

Charter Cornell University Assembly

As Amended on February 26th, 2017

1 **PREAMBLE**

- 2 After consultation with members of the campus community, and to effect more extensive
- 3 involvement in campus governance through a University Assembly and constituent assemblies
- 4 representatives of faculty, students, and employees, the President, through the authority granted
- 5 him by the Board of Trustees, hereby establishes this Charter for the University Assembly of
- 6 Cornell University.

7 8 **ARTICLE I: NAME AND DEFINITIONS**

9 Section 1: Name

10 The name of this organization is the University Assembly of Cornell University, hereinafter referred

- 11 to as the Assembly or the UA.
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13 Section 2: Definitions

- A. Campus Community: The students, staff, and faculty of the Ithaca and Geneva campuses of the university.
 - B. Constituency: A constituency is a population represented by one of the constituent assemblies.
 - C. Constituent Assembly: Any one of the following campus governance units of the university may be considered a constituent assembly: Student Assembly, Graduate and Professional Student Assembly, Employee Assembly, or Faculty Senate.
 - D. Session of the Assembly: A session of the Assembly begins June 1 and continues through May 31 of the next year.
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24 **ARTICLE II: OBJECT**

The object of the Assembly is to improve and sustain the involvement of the campus community in the governance of campus affairs affecting the broad campus community by establishing open, effective, and efficient channels of communication between and amongst the community and university administration.

30 ARTICLE III: AUTHORITY AND RESPONSIBILITY

The Assembly, by delegation from the President, has the following authority and responsibilities:



33 SECTION 3.1: AUTHORITY IN POLICY DEVELOPMENT

- 34 The Assembly may examine, on its own initiative, matters which involve the interests or concern
- 35 the welfare of a substantial segment of the campus community and may make recommendations or
- resolutions thereon to the President or to other appropriate officers or decision-making bodies of
- 37 the University. Such matters include, but are not necessarily limited to:
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- 39 o common standards of conduct,
- 40 o campus planning,
- 41 o diversity and inclusion,
- 42 o environmental impact and sustainability,
- 43 o family support,
- 44 o health services,
- 45 o information technology,
- 46 o public safety, and,
- 47 o transportation and commuter policies.

48 Sub-Section 3.1.1: Assembly responsibilities

- To the extent practical and appropriate, the Assembly shall provide public notice of either the terms or the substance of each proposed recommendation or resolution and a meaningful opportunity for community participation in the development of such recommendations and resolutions. Such
- 52 opportunity may include:
- A. a comment period of at least one calendar month during which any member of the
 community may submit written information or opinions for the Assembly's
 consideration,
- 56B. at least one public hearing during which any member of the community may submit57information or opinions to the Assembly in person for its consideration, and,
 - C. solicitation of pertinent information from appropriate University officials.

59 Sub-Section 3.1.2: Recipient responsibilities

- A. To the extent practical and appropriate, University officials will provide pertinent information as the Assembly requests.
- B. Recipients of recommendations and resolutions shall reply in writing, either accepting
 them or explaining why they will not be implemented. When circumstances prevent
 recipients' response within one calendar month, they shall inform the Assembly of such
 circumstances and a date by which it can expect a response.

66 Sub-Section 3.1.3: Policies and actions subject to Assembly review

- A. Responsible University officials shall consider designating the Assembly, or one of its constituent assemblies, as a stakeholder in each impact statement, prepared under the terms of University Policy 4.1, Policy on the Formulation and Issuance of University Policies, which involves the interests or concerns the welfare of a substantial segment of the campus community. If the Assembly is not identified as a stakeholder, the impact statement should incorporate a brief explanation for this determination.
- B. Where circumstances permit, the Assembly shall be allowed a period of at least one



74	calendar month to review and respond to proposed changes of the following policies:
75	a. the Campus Code of Conduct, and
76	b. the Rules and Regulations for the Control of Traffic and Parking on the
77	Grounds of Cornell University.
78	c. Officers of the university should consider consultation with the Assembly
79	before implementing other significant actions or policies which involve the
80	interests or concern the welfare of a substantial segment of the campus
81	community.
82	C. The Assembly may review or recommend specific policies and actions on its own
83	initiative or in response to a petition from members of its constituencies.
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85	SECTION 3.2: APPOINTMENTS TO CERTAIN ADMINISTRATIVE OFFICES
86	Sub-Section 3.2.1: Confirmation of certain Presidential appointments
87	The Assembly must approve each appointment or reappointment by the President of the University
88	to the following offices:
89	• the Judicial Administrator
90	 the University Ombudsman
91	 the Judicial Codes Counselor
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92	In the event of a vacancy in the offices of the University Ombudsman or Judicial Codes Counselor,
93	the President or a designee will appoint a search committee to which the Assembly may appoint a
94	representative. In the event of a vacancy in the Judicial Administrator's office, the procedure laid
95	out in Article II, Section A, Subsection 3 of Campus Code of Conduct for constituting a search will
96	be followed. Incumbent occupants of each office may serve any number of consecutive terms;
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however, no single term may exceed two years in duration. 97

