

Comparison and Comments on the proposed revision to the BFA Bylaws

March 1, 2016

The committee consulted the following authorities when proposing revisions to the Bylaws:

- *Roberts Rules of Order: Newly Revised*, 11th ed. (RONR)
- *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* (AIP)
- *Robert's Rules of Order Simplified and Applied*, 3rd ed. (Robert's Simplified)

Current Bylaws (taken from the BFA website 2/22/2016) http://www.colorado.edu/bfa/bylaws-boulder-faculty-Assembly	Proposed Bylaws dated 3/1/2016	Comments with references to authorities as necessary
Preamble It is a guiding principle of the shared governance recognized by the Board of Regents of the University of Colorado that the faculty and the administration shall collaborate in major decisions affecting the academic welfare of the University. The nature of that collaboration, shared as appropriate with students and staff, varies according to the nature of the matters under consideration. The mission of the Boulder Faculty Assembly is to represent the faculty of the Boulder campus in shaping the structure and development of the University through shared governance. The BFA initiates, advises, and recommends action to the Chancellor and administrative officials on matters related to educational policy and planning and the operations of the Boulder campus. The BFA is the voice of the Boulder faculty, providing an opportunity for faculty to participate in campus-wide shared governance activities. Those eligible to vote for and serve as members of the Boulder Faculty Assembly shall include the following faculty with appointments of	Preamble It is a guiding principle of the shared governance recognized by the Board of Regents of the University of Colorado that the faculty and the administration shall collaborate in major decisions affecting the welfare of the University as described in the Regents' laws in Article 5, Part E. The mission of the BFA, as a deliberative body, is to represent the faculty of the Boulder campus in shaping the structure and development of the University through shared governance. The faculty takes the principal role in establishing academic policy and standards and in selecting and evaluating faculty, with collaboration of the campus or system administration as appropriate. The administration takes the principal role in establishing budget policy and resource allocation, with early collaboration of the faculty. Members of the Faculty Senate as defined by the laws of the Regents [5.A.1] shall be eligible to vote for and to serve as members of the Boulder Faculty Assembly.	Preamble References the Laws of the Regents that call for the creation of campus assemblies and system-wide faculty council. Simplifies the language of the second paragraph. Concepts drawn from the section of the Laws of the Regents which delineates faculty and administrative roles. References the definition of faculty used in the Laws of the Regents. Defines the parliamentary authority to be <i>RONR</i>.

at least 50%: Professors of any rank except adjunct or 'of practice,' Instructors of any rank, Research Professors of any rank, Clinical Professors of any rank, and ROTC faculty of any rank. In addition the Retired Faculty Association may appoint one retired faculty to serve on the BFA. These Bylaws and the Standing Rules of the Boulder Faculty Assembly, which enumerate the faculty's rights, privileges, and responsibilities, provide a system for participation of the Boulder campus faculty in the governance of the University as specified by the Laws of the Regents of the University of Colorado.	In addition, the Retired Faculty Association may appoint one representative to serve on the BFA. These Bylaws and the Standing Rules define and guide the participation of the Boulder campus faculty elected to Boulder Faculty Assembly in the governance of the University as specified by the Laws of the Regents of the University of Colorado. Matters of procedure not covered by these Bylaws, the Standing Rules of the Boulder Faculty Assembly, or the Rules of the Faculty Senate, will be handled according to the latest edition of the <i>Robert's Rules of Order Newly Revised</i>.	
