

Stated Meeting
- General

BYLAWS OF THE FACULTY
OF BROOKLYN COLLEGE

Adopted May 9, 1977

Article I--Officers

- Section 1 The officers of the Faculty shall be a Chairperson, a Secretary, and a Parliamentarian.
- Section 2 The President of the College shall be Chairperson of the Faculty. The President shall preside over meetings of the Faculty and shall perform such other duties as are normally fulfilled by a chairperson.
- Section 3 In the absence of the President, a designee of the President shall preside.
- Section 4 The Secretary shall be elected in accordance with the procedure described in Article IV. The Secretary shall hold office for three years, or until such time thereafter as a successor has been elected. The Secretary shall be eligible for re-election. Triennial elections of a Secretary shall be held in October 1977 and every three years thereafter.
- Section 5 In the absence of the Secretary, the Chairperson shall appoint a Secretary pro tempore.
- Section 6 The Secretary shall prepare and distribute copies of the agenda for each meeting, and shall give due notice of all meetings of the Faculty. The Secretary shall be personally responsible for the Minutes. The Secretary shall transmit copies of the Minutes of every meeting of the Faculty to the members of the Faculty not later than one month after the meeting. The Secretary shall have custody of all the records of the Faculty, and shall conduct all the correspondence of the Faculty, and shall perform such other duties as are usually discharged by a Secretary.
- Section 7 The Parliamentarian shall be appointed annually by the Chairperson at the first meeting of the fall semester, shall hold office until a successor is appointed, and shall be eligible for reappointment.
- Section 8 Rules of Order. The procedures of the meetings of the Faculty shall be governed by Robert's Rules of Order, Revised (latest edition) in all cases in which they are applicable and not inconsistent with these bylaws.
- Section 9 In the absence of the Parliamentarian, the Chairperson shall appoint a Parliamentarian pro tempore.

Article II--Meetings

- Section 1 The Faculty shall meet at least once a semester on the call of the President, or upon written petition to the President signed by at least ten percent of the voting members of the Faculty, or upon the request of the Standing Committee on Review of the Faculty. When the call originates by petition or upon the request of the Committee on Review, it shall be sent to the members of the Faculty at least one week in advance of the date of the meeting; when appropriate, it shall state the action or actions to be reviewed; it shall contain the full text of all main motions or resolutions to be considered at said special meeting, and no business

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except that which is so stated shall be transacted at said meeting. Minutes of preceding meetings may, however, be considered and action upon at a special meeting without being included in the call.

Section 2 Forty percent of the voting members of the Faculty shall constitute a quorum.

Section 3 The order of business at any meeting, except as otherwise provided for, shall be as follows:

1. Roll Call
2. Consideration of Minutes of previous meeting
3. Reports of Standing Committees
4. Reports of Special Committees
5. Elections
6. Unfinished business
7. New business
8. Communications from the President of the College
9. Communications from the Board of Higher Education.

The regular order of business may at any time be suspended by an affirmative vote of two-thirds of the voting members present.

Section 4 Main motions and resolutions must be submitted in writing when so ordered by the Chair.

Section 5 No member shall speak twice on any subject until after all others desiring to speak have been heard, and no member, except the mover of the motion or resolution, shall, if there be objection, speak more than twice on any question unless granted permission by majority vote of the members present.

Section 6 No vote by roll call may be ordered. A secret ballot on any question may be ordered by affirmative vote of one-fifth of the voting members present.

Article III—Committees

Section 1 There shall be a Standing Committee on Review, the functions of which shall be

- (a) to scrutinize the Minutes of the Faculty Council for the purpose of considering the advisability of recommending a review of Faculty Council action by the Faculty.
- (b) to receive and consider suggestions from members of the Faculty as to Faculty Council action which should be reviewed by the Faculty.
- (c) to communicate its recommendations for review of Faculty Council action to the President of the College.

The Committee on Review shall consist of seven members, who at the time of election shall be members of the Faculty with tenure. Two of these shall be members of Faculty Council and five shall not be members of Faculty Council.

VOTING ELIBIBILITY:

*Added
notary*
(1) Eligible to Vote: All individuals in professorial titles, all instructors with tenure, all instructors or lecturers who are in their 3rd year, or later of appointment. The President, Vice Presidents, Deans, and those in the Registrar series.

(2) Not Eligible to Vote: Adjuncts, Substitutes, instructors or lecturers in the first or second year of appointment, and anyone who has received a letter of nonreappointment. (revised 9/97)