Sub-Section 3.2.2: Appointment of members to the University Hearing and Review Boards 98

- The Assembly may appoint members to and remove members from service on the University 99
- Hearing and Review Boards convened under the Campus Code of Conduct as needed to assure 100
- the effective operation of those panels. 101

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SECTION 3.3: INTERNAL OPERATIONS 103

- The Assembly has authority in matters concerning its internal operation and maintenance, including 104 provisions for the creation of bylaws and procedures. 105
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SECTION 3.4: ESTABLISH COMMITTEES 107

- 108 The Assembly establishes standing committees and ad hoc committees as needed to perform its duties.
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SECTION 3.5: RESERVATION OF AUTHORITY 111

- Nothing contained herein shall be construed to limit or constrain the President or other officers of 112
- the University in the exercise of their delegated authority. The Assembly shall also defer to the 113



- 114 advisory authority of the Faculty Senate and the college and school faculties regarding matters of 115 educational policy within their purview pursuant to the University Bylaws.
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117 **ARTICLE IV: MEMBERSHIP**

- 118 **SECTION 4.1: COMPOSITION AND TERMS** A. The total membership of the Assembly shall consist of twenty voting members: five 119 Undergraduate Student Representatives, five Graduate and Professional Student 120 Representatives, five Employee Representatives, and five Faculty Representatives. 121 122 B. Appointments to the Assembly will be made before the last regularly scheduled meeting of the current session of the Assembly. Seats left unfilled after this time will be considered 123 vacant. Terms shall be served for a duration determined by the constituent assembly at the 124 time of their appointment, and may be for one or two years concurrently. 125 For a given session of the Assembly, the Student Assembly, Graduate and 126 a. 127 Professional Student Assembly, Employee Assembly, and Faculty Senate may appoint four members from their respective constituencies to terms concurrent with 128 that session of the Assembly. Excluding the presiding officers, at least two of the 129 appointed members from each constituent assembly at a given time must also serve 130 concurrently as members of the constituent assembly responsible for their 131 132 appointment. b. The presiding officer of each constituent assembly serves as a voting member of the 133 Assembly concurrent with his or her term of office. 134 c. Each constituent assembly may appoint members to the Assembly in the manner of 135 its choosing and may fill vacancies as they occur with members who will serve the 136 balance of the term of the vacated member. 137 C. The Assembly may provide in its bylaws for appointment of additional non-voting members 138 to serve ex-officio. 139 140
- 141 SECTION 4.2: EXCLUSION
- 142 A voting member of the Assembly may not serve concurrently as a member of the Board of
- 143 Trustees of the University.
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145 SECTION 4.3: REMOVAL

146 Any member may be removed by affirmative vote of two-thirds of seated members of the assembly 147 and consent of the constituent assembly responsible for his or her appointment.

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149 **ARTICLE V: OFFICERS**

- 150 SECTION 5.1: POSITIONS
- 151 The officers of the Assembly are the Chair, the Executive Vice Chair, and the Vice Chair for
- 152 Operations, who must be of different constituencies. Additionally, a ranking member must be
- 153 appointed for each constituency not otherwise represented by the officers of the Assembly.

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SECTION 5.2: TERMS 155

- The term for each office is concurrent with a session of the Assembly. 156
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SECTION 5.3: ELECTION 158

