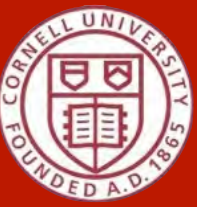


WHAT ARE THE ASSEMBLIES?!



THE ASSEMBLIES ARE A PART OF SHARED GOVERNANCE AT CORNELL.

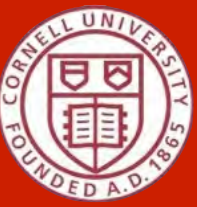
- The faculty have a senate, and the staff and students have assemblies.
- Like legislative bodies in our government, the assemblies are elected, representative, constituent bodies, with some amount of delegated authority to affect, direct or recommend policies to the highest levels of, in our case, the university.

WHAT ARE THE ASSEMBLIES?!

The three basic functions for which shared campus governance was established and still continue to serve today are:

1. **Participation in University decision-making** by students, faculty and staff in areas of direct and joint concern to them;
2. A **forum for discussion** of campus issues;
3. Supervision of the **campus judicial system**.

HISTORY OF SHARED GOVERNANCE

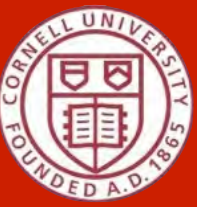


1955

- The Board of Trustees transferred the responsibility for non-academic matters to the President of the University.
- Prior to this time, it **had been the responsibility of the faculty** to make decisions regarding academic as well as **non-academic policies and procedures.**



HISTORY OF THE ASSEMBLIES



- Roots in campus events of 1969
- Major overhauls in 1977 and 1981
- EA, SA created in 1981
- GPSA created in 1993
- More prominence for constituent assemblies
- More focused role for UA