Article I. Membership Section 1. The Boulder Faculty Assembly shall consist of 62 elected voting members, chosen from among the members of the Faculty Senate rostered on the Boulder Campus, or as allowed by the Standing Rules. (2) Representation shall be substantially proportional, and shall be determined as provided by the Standing Rules of the Boulder Faculty Assembly. <i>Ex officio</i> voting or non-voting members may be designated from time to time by the Assembly, as described in the Standing Rules of the Boulder Faculty Assembly. Section 2. The most recent Past Chair of the Assembly shall be a member of the Assembly, <i>ex officio</i> with vote. Section 3. The chairs of the standing committees of the Assembly shall be members of the Assembly, <i>ex officio</i> with vote. Section 4. Each school and college, the faculty in the institutes who are not rostered in a school or college, and	Article I. Membership Section 1. The Boulder Faculty Assembly shall consist of 62 elected voting members, chosen from among the members of the Faculty Senate who are rostered on the Boulder Campus, or as allowed by the Standing Rules. Representation shall be substantially proportional to the distribution of faculty in schools, colleges, and libraries and shall be determined as provided by the Standing Rules of the Boulder Faculty Assembly. Terms of office commence July 1st following the annual spring election. Section 2. The Chair of the Assembly shall, upon election to the position, vacate his or her representative seat on the Assembly and shall be considered an elected member of the Assembly-at-Large. The Chair shall remain eligible for re-election to a second term. The Chair's representative seat shall be filled according to the procedures described in Article II, Section 6. Section 3. The most recent Past Chair of the Assembly shall be a member of the Assembly, <i>ex officio</i> with vote. Section 4. The chairs of the standing committees of the Assembly shall be considered members of the Assembly, <i>ex officio</i> with vote.	Article I. Membership New Section 2 establishes the criterion that the chair must be a member of the Assembly when he or she is nominated for the position. Lack of clarity in this paragraph has allowed faculty with little or no experience within the Assembly to run for chair. Once elected, the chair is an at large member of the Assembly and thus able to run for a second term as chair. This language eliminates the need for old Section 5. New section 3 is old section 2. Old Section 4 eliminated because proportional representation is established in Section 1.

the faculty in the Boulder Campus libraries shall have at least one Representative. Section 5. The Chair of the Assembly shall, upon election to the position, vacate his or her representative seat on the Assembly and shall be considered an elected member of the Assembly at large. The Chair shall remain eligible for reelection to a second term. The Chair's representative seat shall be filled according to the procedures described in Article II, Section 5.	Section 5. All members have rights and obligations that include but are not limited to: a) be notified of meetings; b) attend meetings; c) vote on and to propose motions and amendments to motions; d) speak on and to debate matters; e) run for office; f) resign from office; g) nominate and to elect officers; h) insist on the enforcement of the Bylaws, Standing Rules and parliamentary procedure; i) have access to the Bylaws, Standing Rules, minutes and other official records; and j) vote on and to propose amendments to the Bylaws, Standing Rules, minutes and other official records.	New Section 4 is old section 3 with slight changes to wording. New Section 5 establishes the rights and responsibilities of members. <i>RONR</i> (p.571) and <i>Robert's Simplified</i> (p. 302) both recommend spelling out the rights of members in the Bylaws. The rights as currently proposed are drawn from <i>AIP</i>, p. 260.
Article II. Elections Section 1. The elected members shall be apportioned among the schools and colleges, institutes, libraries, museum, and other faculty bodies that may exist from time to time, as provided for in the Standing Rules of the Boulder Faculty Assembly. The Assembly shall review its apportionment at least every five years and adjust it to ensure a fair distribution of representation among the members of the Faculty Senate. The first such review of apportionment shall take place upon the adoption of these Bylaws. Section 2. Nomination and election procedures shall be governed by the Standing Rules of the Boulder Faculty Assembly, except as provided by these Bylaws. Membership for voting purposes is defined by the Rules of the Faculty Senate. Section 3. Members of the Assembly must be Senate members of the academic unit they represent. Members of the Assembly shall be nominated and elected by the Senate members of the academic unit(s) they represent.	Article II. Elections Section 1. The elected members shall be apportioned among the schools and colleges, institutes, libraries, museum, and other faculty bodies, as provided for in the Standing Rules. The Nominations and Elections Committee shall review apportionment at least every five years and adjust it to ensure a fair distribution of representation among the members of the Faculty Senate. Proposed changes in apportionment shall be presented in a motion to the Assembly for a simple majority vote. Section 2. Nomination and election procedures shall be governed by the Standing Rules, except as provided by these Bylaws. Section 3. Members of the Assembly must be Faculty Senate members of the academic unit they represent. Members of the Assembly shall be elected or appointed by the Senate members of the academic unit(s) they represent.	Article II. Elections New Section 1 adds language that specifies how changes with respect to proportional representation are to be submitted to the Assembly. Old Section 2 defines membership in the faculty senate as described in the Rules of the Regents has been established in Article I (membership) and is redundant. Section 3 clarifies language to indicate that members of the Assembly are elected OR appointed by their units. The method of selecting a representative differs across units and colleges and schools.