- A. The organizational meeting for the next session of the Assembly shall occur after the 159 adjournment of the final regularly scheduled meeting of the current session of the Assembly 160 and prior to the beginning of the next session of the Assembly to ensure that the Assembly 161 may organize before the next session begins. 162
- B. At the organizational meeting of the Assembly or at the first meeting after a vacancy arises, 163 the Assembly must elect officers from its membership by secret ballot in closed session. 164 The highest ranking non-returning member of the current session of the Assembly shall 165 preside over the election of the Chair for following session. Where no such person exists, 166 the longest consecutively serving member of the Assembly shall preside over the election of 167
- 168 the Chair.
- C. Elections will utilize the exhaustive ballot system: until a candidate receives a majority of 169 votes cast, the candidate receiving the fewest number of votes will be removed from the 170 ballot and another round of votes cast.
 - a. If, after the floor is closed for nominations for specific officer position, only one candidate is nominated to be an officer, he or she will be seated immediately, unless a member of the Assembly opposes the nomination.
- D. As soon as possible after the officers have been elected, seated members of the constituency 175 not represented by the officers must caucus and elect, following the same procedure as 176 provided for the election of officers, a ranking member to represent their constituency. 177
- 179 **SECTION 5.4: RESPONSIBILITIES**
- 180 Sub-Section 5.4.1: Responsibilities of the Chair
- The Chair: 181
 - presides over meetings of the Assembly; А.
 - B. serves as the spokesperson of the Assembly; and,
- С. transmits any formal recommendations, resolutions, or reports issued by the Assembly to 184 the appropriate recipients. 185

Sub-Section 5.4.2: Responsibilities of the Executive Vice Chair 186

- 187 The Executive Vice Chair:
- A. presides over meetings of the Executive Board; 188
- 189 B. receives and tracks reports, resolutions, and other items of business from members of the Assembly and the chairs of its committees; 190
- C. prepares and distributes the agenda for each meeting of the Assembly to all members of the 191 Assembly and to the Office of the Assemblies at least twenty-four hours prior to the 192 meeting; 193
- 194 D. assists the Chair in compiling reports and materials as needed; and,
- E. fulfills the responsibilities of the Chair in his or her absence or if the position is vacant. 195



196 Sub-Section 5.4.3: Responsibilities of the Vice Chair for Operations

- 197 The Vice Chair for Operations:
- A. reviews and approves expenses under the discretionary budget of the Assembly;
- B. monitors the activities of each committee of the Assembly;
- 200 C. assures that each committee of the Assembly is properly staffed, consulting with the
- Executive Board, the committee's chair, and the appropriate officers of the constituent assemblies as needed; and,
 - D. fulfills the responsibilities of the Executive Vice Chair in his or her absence or if the position is vacant.
- 205 Sub-Section 5.4.4: Responsibilities of the Ranking Member
- 206 The ranking member:
- A. serves as a voting member of the Executive Board
- B. represents the interest of his or her constituency in meetings of the Executive Board; and,
- C. resigns from office in the event that another member of his or her constituency becomes an officer
 of the Assembly.

211 SECTION 5.5: REMOVAL

- 212 The Assembly may remove any of its officers upon an affirmative vote of two-thirds of the seated
- 213 membership of the Assembly. Immediately thereafter, a new officer must be elected from among
- the voting members of the Assembly for the balance of the term of office.
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216 **ARTICLE VI: EXECUTIVE BOARD**

The Assembly has an Executive Board (the Board) to manage its daily operation and to provide continuity of operation outside of the academic year.

219 SECTION 6.1: MEMBERSHIP

220 The Board consists of the officers and the ranking members of the Assembly.

221 SECTION 6.2: AUTHORITY DURING THE ACADEMIC YEAR

- 222 The Board:
 - A. prepares the agenda for each meeting of the Assembly;
- B. calls special meetings of the Assembly as needed; and,
- C. removes members from committees in cases where behavior or absence disrupts the sound operation of those committees.

227 SECTION 6.3: EMERGENCY AUTHORITY

- During periods between academic semesters and during university holidays, the Board may additionally:
- A. speak on behalf of the Assembly on matters where, in the opinion of the Board, a delay
 would prevent effective exercise of the Assembly's authority or hinder the efficient
- 232 operation of institutional functions for which the Assembly is responsible; and,
- B. convene any ad hoc committees as needed to fulfill its responsibilities.



- In taking any such actions, the Board must make a reasonable effort to involve all of its members,
- 235 including those absent from campus, and to consult the chairs of any committees that the Assembly
- 236 would ordinarily consult. The Chair must report such actions, including the results of any votes, at
- the first meeting of the Assembly that occurs after the actions are taken.
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ARTICLE VII: CHANGES IN THE CHARTER AND BYLAWS OF THE

240 UNIVERSITY ASSEMBLY

- A. An affirmative vote of a majority of the seated members of the Assembly is required to amend the
 Bylaws of the Assembly, and an affirmative vote of two-thirds of the seated membership is required
 to amend the Charter.
- B. Proposed amendments to the Bylaws or the Charter of the Assembly must be publicized at least one
 week before any meeting where they are discussed or adopted. The Assembly may not adopt
 amendments to the Charter at the same meeting where they are introduced or modified, and the
- 247 President of the University must approve such amendments before they may be implemented.