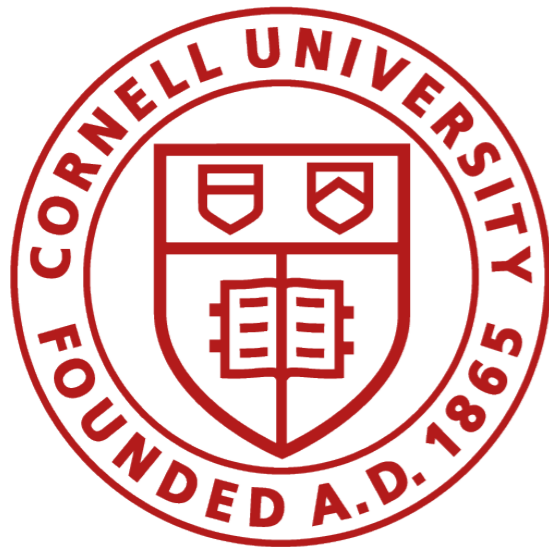


THE ASSEMBLIES IN ACTION



University Assembly meeting
September 19, 2017

The CORNELL Community



8,658
Constituents

EMPLOYEE ASSEMBLY

30 Staff Members

7,543
Constituents

GRAD & PROFESSIONAL STUDENT ASSEMBLY

18 Graduate & Prof Student Members

14,927
Constituents

STUDENT ASSEMBLY

25 Undergraduate Student

1,648
Constituents

FACULTY SENATE

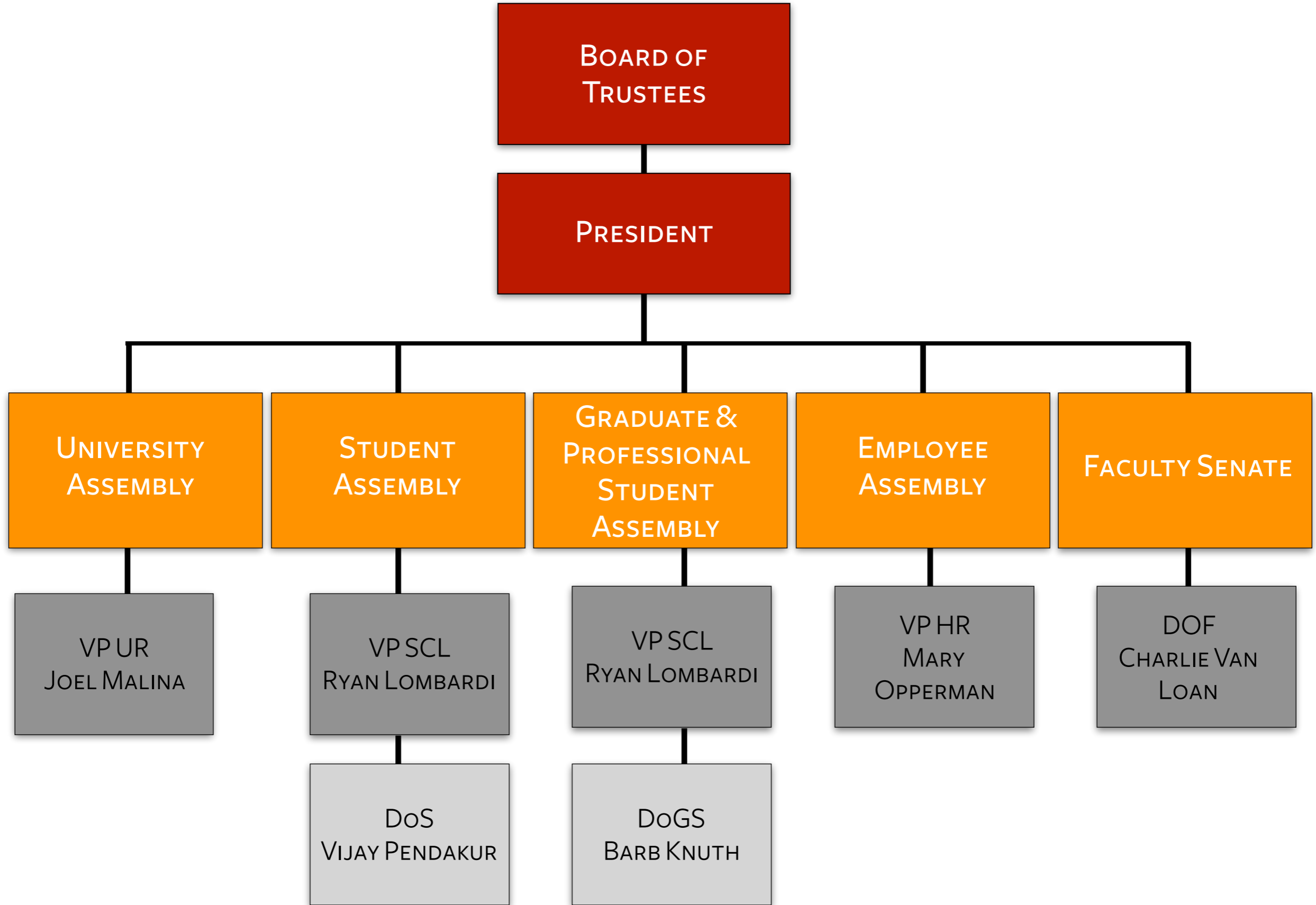
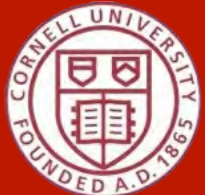
108 Faculty Senators

32,776
Constituents

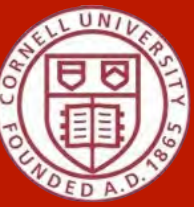
UNIVERSITY ASSEMBLY

5 staff, 5 grad/professional students,
5 undergraduates, 5 faculty

ADMINISTRATIVE STRUCTURE



THE OFFICE OF THE ASSEMBLIES



32,766 **CONSTITUENTS**

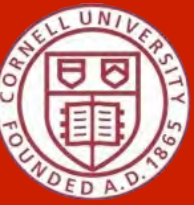
914 Roles in the Assemblies

775 **COMMITTEE MEMBERS**

56 Committees

4 **ASSEMBLIES**

STRUCTURE OF SHARED GOVERNANCE



Employee Assembly (EA)

Non-faculty employees
in Ithaca and Geneva

Graduate & Professional Student Assembly (GPSA):

Graduate and professional
students of Geneva and Ithaca,
with a liaison at Cornell Tech

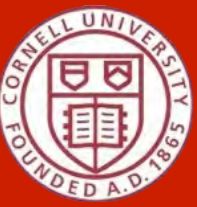
University Assembly (UA):

All Constituencies
(including Faculty)

Faculty Senate (FS):

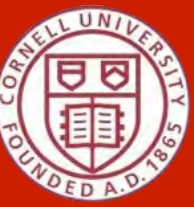
Faculty, supported by
Dean of Faculty office

Student Assembly (SA): Undergraduate students



Legislative Authority

- Originates by **delegation from the President and Board** of Trustees.
- Authority is **delegated, not transferred**
- **Assemblies have advisory** authority, subject to approval by President.
- **Assemblies make recommendations** which are reviewed by the President in consultation with senior staff.