Section 4. Elections to the Assembly will be conducted during the spring semester each year. Newly elected members of the Assembly should attend any Assembly meetings subsequent to their election but prior to the beginning of the Senate year, without vote, but may vote in the election of officers and standing committee chairs. Section 5. If a vacancy occurs for a BFA representative who represents faculty in a single academic unit, not elected at large, or for the retired faculty, the BFA Chair shall ask the Dean or administrative head of the academic unit, or the Chair of the Retired Faculty Association, as appropriate, to conduct a special election to fill the vacancy. If a vacancy exists for a BFA representative who represents Boulder Campus faculty at-large, the Executive Committee shall determine the method of filling the position, as provided in the Standing Rules of the Boulder Faculty Assembly. If a vacancy occurs for a BFA Officer or Executive Committee Member At-Large position, the Nominations and Elections Committee shall conduct a special election at an open meeting of the BFA, pursuant to the requirements of Bylaws Article III. Section 1. Section 6. Elected members of the Assembly have the responsibility of attending regularly the meetings of the Assembly and of serving on at least one Assembly committee.	Section 4. Elections to the Assembly will be conducted during the spring semester each year. The Senate year runs from July 1st to June 30th. Newly elected members of the Assembly are invited to attend any remaining Assembly meetings in the Senate year, without vote. Section 5. Roles and positions within the Boulder Faculty Assembly vary. Members of the BFA will represent a single unit, multiple units, the Campus-at-Large, or retired faculty. Officers and executive committee members at-large are elected from the membership of the BFA. Section 6. If unable to complete their full term, faculty members should immediately notify the BFA Secretary. The Secretary shall address vacancies in the following ways: a) For a single-unit representative, a request will be made to the administrative head of the academic unit to provide a replacement. b) For a multi-unit representative, a request will be made to the appropriate dean to provide a replacement. c) In all other vacancies, a special election will be held as defined in the Standing Rules, Article II, Section 11.	New Section 4 clarifies the dates for the senate year. It does not allow newly elected (incoming) members to vote since they have no experience within the Assembly. Old Section 5 spells out the procedures for filling vacancies. That has been moved to new Section 6. New Section 5 explains the variations in constituencies among the representation. Representation is described at http://www.colorado.edu/bfa/elections/distribution-representation. This reinforces the requirement that candidates for office within the BFA must be current members of the Assembly. New Section 6 explains the procedures to be followed when vacancies occur.
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ARTICLE III. Officers and Executive Committee Members at Large Section 1. The officers of the Assembly and the Executive Committee Members At-Large shall be elected by the members of the Assembly in an open meeting as provided in the Standing Rules of the Boulder Faculty Assembly. Officers are elected for a term of one year and Executive Committee Members At-Large are elected for a term of two years. (3) Section 2. During the term of their service officers of the Assembly and Executive Committee Members At-Large shall be duly elected or appointed members of the BFA. Section 3. The officers of the Assembly and Executive Committee Members at Large may be candidates to succeed themselves for a second term. Prior to election for additional terms beyond two to any particular office, officers or Executive Committee Members at Large may not hold that office in the Assembly for a period of at least one year. Section 4. If the elected Chair is unable to complete his/her term, the Vice Chair automatically becomes Chair for the remainder of the term. If the Vice Chair is unable to serve, the Secretary shall call the necessary meetings of the Executive Committee and the Assembly to ensure that a new Chair is nominated and elected within 21 days. Section 5. The Executive Committee of the Assembly shall choose a Recording Secretary (not necessarily a member of the Assembly). Section 6. Officers of the Assembly and Executive Committee Members at Large shall have the duties regularly assigned to officers in comparable	ARTICLE III. Officers and Executive Committee Members at Large Section 1. The Officers of the Assembly shall be the Chair, Vice Chair, and Secretary. Each serves a term of one year. There shall also be two Executive Committee Members-at-Large, and each serves a term of two years. The Officers and the Executive Committee Members-at-Large shall be elected by the members of the Assembly in an open meeting as provided in the Standing Rules. Section 2. Officers of the Assembly and Executive Committee Members-at-Large shall be duly elected or appointed representatives of a department, unit(s), or the campus. Section 3. The Officers of the Assembly and Executive Committee Members-at-Large may be re-elected for a second term. Upon completion of their second term, they are not eligible to run for the same position for a period of one year. Section 4. If the elected Chair is unable to complete his/her term, the Vice Chair automatically succeeds him/her for the remainder of the term. If the Vice Chair is unable to serve in the capacity of Chair, the Secretary shall hold elections to elect a new Chair within 21 days. Section 5. The Executive Committee shall appoint a Recording Secretary who will be responsible for preparing draft minutes of the Assembly and Executive Committee meetings for approval by those bodies. Section 6. Officers of the Assembly and Executive Committee Members-at-Large shall have the duties as described below.	ARTICLE III. Officers and Executive Committee Members at Large This article was extensively revised because the organization was confusing. Under the proposed version: Section 1 establishes the officers and terms of office. This should precede method of selection. Section 2 establishes eligibility for office. Section 3 establishes eligibility for a second term. Section 4 outlines a succession plan if the chair is unable to complete the term of office. Section 5 expands on the responsibilities of the Recording Secretary. The BFA Coordinator usually holds this position. Section 6 lists the duties of the elected officers. It should be noted that all duties are described as “including but not limited” to make it clear that the list is not meant to be exhaustive or proscriptive.
