

Bylaws

Cornell University Assembly

As amended on April 27, 2021

ARTICLE I: EX-OFFICIO MEMBERSHIP

The following serve as members of the Assembly ex-officio without vote:

1. the chair of each associated committee of the Assembly.

ARTICLE II: PROCEDURES

Section 2.1: Meetings

At the first meeting of the academic year, the Assembly shall adopt a schedule of meetings for the remainder of the year. These meetings shall be referred to as the regular meetings.

Section 2.2: Special Meetings

Special meetings of the Assembly may be convened to consider issues of immediate and pressing concern. The Chair of the Assembly, the President or in the President's absence, the Acting President, may call a special meeting of the Assembly. The Chair shall call a special meeting of the Assembly when requested to do so by two-thirds of its seated members.

Section 2.3: Quorum

A majority of the seated members of the Assembly constitutes a quorum to do business.

Section 2.4: Robert's Rules of Order

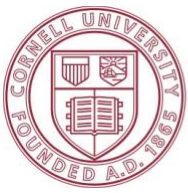
The procedures for debate and general conduct of business of the Assembly in all matters not specifically described in this document are Roberts Rules of Order, latest edition.

Section 2.5: Executive Session

With the concurrence of a majority of the voting members present, the Assembly or any of its committees may enter executive session to discuss confidential matters. The Assembly must enter into its minutes the purpose of an executive session. No policy decisions shall be made in executive session.

Section 2.6: Speaking Privileges

Any member of the Cornell community may request speaking privileges through the Chair, provided the request is made at least 24 hours prior to a meeting. Consultants invited to a meeting by the Chair may speak regarding the



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42 particular topic on which they were invited to present information or answer questions. During the course of the
43 meeting, the Assembly may establish additional procedures for granting speaking privileges.

44 45 **Section 2.7: Agenda** 46

47 The President of the University or any member of the Assembly may ask the Executive Vice Chair to place of an item
48 of business on the agenda. The Executive Board should place the item at the earliest possible time that is practical or
49 refer the item to appropriate committees for further review. The Executive Vice Chair must make the agenda of the
50 Assembly available to members no less than twenty-four hours prior to a meeting of the Assembly.

51 Except where explicitly stated by the Executive Board, agendas and associated documents are presumed
52 to be public documents that may be shared with the campus community.

53 54 **Section 2.8: Minutes** 55

56 The minutes of Assembly meetings and those of its committees shall be available to all members of the University,
57 except for those meetings, or portions thereof, conducted in executive session.

58 59 **Section 2.9: Annual Report** 60

61 The Chair of the Assembly, in consultation with its members, presents an annual report to the President of the
62 University. The report includes a summary of the Assembly's work during the year and describes any outstanding
63 issues or items of business that are expected to arise in the future. The Assembly must make the report available to
64 all members of the University.

65 66 **Section 2.10: Timing of Regular Meetings and Notice of All Meeting Times and** 67 **Locations** 68

69 Regular meetings shall occur during the academic year only. The Executive Board must publicize and allow the
70 campus community to attend and observe all open meetings of the Assembly.

71 72 **Section 2.11: Attendance Policy for Elected Members Not Yet Seated** 73

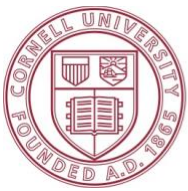
74 Newly selected members of the Assembly must make every effort to attend any meetings that occur before such
75 members are seated.

76 77 **Section 2.12: Attendance Policy for Seated Members** 78

79 Seated and ex-officio members must attend all regular meetings of the Assembly. Members must:

- 80 A. notify the Chair of the Assembly at least twenty-four hours prior to any scheduled meeting they are unable
81 to attend, if possible; and,
- 82 B. not miss more than two regular meetings in any session of the Assembly.

83
84 If the Chair determines a member has failed to meet any of these requirements, the Chair must call for a vote on
85 unseating the member at the next regular meeting. If the Assembly votes to unseat the member, the unseated



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86 member has not vacated the seat, but does not count for quorum and cannot vote until they have been reelected.
87 As soon as possible after a member has been unseated, the Chair must notify the member and their constituent
88 assembly that they have been unseated.

89
90 If an unseated member of the Assembly desires to be reelected, the member may call for a simple majority vote of
91 the Assembly to be reelected. The motion may not be postponed until after an agenda item requiring a vote without
92 the unseated member's consent. If the Assembly votes to reseat the member, the member is reelected immediately
93 all rights restored.

95 **Section 2.13: Reporting Responsibilities of Members of the Assembly**

96
97 Presiding officers of each constituent assembly serve as liaisons between the Assembly and their respective
98 constituent assemblies, reporting the activities of the Assembly to their constituent assemblies and the activities
99 of their constituent assemblies to the Assembly.