Fundamental Authorities

- All Assemblies have a mandate to **represent constituent interests and bring issues of concern to university leadership**
- Legislative authority to **recommend changes to university policies** that affect constituents, subject to approval by the President

Specifically:

Employee Assembly (EA)

- Human Resources
- Personnel Policy

Student Assembly (SA):

- Campus Life
- Student & Academic Services

University Assembly (UA):

- Campus Code of Conduct
- University Hearing & Review Boards
- Transportation
- Planning

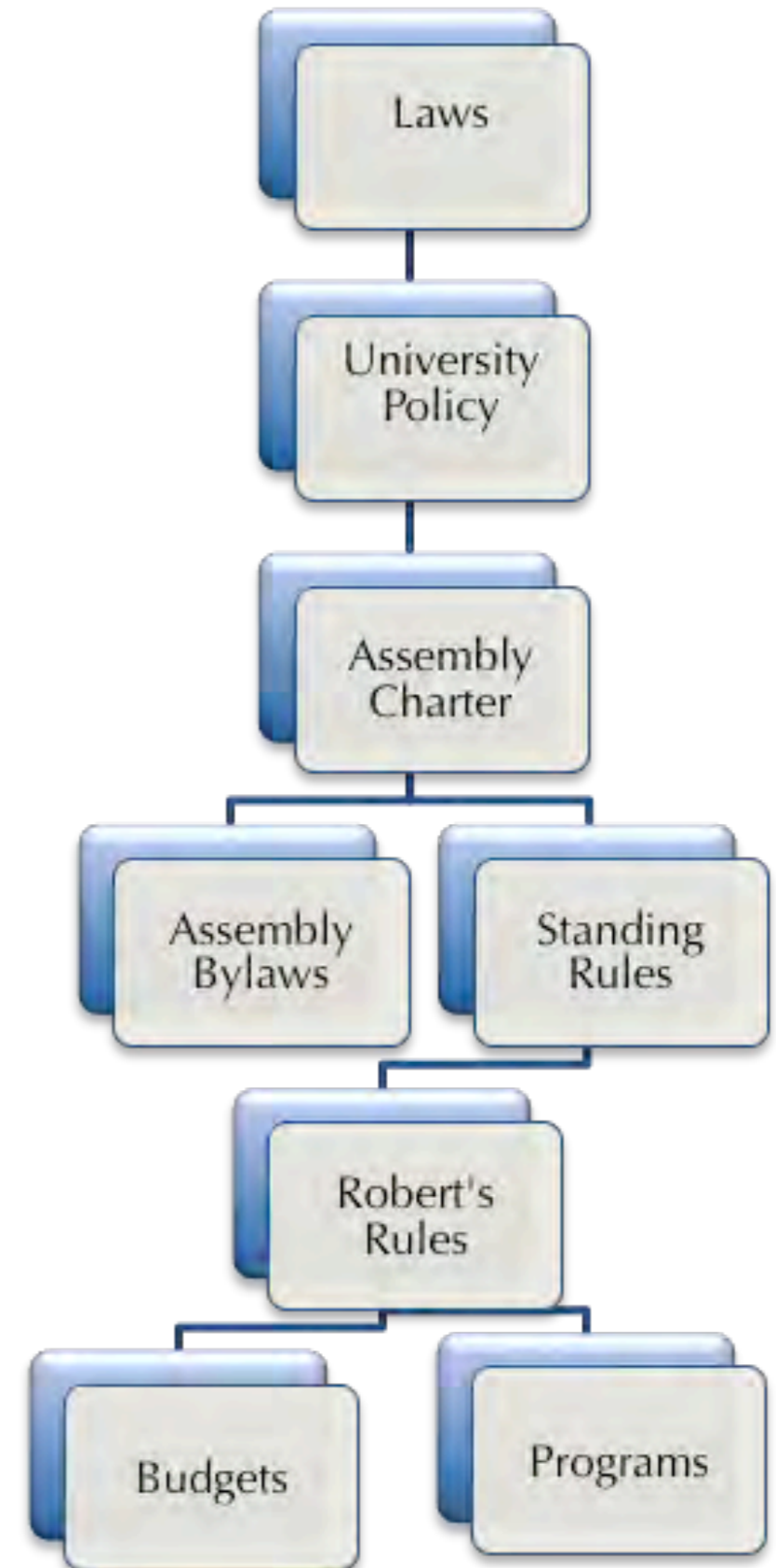
Graduate & Professional Student Assembly (GPSA):