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organizations. In addition, certain officers shall have the duties enumerated below. a) Chair: The Chair is the spokesperson for the BFA. The Chair shall serve as liaison to appropriate campus and system groups. b) Vice Chair: The Vice Chair shall chair the Bylaws Committee. c) Secretary: The Secretary shall chair the Nominations & Elections Committee. d) Members at large: Members at large shall serve as BFA representatives to the CU Faculty Council.	a) Chair: The Chair is the spokesperson for the BFA. The Chair shall serve as liaison to appropriate campus and system groups. In addition, the duties of the Chair include but are not limited to the following: 1. act as chief administrative officer and head of the Boulder Faculty Assembly; 2. exercise supervision over the organization and its activities; 3. represent and speak for the organization; 4. preside at business meetings; 5. preside at meetings of the Executive Committee; 6. refer matters to standing and ad-hoc committees for consideration; 7. sign letters or documents necessary to carry out the will of the Assembly; and 8. appoint, in consultation with the Executive Committee, a Parliamentarian from the membership of the Assembly to act as an advisor to the presiding officer during Assembly meetings. b) Vice Chair: The Vice Chair will assume the duties and responsibilities of the Chair in the case of absence or incapacity. In addition, the duties of the Vice Chair include but are not limited to the following: 1. serve on the Bylaws Committee; 2. publish updates to the Bylaws and/or Standing Rules approved by the Assembly; 3. welcome new chairs of standing committees and explain their role in the Assembly and on the Executive Committee;	RONR (p. 572) and <i>Robert's Simplified</i> (p. 304) recommend including duties in the Bylaws as long as there is a statement establishing that duties are not limited to those established in the Bylaws. The proposed revision assigns new duties to the Vice Chair and Secretary. In the experience of members of the Bylaws Committee, the process of welcoming and orienting new Assembly and committee members has been inconsistent. Rather than burden the chair with additional duties, Bylaws suggests that responsibilities for welcoming and orienting new committees and members be assigned to the vice chair. The secretary would be responsible for welcoming and orienting new Assembly members.
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	4. meet on a regular basis with the chairs of the standing committees of the Assembly; and 5. convey the charge and convene the first meeting of any ad-hoc committee or task force that is formed by the Executive Committee. c) Secretary: The Secretary will chair the Nominations & Elections Committee. In addition, the duties of the Secretary include but are not limited to the following: 1. serve on the Bylaws Committee; 2. provide the chairs of standing and special committees with a list of the members of said committees; 3. assist the BFA Coordinator in updating the Assembly Roster; 4. welcome new BFA representatives and explain their role in the Assembly; and 5. welcome new BFA standing committee members and explain their role on said committees. d) Executive Committee Members-at-Large shall: 1. serve as BFA representatives to the CU Faculty Council and report on their activities to the Assembly and the Executive Committee as needed; and 2. serve on the Nominations & Elections Committee.	To further reduce the burden on the chair, this version assigns the responsibility to meet with individual committees to the Vice Chair.