101 **Section 2.14: Sense-of-the-Community Referendum**

102
103 The Assembly may call for a Sense-of-the-Community Referendum provided that it:

- 104 A. can be completed in the current session; and,
- 105 B. addresses a concern relevant to the entire University community in which all employees, faculty,
106 and students may vote.

108 **Section 2.15: Voting Protocol**

109 The Assembly will require votes be recorded in such a way that the names of the yeas, nays, and abstentions are
110 accessible to the Cornell community for all voting members except during executive session or organization
111 meetings.

112 How the votes are taken will remain at the discretion of the Assembly and should be decided upon during the first
113 organizational meeting; however, in the event that no decision is made, the Chair is encouraged to decide how voting
114 should take place.

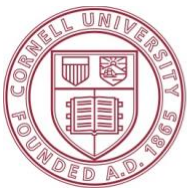
116 **ARTICLE III: COMMITTEES**

117 **Section 3.1: Ad hoc Committees**

118
119 The Assembly, the Executive Board, and the Assembly's standing committees may establish such ad hoc
120 committees or subcommittees as are necessary for the proper performance of their functions. Any alteration
121 to the charge of such committees and subcommittees or to their membership must be reported to the Vice
122 Chair for Operations before being put into effect.

124 **Sub-Section 3.1.1: Composition and Terms**

- 125
126 A. The standing committee may recommend a specific prescription as to the membership of an ad hoc
127 subcommittee, including provisions for the appointment of members who are not members of the
128 standing committee or the Assembly.



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- 129 B. No ad hoc committee may have fewer than three voting members. Each ad hoc committee must
130 disband at the end of a session of the Assembly.
131

132 **Sub-Section 3.1.2: Appointment and removal of ad hoc committee members and chairs** 133

134 Except where otherwise provided, the Vice Chair for Operations, in consultation with the Executive
135 Board, may appoint members. The Executive Board may remove members. A standing committee may
136 appoint members to or remove members from the subcommittees it establishes at its own discretion.
137

138 **Section 3.2: Standing Committees**

139 **Sub-Section 3.2.1: Standing Committee Responsibilities** 140

141 Each standing committee must:

- 142 A. hold and publicize at least one meeting per semester that is open to the campus
143 community where it receives and discusses items of business relevant to its charge;
144 B. submit, in a timely fashion, minutes of each meeting to the Vice Chair for Operations;
145 C. submit, before May 1, an annual report to the Vice Chair for Operations including a
146 summary of unfinished business of the committee;
147 D. make every reasonable attempt to ensure that members of the University community
148 affected by its recommendations are informed of the agenda of its meetings and of its
149 recommendations;
150 E. request that the Chair of the Assembly place on the agenda of the Assembly those matters,
151 which in its opinion require discussion by the Assembly; and,
152 F. respond to any requests from the Assembly for information or reconsideration of
153 recommendations.
154

155 **Sub-Section 3.2.2: Standing committee composition and terms** 156

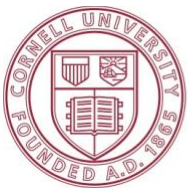
157 Unless otherwise specified in its charge, each committee will consist of eleven voting members:

- 158 A. three appointed by and from the voting membership of the Assembly;
159 B. one appointed by each constituent assembly from its voting membership; and
160 C. one appointed by each constituent assembly from the constituency it represents.

161 The officers of the assembly serve as non-voting, ex-officio members of the standing committees.
162

163 **Sub-Section 3.2.3: Appointment and removal of standing committee members and chairs** 164

- 165 A. The Vice Chair for Operations, in consultation with the Executive Board, may appoint
166 non-Assembly members on behalf of the voting membership of the Assembly. The
167 Executive board may remove members.
168 B. Chairs and voting members representing the Assembly on standing committees will be
169 voted in by the Assembly during the first organizational meeting.
170 C. In the instance of a vacancy in the chair of a standing committee, the standing committees
171 will elect a new chair from their voting membership. The elected chair will be subject to



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172 approval by the Vice Chair of Operations, in consultation with the Executive Board, on
173 behalf of the voting membership of the Assembly.

- 174 D. In the instance that a non-Assembly member is elected chair of the standing committee,
175 that they will serve ex-officio as non-voting members of the Assembly and are beholden
176 to the attendance policy of voting members of the Assembly.
- 177 E. Except for compelling circumstances, no person should serve more than two consecutive
178 terms in a given committee.