- Graduate School
- Non-academic Policies

RULES & GOVERNING DOCUMENTS

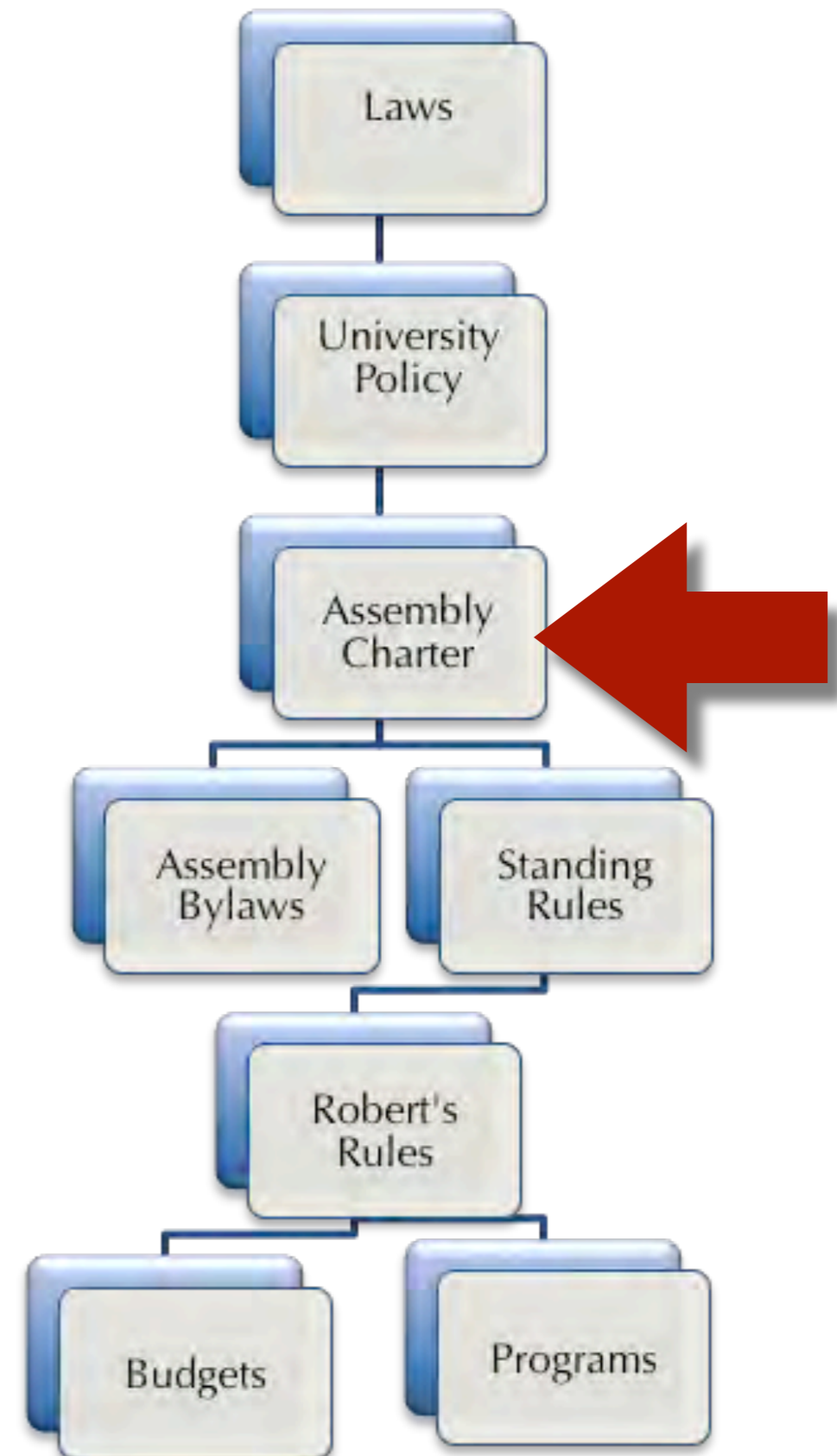


- Assembly **Charter**: permanent, basic rules
- Assembly **Bylaws**: permanent, detailed rules
- **Standing rules**: year-to-year procedures
- **Program rules** (EA Grant Funds, SA & GPSA Finance Commissions)



Assembly **Charter**: permanent, basic rules

- Basic rules of the assembly
- Establishes powers and responsibilities
- Specifies officers, qualifications for memberships
- Provides committee structure
- Stringent amendment requirements, must be approved by the president of the university