ARTICLE IV. The Executive Committee Section 1. The Executive Committee shall consist of the officers of the Assembly; the two Members at Large who are voting members of the Assembly and are elected at large by the Assembly; the Chairs of the	ARTICLE IV. The Executive Committee Section 1. The Executive Committee shall consist of the officers of the Assembly; the two Members at Large who are voting members of the Assembly and are elected at large by the Assembly; the Chairs of the	ARTICLE IV. The Executive Committee Section 1 establishes the membership and voting privileges for Executive Committee. The most significant change to this section establishes non-voting, <i>ex officio</i> status for the chair of “any representative

Standing Committees of the Assembly, <i>ex officio</i> with vote; the most recent past Chair of the Assembly, <i>ex officio</i> with vote; and a representative of the Boulder Campus Retired Faculty Association, with vote. If a Standing Committee has co-chairs, the co-chairs shall decide between them which will be the primary representative to the Executive Committee; each Standing Committee is eligible to send only one voting member to the Executive Committee. The Chair of the College of Arts and Sciences Faculty Council shall be a member <i>ex officio</i> without vote. Other representatives may be designated members of the Executive Committee, from time to time, without vote, as provided by the Standing Rules of the Boulder Faculty Assembly. Section 2. {red text: The Executive Committee coordinates action of the Assembly between meetings.} {purple text: It oversees and approves all actions of committees,} {dark blue text: refers projects to committees as appropriate}, {green text: and refers committee recommendations to the Assembly}. {aqua text: The Executive Committee takes specific actions on particular issues as directed by the Assembly}. {yellow text: The Executive Committee may act for the Assembly between meetings when time does not permit the issue to be brought before the Assembly; all such responses shall be reported to the Assembly at its next meeting}. Specific actions of the Executive Committee are as provided in the Standing Rules of the Boulder Faculty Assembly.	Standing Committees of the Assembly, <i>ex officio</i> with vote; the most recent past Chair of the Assembly, <i>ex officio</i> with vote; and a representative of the Boulder Campus Retired Faculty Association, with vote. If a Standing Committee has co-chairs, the co-chairs shall decide between them which will be the primary representative to the Executive Committee; each Standing Committee is eligible to send only one voting member to the Executive Committee. The chair of any representative faculty council within schools and colleges is eligible to serve as an <i>ex officio</i> member without vote. (See the Standing Rules for determination of eligibility.) Other representatives may be designated members of the Executive Committee, from time to time, without vote, as provided by the Standing Rules of the Boulder Faculty Assembly. Section 2. {red text: The Executive Committee coordinates actions of the Assembly.} The Executive Committee shall also: a) {purple text: oversee and review all actions of committees;} b) {dark blue text: refer issues to committees as appropriate;} c) {green text: decide whether to forward committee proposals and reports to the Assembly; } d) {bright red text: review the degree to which each committee is fulfilling its charges and responsibilities at least once every four years;} e) {aqua text: take specific actions on particular issues as directed by the Assembly; and} f) {yellow text: act for the Assembly between meetings when time does not permit the issue to be brought before the Assembly. All such responses shall be reported to the Assembly at its next meeting. } Specific actions of the Executive Committee are as provided in the Standing Rules.	faculty council”. The current Bylaws limit that right to the chair of the College of Arts and Sciences Faculty Council. Section 2 establishes responsibilities of the Executive Council. The proposed version separates responsibilities into separate clauses. For purposes of comparison, the corresponding duties are color coded. The {red text: text in red} has been shortened for the sake of accuracy. The duties that follow can more properly be described as coordinating in general rather than coordinating between meetings. The {purple text: text in purple} has been changed from “oversee and approve all actions of committees” to “oversee and review”. The {dark blue text: text in dark blue} has been changed from “refer projects” to “refer issues” to committees as appropriate. The {green text: text in green} has been changed from “refer committee recommendations to the Assembly” to “decide whether to forward committee proposals and reports to the Assembly”. This change flows from the requirement that the Executive Committee “oversee and review” all committee actions. For example, the reports and recommendations of the Ad-hoc Adler Committee, Ad-hoc ODH committee, and Academic Affairs with respect to honors designations were
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Section 3. The Chair of the Assembly will be the Chair of the Executive Committee.	Section 3. The Chair of the Assembly will be the Chair of the Executive Committee.	presented to and voted on to accept by the Executive Committee before they were for referred to the Assembly for presentation and vote. This provision does not prohibit a committee or Assembly member from taking its report and recommendations to the Assembly after review by the Executive Committee in the form of a motion. The person who presents the motion should indicate that a negative vote by the Executive Committee preceded consideration by the Assembly. No changes to the {aqua text: text in aqua}. No changes to the {yellow text: text in yellow}. {bright red text: Bright red text} has been inserted to assign responsibility to “review each of its committees at least once every four years, paying special attention to the degree to which each committee is fulfilling its charges and responsibilities.” The current Bylaws assign this task to the Nominations and Elections (Initial review) and then Assembly as a whole (Article V, Section 5) for subsequent reviews. The Bylaws committee believes that this duty is more properly assigned to the Executive Committee under its duties to coordinate the actions the Assembly and oversee and review all actions of committees. Any changes to committees and charges would need to be submitted to the Assembly as a whole for consideration and vote.