180 **Section 3.3: Procedures for policy development and legislative actions**

181
182 The responsibilities articulated in this section apply only to committee business related to the Assembly's authority
183 in policy development or legislative actions.

185 **Sub-Section 3.3.1: Mandatory Procedures**

186
187 Each committee must:

- 188 A. issue a public notice on the Assembly's website of each motion related to a substantive policy
189 change, which includes:
190 1) a contact to whom inquiries and written comments may be directed,
191 2) period of time during which written comments will be accepted, and,
192 3) times and locations of any public hearings, if hearings are conducted; and,
193 B. issue a report based on its deliberations and any comments received, which the Assembly
194 will incorporate as supporting documentation into any related motion is subsequently adopts.
195

196 **Sub-Section 3.3.2: Normative Procedures**

197
198 To the extent practical and appropriate, each committee must:

- 199 A. solicit written comments from campus constituencies for a public comment period of at
200 least two weeks in duration.
201

202 **Sub-Section 3.3.3: Discretionary Procedures**

203
204 Each committee may:

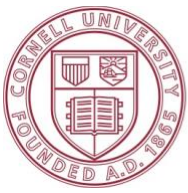
- 205 A. request reports and information from responsible administrative units;
206 B. extend, with public notice, the period of time when written comments are accepted; and,
207 C. conduct public hearings, in collaboration with responsible administrative units, to receive
208 oral comments from community members and experts.
209

210 **ARTICLE IV: CHARGES OF STANDING COMMITTEES**

211 **Section 4.1: Codes and Judicial Committee**

212
213 By delegation from the Assembly, the Committee will review any proposed motion related to:

- 214 • Campus Code of Conduct; and



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- recruitment and appointment of members to the University Hearing and Review Boards.

The Committee may propose, review, and amend resolutions as it deems appropriate. The Committee must approve resolutions referred for its consideration before they can be advanced to the Assembly for a vote and for debate. The Judicial Administrator and Judicial Codes Counselor serve as non-voting, ex-officio members of the Committee.

Section 4.2: Campus Welfare Committee

By delegation from the Assembly, the Committee will review any proposed motion related to:

- diversity and inclusion;
- family support;
- health services; and,
- any other topic deemed relevant to campus welfare by the Executive Board.

The Committee may propose, review, and amend resolutions as it deems appropriate. The Committee must approve resolutions referred for its consideration before they can be advanced to the Assembly for a vote and for debate.

Section 4.3: The Campus Committee on Infrastructure, Technology, and the Environment

By delegation from the Assembly, the Committee will review and approve any proposed motion related to:

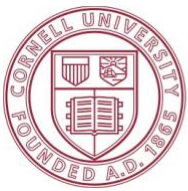
- environmental impact and sustainability;
- information technology;
- transportation and commuter policies; and,
- any other topic deemed relevant to campus infrastructure by the Executive Board.

The Committee may propose, review, and amend resolutions as it deems appropriate. The Committee must approve resolutions referred for its consideration before they can be advanced to the Assembly for a vote and for debate.

ARTICLE V: ASSOCIATED COMMITTEES

Section 5.1: Definition and General Specifications

- A. The Assembly may, with the approval of the responsible administrative unit, identify associated committees of the Assembly. Such committees are chartered and managed by the responsible administrative unit, but report additionally to the Assembly and possess the same responsibilities as standing committees of the Assembly.
- B. Each committee's charge must:
 - 1) identify of the administrative unit responsible for the committee;
 - 2) specify responsibilities of the committee; and,
 - 3) specify composition and terms of the committee.
- C. The following requirements hold except where otherwise provided:
 - 1) Both the Assembly and the responsible administrative unit must approve changes to the Charges of associated committees.



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- 258 2) The chairs of associated committees serve ex-officio as non-voting members of the
259 Assembly and are expected to attend all regularly scheduled meetings of the Assembly.

260 D. Except where otherwise provided, the constituent assemblies may appoint and remove the
261 members of each associated committee assigned to represent their respective constituencies. The
262 Vice Chair for Operations, in consultation with the Executive Board, may appoint members to fill
263 any vacancies that remain after September 1 provided the term of appointment does not run
264 beyond the current session of the Assembly.
265

266 **Section 5.2: Campus Planning Committee** 267

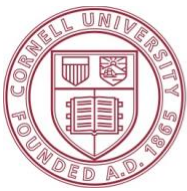
268 The Campus Planning Committee (the “Committee”) supports comprehensive and clear planning
269 processes across campus in stewardship of the physical plant at Ithaca.
270