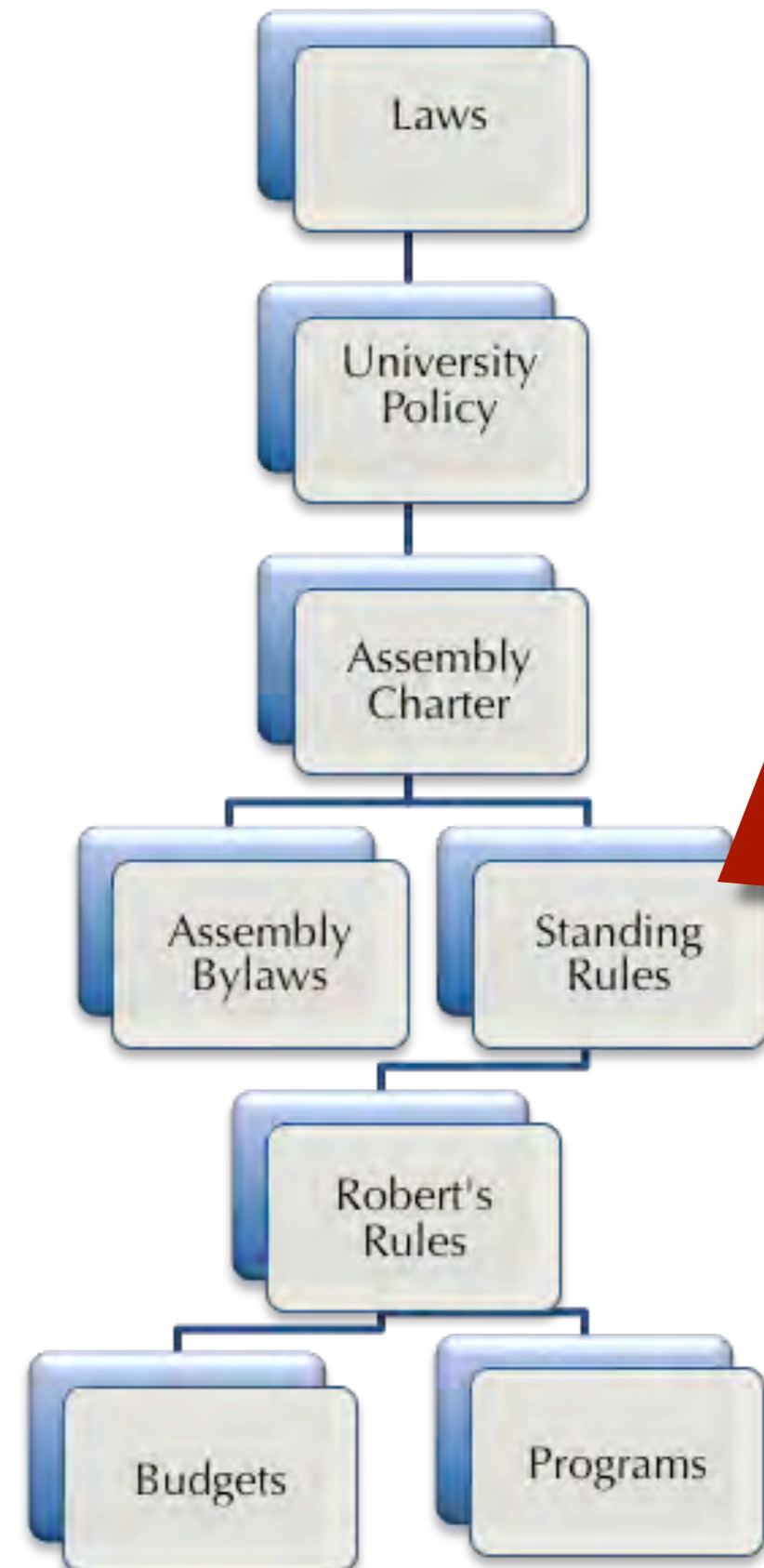
Assembly **Bylaws**: permanent, detailed rules

- Detailed procedures and rules for assembly and committee operations
- Usually amended by simple majority
- Persists year-to-year



Standing rules: year-to-year procedures

- Same force and effect as Bylaws
- Must be renewed each year by the newly seated Assembly
- Focus on procedures of the Assembly, how meetings are conducted
- Approved by the Assembly



