

CFG Motion 1: Replace the current function language of the CFG in the FHB (pp. 206-207) by the following:

Committee on Faculty Governance (CFG):

Function: To represent the faculty in matters of faculty governance and to foster the effective functioning of the faculty governance system.

CFG convenes the Committee of Committees (comprising faculty members of All-College Council, CAFR, CAPT, CEPP, College Benefits Committee, Curriculum Committee, CFG, FPPC, and IPC) at least twice a year to assess the interactions among member committees and between them and the administration, and to discuss ongoing issues and any problems in committee operations. CFG is then required to inform the faculty at large of the issues raised by the Committee of Committees.

CFG is responsible for coordinating faculty committee work and for furthering democratic representation and committee efficiency. In accordance with this purpose, it promotes cooperation among members of the college community, brings governance issues of faculty concern to the faculty and makes recommendations to the faculty, other committees, and the administration. In addition, CFG reviews operating codes of all faculty committees and maintains files of annual committee reports.

CFG is responsible for ensuring the proper constitution of faculty committees and for the equitable distribution of committee assignments. It conducts nominations and elections for and makes appointments to faculty committees; it provides advice and oversight of procedures regarding faculty appointments to search committees for senior administrative positions and to administrative, trustee, and SGA committees; and it maintains a list of all faculty members on all committees.

Finally, CFG is responsible for ensuring that the text of the Faculty Handbook appears and remains precisely as approved by the faculty.

Rationale:

The proposed language is partly a rewording of the existing language to clarify CFG's function and partly an attempt to incorporate into CFG's function issues the existing committee structure is not addressing, such as major administrative searches.

CFG Motion 2: Replace Part Two, Section I of the FHB (pp. 201-202) by the attached 'Faculty Meeting By-Laws'.

Rationale:

The proposed by-laws clarify and make explicit the principles and the procedures governing the Faculty Meetings. They are derived from Robert's Rules of Order and our own past practices.

FACULTY MEETING BY-LAWS

ARTICLE I. The Faculty Meeting

- A. Faculty governance is carried out through decisions made at Faculty Meetings and through a system of committees of the Faculty.
- B. Faculty Meetings, presided over by the President, are generally held on the first Friday of each month.
- C. Eligibility to Vote

1. All the faculty as herein defined are expected to attend Faculty Meetings and are eligible to vote:

- a. all full-time members of the faculty and faculty holding shared appointments at the rank of assistant professor or above,
- b. visiting instructors, librarians, artists-in-residence, writers-in-residence, and full-year full-time lecturers,
- c. the President, the Vice President for Academic Affairs and Dean of the Faculty, the Dean of Enrollment and College Relations, the Associate Dean of the Faculty, the Dean of Student Affairs, the Dean of Studies, the Dean of Special Programs, the Registrar and Director of Institutional Research, the Director of Admissions, the Director of University Without Walls, the Director of Master of Arts in Liberal Studies, the Director of Summer Sessions and Summer Special Programs,
- d. and such other administrative officers as may be appointed to the Faculty by the Board of Trustees upon recommendation of the President with the concurrence of the Faculty.

2. A voting member of the faculty who is on leave of absence may vote in faculty meetings. Faculty members on leave will be notified of faculty meetings only through normal college channels.

3. Proxy votes and absentee ballots are not allowed in faculty meetings.

D. Eligibility to Attend

- 1. Teaching associates departmental assistants, part-time faculty and administrators without faculty status are invited to attend and participate in faculty meetings, on a permanent or temporary basis, but without a vote.
- 2. The following students are also invited to attend but without a vote: six students to be selected in a manner determined by the Student Senate, students on faculty and all-college committees when items relevant to their committees are on the agenda, one representative from the Skidmore Radio Station, one representative of the Skidmore Television Station, and one representative of the Skidmore News.

ARTICLE II. The Presiding Officer

A. The President shall preside over the Faculty Meeting. In the absence of the President, the presiding officer will be in successive order

- 1. The Vice President for Academic Affairs and Dean of the Faculty;
- 2. The Chairperson of the Committee on Faculty Governance;
- 3. A member of the Faculty selected by the Faculty Meeting.

B. The President shall appoint a parliamentarian from the faculty who will advise the chair at all meetings on questions of procedure. The parliamentarian will also serve as a resource for faculty to consult on parliamentary questions. The parliamentarian has no authority to make rulings or to enforce them.

ARTICLE III. The Agenda and Minutes

A. The Agenda.

1. Faculty members should notify the Office of the Vice President for Academic Affairs and Dean of the Faculty of items they wish included on the agenda at least 24 hours prior to the meeting.
2. The agenda shall be distributed to the Faculty no later than the morning of the day of the Faculty Meeting.
3. The order of the agenda may be changed by the presiding officer, subject to challenge by a majority vote of the Faculty Meeting.

B. Minutes

1. The Vice President for Academic Affairs and Dean of the Faculty shall appoint a note-taker for the Faculty Meeting.
2. The Vice President for Academic Affairs and Dean of the Faculty is responsible for distributing minutes of all official meetings to all members no later than one week in advance of every meeting.
3. Approval of the minutes shall normally be the first item on the agenda.