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ARTICLE V. Standing and Ad-hoc Committees A. Committees Section 1. {red text: Committees act as official advisory panels to the Executive Committee and the Assembly with regard to matters within their charge, as provided for in the Standing Rules of the Boulder Faculty Assembly}. {purple text: committees shall make continual evaluations of campus policies, procedures, and standards within their charge, and shall make recommendations of appropriate measures for changes and improvements}. {dark blue text: Recommendations of all committees, including for new initiatives and proposed projects, must be approved by the Executive Committee before forwarding to the Assembly or other implementation, except as provided for in the Standing Rules of the Boulder Faculty Assembly}. {green text: Committee reports and recommendations must be approved by the Assembly before being communicated to the Chancellor or other campus administrative officers. Committees of the Assembly will be of two types: standing and <i>ad-hoc</i>}. Section 2. Committees may be created, as needed, by the Assembly. The charge and purpose of each standing committee shall be determined by the Assembly, and incorporated into the Standing Rules of the Boulder Faculty Assembly. Section 3. Committee procedures are governed by the Standing Rules of the Boulder Faculty Assembly, except as provided by these Bylaws. Section 4. If a committee chair is not carrying out his or her committee responsibilities, including attendance at Executive Committee meetings, the Executive Committee may recommend that the Assembly name a new chair for the remainder of the Senate year. If a committee member misses three consecutive regular	ARTICLE V. Standing and Ad-hoc Committees A. Committees Section 1. {red text: Committees act as official advisory panels to the Executive Committee and the Assembly as provided for in the Standing Rules.} {purple text: Committees shall regularly evaluate the campus policies, procedures, and standards that fall within the scope of their charge}. {dark blue text: As subordinate advisory bodies, all proposals, reports, and recommendations of standing and ad-hoc committees must be considered for approval by the Executive Committee before they are presented to the Assembly}. {yellow text: Standing committee items not approved by the Executive Committee can be brought before the Assembly for consideration by said committee or any individual BFA member in the form of a motion.} Section 2. Standing committees may be created, modified, and dissolved by the Assembly. The charge and purpose of each committee should be determined by the Assembly and incorporated into the Standing Rules of the BFA. Section 3. Committee procedures are governed by the Standing Rules of the Boulder Faculty Assembly, except as provided by these Bylaws.	ARTICLE V. Standing and Ad-hoc Committees Color coding is used to explain differences and rearrangement of Section 1. {red text: Text in red} has been simplified. {purple text: text in purple} has been simplified and shortened. {dark blue text: Text in dark blue} has been modified with the addition of “As subordinate advisory bodies”. The requirement to submit all recommendations for to the Executive Committee for approval has been expanded to include the requirement to add “proposals and recommendations” for approval by the Executive Committee. {green text: Text in green} deleted since committee reports and recommendations must be voted upon and approved before proceeding to the next level. {yellow text: Text in yellow} notes that committee items not approved by the Executive Committee can be brought to the Assembly by a committee or individual member. Section 2 adds flexibility with respect to standing committees which may have outlived their usefulness or whose duties have been absorbed by another committee. For example, the responsibilities of the Faculty Compensation and Benefits committee have been absorbed by the Budget and Planning Committee. Section 3 contains no changes. Old Section 4 is deleted. The sense of the Executive of Committee is that this provision is too prescriptive.
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meetings of the committee, he or she will be considered to have resigned committee membership. In either event, the vacancy will be filled as provided by the Standing Rules of the Boulder Faculty Assembly. Section 5. The Assembly shall review each of its committees at least once every four years, paying special attention to the degree to which each committee is fulfilling its charges and responsibilities. The initial review will be conducted by the Committee on Nominations and Elections upon the adoption of these Bylaws. Section 6. Chairs of committees will have term limits. Chairs may serve for two consecutive terms of 2 years each. Then a member may not serve as chair again until 2 years have elapsed.		Old Section 5 is deleted and moved to Article IV, Section 2, point d). Old Section 6 is deleted and replaced by Article V, B, Section 6.