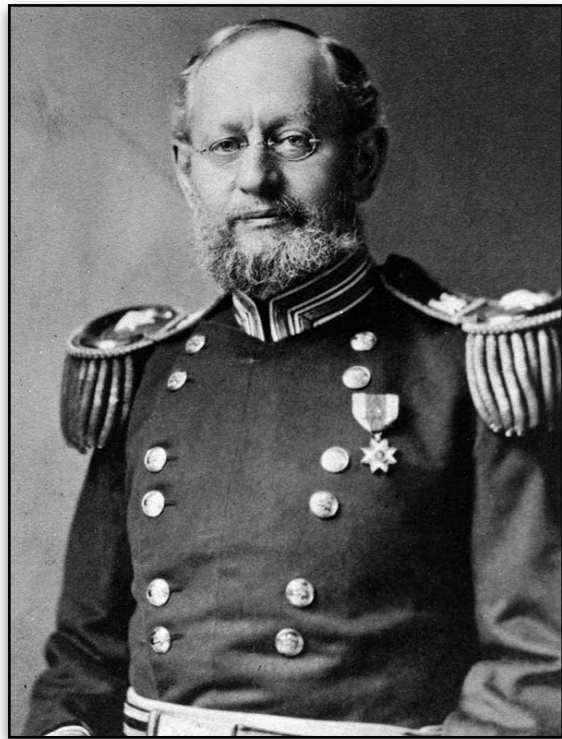
Up Next:

Going Through the Motions

or

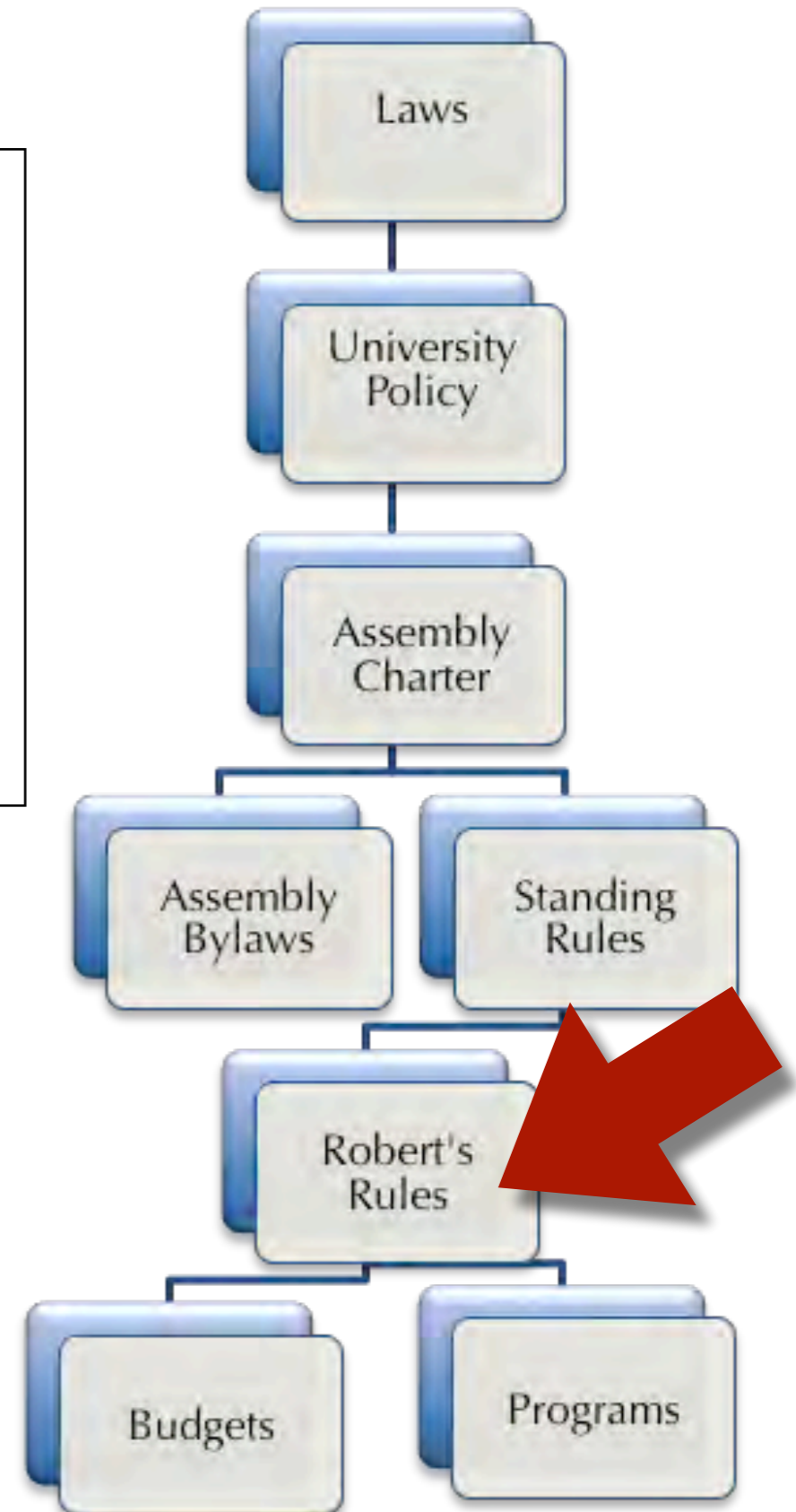
Who is Robert, Anyway?!

