meetings. Should the Vice Chair be a member of OSE, that responsibility will be assigned to another faculty member of the Exec.

c. **Secretary of the Senate**: The Secretary shall be elected by and from the Senate. The Secretary is responsible for notifying Senate members of all meetings, Senate action and for taking minutes in the Senate meetings. The Secretary shall distribute the agenda and previous meeting’s minutes at least one week in advance of the upcoming Senate meeting in compliance with the Open Meetings Law of the State of New York. The Secretary shall post all agenda items and meeting minutes online for public record. The Secretary shall be responsible for ensuring the accuracy and recordkeeping of all Senate resolutions and decisions. The Secretary shall also be responsible for the collection of minutes and submitted documents for any committees create by the Senate. The secretary shall also handle the formatting and submission of any recommendations submitted to the College Council or any of its standing committees.
V. The Senate Executive Committee
The Senate Executive Committee are the coordinators of the Senate

a. Elections: Elections to fill the vacant seats on the Exec shall be held at the final Senate meeting of the Fall excluding the first year of the new Guttman Governance Plan where it shall occur at the first meeting. All members of the Exec shall have a three year term.
b. Membership: The Exec shall be organized as described in the Governance Plan.
c. Charge. The functions of the Exec are to:
   1. Establish and publish a schedule for regular meetings of the Senate by or at the beginning of each academic year. This may include coordination with the Office of Academic Affairs, Office of Student Engagement, the PSC Guttman Chapter and the College Council.
   2. The Exec shall prepare the agenda for Senate meetings. The agenda will be distributed to the college community electronically by the Secretary of the Senate at least one week prior to the upcoming meeting. Publicly accessible pages on the College’s website shall be reserved and dedicated to Senate matters, including the agendas of the ad hoc committees created.
   3. Create and coordinate the activities of ad hoc committees after consultation with the Senate.
   4. Coordinate faculty meetings.
   5. Serve as the liaison between the Senate, the President, and the College Council.
   6. Keep minutes and report regularly to the Senate.
   7. Meet prior to every Senate meeting with enough time to distribute an agenda at least a week in advance of Senate meeting

VI. Meetings

a. Time of Meetings: The Senate shall meet at least once a semester. The time, location, and agenda of all Senate meetings shall be distributed to Senate members not less than a week prior to the time of the meetings.

b. Conduct of Meetings:
   1. Senate meetings shall be conducted in conformance with Robert’s Rules of Order, latest edition, except as otherwise required by law or as may be provided in the bylaws. Senate meetings are open to all members of the College community. The Chair shall decide all questions of parliamentary procedure according to Robert’s Rules of Order.
   2. Quorum: As per the Governance Plan (IV. 2), 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.
3. Topics must be submitted to the Exec two weeks prior to the meeting. The submitter may be asked to present proposed topic and supporting documents at an Exec meeting.

c. Special Meetings: Special meetings of the Senate may be called by the Chair, or by the petition of at least ten Senators. Special meetings shall be scheduled by the Senate Chair within seven business days after receiving the petition.

VII. Ad Hoc Committees
The Senate may establish and abolish committees as needed to advance the activities of the Senate. Membership shall be drawn from all members of the faculty, students or administrators of the college, subject to the approval of the Senate.

VIII. By-Laws Amendments
Amendments to these bylaws may be proposed by any Senator and approved by a two-thirds affirmative vote of the members present, if that number also constitutes a majority of the members of the Academic Senate, in which case amendments become final.