ARTICLE V. Standing and Ad-hoc Committees (cont) B. Standing Committees Section 1. The Standing Committees will be composed of eight faculty and two student members unless otherwise specified by these Bylaws or by the Standing Rules. Section 2. The membership of the Standing Committees shall be chosen as provided by the Standing Rules of the Boulder Faculty Assembly unless otherwise specified by these Bylaws. Section 3. Standing committee members may serve two consecutive terms on a given committee, but may not serve longer until at least a year has passed since the member was last on the committee.	ARTICLE V. Standing and Ad-hoc Committees (cont) B. Standing Committees Section 1. The Standing Committees will be composed of eight faculty members with voting privileges and two student members who serve in an advisory capacity, unless otherwise specified by these Bylaws or by the Standing Rules. Fifty percent plus one of the faculty committee membership constitutes a quorum. Section 2. The membership of the Standing Committees shall be chosen as provided by the Standing Rules of the Boulder Faculty Assembly unless otherwise specified by these Bylaws. Section 3. Standing committee members may serve for two consecutive terms of three years each. A member may serve again but not until at least a year has passed since the member was last on said committee.	ARTICLE V. Standing and Ad-hoc Committees (cont) B. Standing Committees Section 1 establishes voting privileges and defines a committee quorum. Section 2 contains no changes. Section 3 rewording of the existing section. Defines terms of office for committee members. Adds language about the potential consequences of non-attendance at committee meetings.

Section 4. The Standing Committees of the Assembly shall include the following. The charges and specific membership of these committees are as provided by the Standing Rules of the Boulder Faculty Assembly. <i>Academic Affairs Committee</i> <i>Administrative Services and Technology Committee</i> <i>Administrator Appraisal Committee</i> <i>Budget and Planning Committee</i> <i>Bylaws Committee</i> <i>Diversity Committee</i> <i>Faculty Affairs Committee</i> <i>Faculty Compensation and Benefits Committee</i> <i>Intercollegiate Athletics Committee</i> <i>Libraries Committee</i> <i>Nominations and Elections Committee</i> <i>Student Affairs Committee</i> <i>Instructor-Track Faculty Affairs Committee</i> <i>Grievance Advisory Committee</i>	If a committee member misses three consecutive regular meetings of the committee, he or she will be considered to have resigned committee membership. The vacancy will be filled as provided by the Standing Rules of the Boulder Faculty Assembly. Section 4. The charges and specific membership of Standing Committees are as provided by the Standing Rules of the Boulder Faculty Assembly. The committees shall include the following: a) Academic Affairs Committee b) Administrative Services and Technology Committee c) Administrator Appraisal Committee d) Budget and Planning Committee e) Bylaws Committee f) Diversity Committee g) Faculty Affairs Committee h) Grievance Advisory Committee i) Instructor-Track Faculty Affairs Committee j) Intercollegiate Athletics Committee k) Libraries Committee l) Nominations and Elections Committee m) Student Affairs Committee Section 5. The duties of Committee Chairs include but are not limited to the following: a) plan and direct the work of the committee according to the committee's charge including setting the committee's agenda; b) take an active part in the discussions and deliberations of the committee; c) exercise all rights of committee members including the right to vote; d) present recommendations and reports to the Executive Committee for discussion and action. e) send the Chair a written update on committee activities after each meeting; f) submit an annual report to the Executive	Section 4 deletes Faculty Compensation and Benefits. Duties of that committee were absorbed by Budget and Planning. Committees listed in alphabetic order. Section 5 is added to delineate responsibilities of Committee chairs. This is similar to the definition of duties for officers. Clarifies the right of the committee to name a replacement chair.
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	Committee for posting on the BFA website; g) attend meetings of the Executive Committee; and h) attend meetings of the Assembly. If a committee chair is unable to fulfill these obligations, the committee may name a replacement chair for the remainder of the Senate year. Section 6. Chairs may serve for two consecutive terms of two years each. A member may not serve again as chair until one year has elapsed.	Section 6 defines the terms of office for committee chairs. This was moved from Part A to place the duties of chair and term of office in proximity.
ARTICLE V. Standing and Ad-hoc Committees (cont) C. Ad-Hoc Committees Section 1. Ad hoc committees may be constituted as needed for a specific purpose. Ad hoc committees expire automatically one year after the date of their formation unless a different expiration time is specified. The Assembly may vote a one-year extension of the life of an ad hoc committee.	ARTICLE V. Standing and Ad Hoc Committees (cont) C. Ad-Hoc Committees Section 1. Ad-hoc committees, which expire one year after date of formation, may be constituted as needed for a specific purpose. The Assembly may specify a different expiration date and may vote to extend the life of an ad-hoc committee.	ARTICLE V. Standing and Ad Hoc Committees (cont) C. Ad-Hoc Committees Section 1 simplifies the wording.