Robert's Rules of Order



Original edition published in 1876 by US Army Brigadier General Henry Martyn Robert after a **bad experience leading a church meeting.**

- We do not want to waste time with excessive formality, but some of our **issues may be contentious and we need to ensure everyone gets their fair opportunity to speak.**



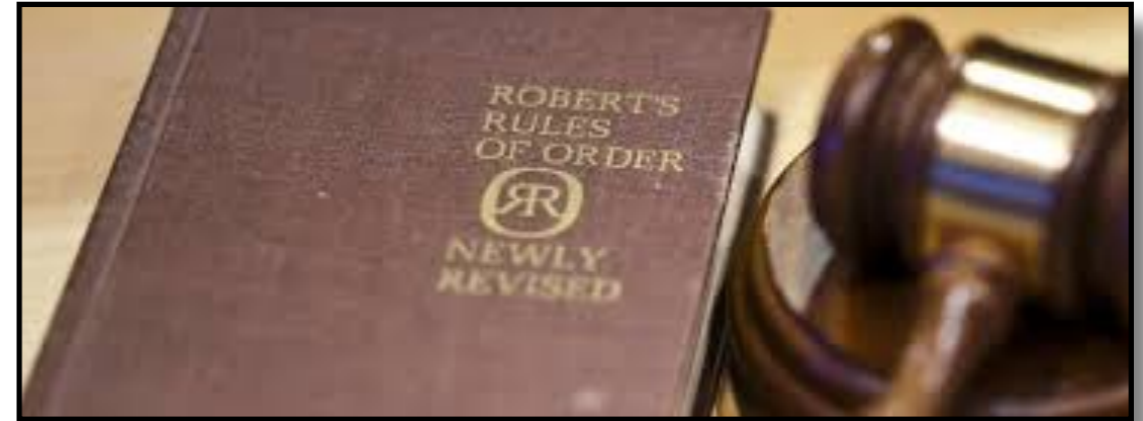
Basic Concepts

- **Quorum**
- **Motion**
- **On the floor**
- **Having the floor**
- **Executive session**



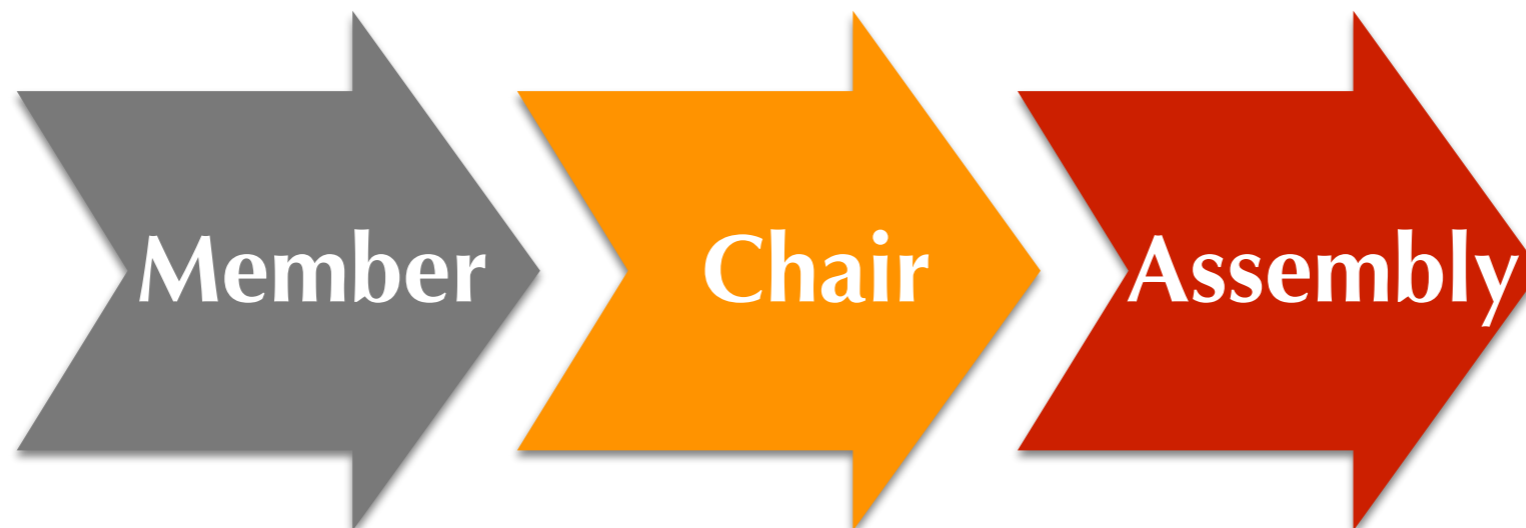
Basic Principles

- **Courtesy and Justice** for all
- Consideration of only **one subject** at a time
- Rights of **absent members** must be protected
- The **minority** must be heard
- The **will of the majority** must prevail