271 **Sub-Section 5.2.1: Responsibilities** 272

- 273 A. The Committee’s charge is to review and make recommendations to the President regarding
274 physical planning for the Ithaca campus including:
275 1) master planning;
276 2) land use and physical development;
277 3) landscape and environmental planning and design;
278 4) transportation planning;
279 5) circulation and parking;
280 6) infrastructure;
281 7) new construction; and;
282 8) renovations as they relate to the overall planning and character of the Ithaca campus.
- 283 B. Among campus issues that the CPC shall review and advocate on behalf of, are ‘university’ and
284 ‘enabling’ projects as identified in the Cornell Master Plan and other strategic planning
285 opportunities.
- 286 C. Furthermore, the CPC shall review in consultation with (and with the consultation of) the
287 appropriate committees of the University Assembly, all plans for alterations of or additions to
288 roads and parking lots on the Ithaca campus and all sustainability matters related to land
289 and campus development.
- 290 D. The CPC shall seek advice and comments from non-members including Cornell and non-
291 Cornell affiliates, while discussing a specific issue or design. The CPC strives to enhance
292 communications, social inclusion, and accountability regarding physical planning and
293 development of the Ithaca campus.
294

295 **Sub-Section 5.2.2: Composition** 296

- 297 A. The CPC shall consist of four Presidential appointments, eight position appointments, nine
298 additional at-large members, and ex-officio members.
- 299 B. The presidential appointments are made by the President of the University, and those
300 individuals are to serve three-year terms on a staggered basis.
- 301 C. The position appointments or designees should be individuals with professional and technical
302 expertise in a design or planning related field. These positions consist of the chairs of the



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303 following departments or their designees: Department of Architecture, Department of Natural
304 Resources, Department of Landscape Architecture, Department of City and Regional
305 Planning, and the Art Department as well as the directors of the following units or their
306 designees: the Cornell Plantations, Graduate Program in Historic Preservation, and the Vice
307 President for Facilities Services.

308 D. The nine at large members consist of one University Assembly liaison, two
309 graduate/professional students, two undergraduate students, two employees, and two faculty
310 members, each named by his or her respective Assembly for a two-year term.

311 E. The ex-officio members are added by virtue of their administrative positions at the University
312 and their connection to planning at the University.

314 **Section 5.3: Transportation Hearing and Appeals Board**

316 The Transportation Hearing and Appeals Board (THAB) shall review decisions that have been denied in
317 whole or in part by Transportation and Mail Services administrative staff on matters relating to violation
318 appeals, requests for special parking grants for those claiming financial hardship, and exceptions to
319 parking rules and regulations and/or normal permit eligibility criteria.

321 **Sub-Section 5.3.1: Responsibilities**

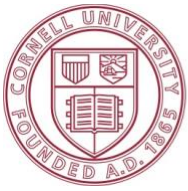
322 Violation appeals must each be decisioned separately, considering all relevant facts and
323 circumstances brought to the board's attention. The board shall only review cases for which it is
324 deemed an error in judgment or procedure was made in the original decision. In cases of requests
325 for special parking grants based on financial hardship, appellants must fully explain why they are
326 unable to use the transportation options available. In cases of requests related to exceptions to
327 parking rules and regulations and/or normal permit eligibility criteria, the board's decision shall
328 be based on demonstrated need and are subject to space and other limitations.

332 **Sub-Section 5.3.2: Composition**

334 THAB shall consist of twelve members nominated by their respective Assemblies and approved by
335 those bodies and one ex-officio member representing the administrative staff of Transportation
336 and Mail Services. Members shall be constituted as follows: four students (two
337 graduate/professional, two undergraduate), four faculty, and four employees. No employee of
338 Transportation and Mail Services or Cornell Police may serve on THAB. The term of membership
339 shall be two years, except that initially, so that terms may be staggered, two faculty, two students
340 and two employees shall serve terms of one year. THAB shall annually elect its own chairperson.
341 Hearings shall require a quorum of three members. In case of a tie vote, the decision shall be
342 recorded in favor of the appellant.

344 **ARTICLE VI: LIAISONS TO OTHER ORGANIZATIONS**

345 **Section 6.1: Liaisons**



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347 At its annual organizational meeting, as soon as is practical thereafter, or whenever a vacancy arises, the Assembly
348 will appoint a liaison, or liaisons, as appropriate to serve as its representative on the following bodies:

- 349 1) Policy Advisory Group
- 350 2) Council on Sexual Violence Prevention
- 351 3) Student Insurance Advisory Committee Liaison
- 352 4) Student Health Fee Advisory Committee Liaison

353 **Section 6.2: Appointment and Removal**

354 Each liaison may be appointed or removed by the same procedure as for appointing or removing a member of a
355 standing committee.
356
357