ARTICLE IV. Quorum

A. A quorum shall be necessary for

1. votes on matters of policy (see Article VII, A);
2. votes to suspend the rules;
3. votes to go into executive session (see Article VII, B);
4. votes to amend the by-laws.

B. The quorum shall be 75 members.

ARTICLE V. The Right to Speak

A. At Faculty Meetings

1. The chairperson shall not speak to a motion while occupying the chair.
2. Other persons may speak only when recognized by the chair.
3. The speaker should address the chair.
4. The speaker should limit the length of remarks to a reasonable length (observing the guideline of two minutes).
5. A person may speak once on a motion and may speak a second time only after all other persons wishing to speak have spoken once.
6. The speaker should have the floor, but should not assume the chair.
7. The speaker shall not be interrupted except for the following:
 - a. Point of order- raised to question any proceeding or motion that a member believes is in violation of the rules. The chair rules on the validity of the point and the ruling may be appealed. An appeal must have a second. The decision of the chair is sustained by a majority or tie vote.
 - b. Point of personal privilege- raised concerning the rights, reputation, comfort, safety or conduct of a member.
 - c. Point of information- a request of the chair for an answer concerning the background or content of a motion vote.
 - d. Parliamentary Inquiry- a request of the chair for information concerning parliamentary law. The chair may refer this to the parliamentarian.
 - e. Permission to withdraw a motion.
 - f. Call for a division of the assembly to retake a vote.
8. Explanatory remarks or clarification do not constitute speaking to a motion.

- B. Committee of the Whole. This device enables the Faculty Meeting to discuss an issue under the less stringent rules of a committee.
 - 1. The Faculty Meeting may entertain a motion to form a committee of the whole.
 - 2. The chairperson of the Faculty Meeting shall appoint the chairperson of the committee of the whole.
 - 3. Faculty Meeting will set a time limit on discussion (such and such time).
 - 4. The chairperson of the committee of the whole may speak to the subject at hand.
 - 5. Other persons may speak only when recognized by the chair.
 - 6. A person may speak more than once before all others wishing to speak have done so, if recognized by the chair.
 - 7. All votes are "committee votes" and are not binding on the debate.
 - 8. At the completion of its deliberation, the committee of the whole will entertain a motion to "rise and report."

- C. Informal Consideration. This device permits the Faculty Meeting to set aside the formal rules of debate.
 - 1. The Faculty Meeting may entertain a motion to consider a particular motion, subject, or problem informally.
 - 2. Such a motion may occur before or after a formal motion is proposed.
 - 3. Informal consideration allows the meeting to perfect a motion or an amendment for Faculty Meeting action.
 - 4. The chairperson of the Faculty Meeting remains in the chair.
 - 5. Informal consideration allows for varying limits of debate and the development of amendments to a motion.

ARTICLE VI. Taking Votes.

- A. The Faculty Meeting shall vote by ballot on any motion to change the curriculum or Part I of the Faculty Handbook if at least one voting member makes such a request. On all other motions, the Faculty Meeting shall take a vote on a motion for a ballot vote.

- B. The Faculty Meeting shall otherwise vote by ayes and nays. Any member, however, can demand a rising vote (standing vote or a division of the assembly). This vote must be counted. In the case of a tie vote (ballot) the chair *may* vote with either side. If the chair chooses not to vote, lacking a majority, the motion is defeated.

- C. The members of the Committee on Faculty Governance shall tally all votes taken by a show of hands or by ballot, except in cases where the motion before the Faculty Meeting comes from the CFG. In the latter instance, the chair shall appoint up to six faculty members to make the count.

ARTICLE VII. Special Rules.

- A. Vote on Questions of Policy:
 - 1. Matters of policy shall not be voted on at the same meeting in which they are proposed, unless this provision is waived by a simple majority.
 - 2. The chair shall rule on what constitutes matters of policy, subject to challenge by a majority vote of the Faculty Meeting.

- B. Executive Sessions. The Faculty Meeting by majority vote may go into executive sessions where only those with the right to vote may attend. Such sessions may include those occasions when the faculty considers personnel matters, such as the appointment of a new President or a new chief academic officer.

ARTICLE VIII. On all matters of parliamentary procedure not specifically enumerated in the by-laws, the Faculty Meeting shall observe those rules that are part of Robert's Rules or the Standard Rules of Parliamentary Procedure, provided that they do not conflict with the spirit or letter of the by-laws.

ARTICLE IX. Adoption and Amendment of the by-laws.

- A. By-laws are initially passed by a simple majority vote.
- B. A proposal to amend the by-laws shall be considered a policy matter, and as such shall not be voted on at the meeting at which it is proposed (See VII A).
- C. A vote on a proposed change requires the presence of a quorum.
- D. A 2/3 majority vote is required for passage.
- E. If passed, the amendment shall go immediately into effect.