MOTIONS AND RESOLUTIONS

- Defining a Motion
 - ▶ A formal proposal for consideration and action
 - ▶ Only one subject can be considered at a time
 - ▶ No main motion can be made while another motion is before the assembly.
- To make a motion, say, **“I move that...”**
- **Seconding** motions
- **Debating** Motions
- **Voting**



7 Steps in Processing a Motion

1. Asked to be **recognized by the Chair** (raise hand or placard to be placed on the “speaker’s list”)
2. A voting member **makes a motion**
3. Another voting member **“seconds” the motion**
4. The chair puts the motion on the floor by restating it and **allowing for debate**
5. During debate, members have the right to be recognized and **debate, refer or amend the motion.**
6. The chair **puts the motion to a vote when debate ends** or after a (secondary) motion to call the “previous question”:
 - if informal, not controversial, **vote by show of hands/placards**, by rising, etc.
 - if exact count is needed, **vote by “roll call” or ballot**
7. The chair **announces the result of the vote**, noting ayes, nays, abstentions.

When Debating Your Motions

- Listen to the other side
- Focus on the issues, not personalities
- Avoid questioning motives
- Be polite!

Getting Your Point Across

- Point of Order

- Brings attention to an infraction of the rules of order
- Must be raised immediately after the error is made

- Point of Privilege

- Pertains to noise, personal comfort, etc.
- May interrupt only if necessary

Voting

- **Roll Call Vote** (most common)

- Three responses in which a member may vote:

- **“For”** (in favor of the motion or legislation)

- **“Against”** (opposed to the motion or legislation)

- **“Abstain”** (neither for nor against)

- **Abstention**

- Members may abstain only if there is a distinct conflict of interest

Voting

• Unanimous Consent

- For certain motions, the chair may simply ask the assembly if there is any objection
- If no member objects, the chair declares the action has been agreed to
- If even *one* member objects, the chair must then state the question and follow the complete voting guidelines.

What's on Your Mind?

(things to do before writing a resolution!)

- **Develop the initiative/topic** that you want to address
 - **Search for a legislative history** surrounding the issue
 - **Solicit feedback** from assembly members and your constituents **(Remember, you represent other people!)**
- **Engage Stakeholders for information**
 - Administrators
 - Staff colleagues
 - Assembly Committees
 - Community

What's on Your Mind?

(STILL MORE things to do before writing a resolution!)

- Determine if there is enough information to move ahead with initiative.

IF NOT:

- Re-engage Stakeholders for further information
 - Is there an office on campus which deals with the issue?
 - Is there a committee already addressing the issue?
 - Check with the Office of the Assemblies for resources and contacts
 - Check with other assemblies and review their resolutions.

Use of legislation in the form of a Resolution

- Once you have all of the information, background and stakeholder input, begin the process of drafting a resolution
- **Draft** your initial resolution
- Work with and through an assembly committee
- **Once drafted, solicit feedback on written resolution**
 - Administrators
 - Stakeholders
 - Assembly members
 - Your constituents
 - Community
- **Draft** your final resolution
- Seek approval from a committee
- Once approved, submit to Executive Vice Chair for inclusion on an **agenda**
- Attach any supporting documents or information
- **Begin securing support from assembly members**

Quick Checklist

- ✓ Checked for legislative history
- ✓ Checked with peer institutions
- ✓ Presented at all relevant EA committees
- ✓ Solicited feedback from relevant university offices
- ✓ Have support from as many EA members as possible
- ✓ Issue is still unresolved

- By this point, you should have a pretty good idea of how the debate and vote will go before your resolution comes to the floor.

Robert's Rules - Scenario

Going through the motions

1. A voting member **makes a motion**
2. Another voting member **"seconds" the motion**
3. The chair puts the motion on the floor by restating it and **allowing for debate**
4. The chair **puts the motion to a vote when debate ends** or after a (secondary) motion to call the "previous question"
5. The chair **announces the result of the vote**

THANK YOU!

QUESTIONS?