ARTICLE VI. Meetings of the Assembly Section 1. The Assembly will meet monthly during the academic year at a regularly scheduled time, except there shall be no regularly scheduled meeting in January or August. Special meetings may be held in January, June, July, or August, as provided for in the Standing Rules of the Boulder Faculty Assembly. During any January, June, July, or August meeting of the Assembly, motions can be made to reconsider any matter and to have it entered on the agenda of the next regularly scheduled meeting, provided that the motion to reconsider a matter and to have it entered on the agenda is otherwise in order. During any June, July, August or January meeting of the Assembly, motions can be made to postpone any matter until the next regularly scheduled meeting, provided that the motion to postpone until a definite time is in order.	ARTICLE VI. Meetings of the Assembly Section 1. The Assembly will meet monthly during the academic year at a regularly scheduled time.	ARTICLE VI. Meetings of the Assembly Section 1 simplifies the language.

Section 2. Meetings of the Assembly are open to all members of the Senate, who may express their views to the Assembly if invited to do so by the Chair or by vote of the Assembly. Section 3. When approved by the Assembly in advance, or upon recommendation from the Executive Committee, an e-mail vote may be taken on any matter. The procedures for e-mail voting shall be as provided in the Standing Rules of the Boulder Faculty Assembly. Section 4. The agenda shall be as provided for in the Standing Rules of the Boulder Faculty Assembly. Section 5. The notice of meeting and agenda shall be distributed to all voting members of the Assembly, and made available to other interested parties on request, at least 48 hours in advance of a regularly scheduled or special meeting. Section 6. Matters of procedure not covered by these Bylaws, the Standing Rules of the Boulder Faculty Assembly, or the Rules of the Faculty Senate, will be handled according to the latest revision of Robert's Rules of Order.	Section 2. Meetings of the Assembly are open to all members of the Senate. However, participation in the debates and discussions of the meetings is limited to members of the Assembly. At the discretion of the Chair or by simple majority vote of the Assembly, members of the Faculty Senate or other invited guests may be called upon to speak. Section 3. When approved by the Assembly in advance, or upon recommendation from the Executive Committee, an e-mail vote may be taken on any matter. The procedures for e-mail voting shall be as provided in the Standing Rules of the Boulder Faculty Assembly. Section 4. An agenda shall be prepared by the Chair, distributed to the members, and made available to other interested parties on request at least 48 hours in advance of every general Assembly meeting. Section 5. The ordinary business of the meeting will follow standard parliamentary procedure. Proposals requesting the Assembly to take action or express certain sentiments should be submitted in the form of a motion. Requirements for Notice of Motion can be found in the Standing Rules. Section 6: Forty percent of the members of the Boulder Faculty Assembly will constitute a quorum.	Section 2 defines the rights of participation for Assembly members. Defines rights of attendance for members of the faculty senate (defined by the Laws of the Regents). Defines mechanisms for participation for guests. Additional detail about guests is included in the standing rules. Section 3 is unchanged. Section 4 sets out the requirements for distribution of the agenda. Old Sections 4 and 5 collapsed into new Section 4. New Section 5 reminds members that the BFA follows parliamentary procedures and requires proposals be submitted in the form of a motion. Deletes the reference to <i>RONR</i> which was established as parliamentary authority in Preamble. New Section 6 establishes the threshold for a quorum. <i>Robert's Simplified</i> (p. 307) recommends defining the quorum in the Bylaws rather than Standing Rules.
ARTICLE VII. Amending and Suspending the Bylaws and the Standing Rules of the Boulder Faculty Assembly Section 1. Changes in the Bylaws of the Assembly require notice of motion at any regular or special meeting of the Assembly, and approval of a two-thirds majority of those members of the Assembly voting at a regular or special meeting following that at which notice was given.	ARTICLE VII. Amending and Suspending the Bylaws and the Standing Rules of the Boulder Faculty Assembly Section 1. Changes in the Bylaws of the Assembly require a Notice of Motion to be submitted at any regular or special meeting of the Assembly. A vote on the proposed change(s) will take place at the next regular or special meeting and requires approval of a two-thirds majority of members in attendance.	ARTICLE VII. Amending and Suspending the Bylaws and the Standing Rules of the Boulder Faculty Assembly Section 1 is reworded for clarity.

Section 2. Any single bylaw may be temporarily suspended for the purpose of voting on a single matter by the affirmative vote of two-thirds of those members of the Assembly voting at a regular or special meeting of the Assembly. Section 3. The Standing Rules of the Boulder Faculty Assembly may be amended following notice of motion to amend at any regular or special meeting of the Assembly, and by approval of a simple majority of those members of the Assembly voting at a regular or special meeting following that at which notice was given.	Section 2. A bylaw or standing rule may be temporarily suspended for the purpose of voting on a single matter by a two-thirds majority of Assembly members voting at a regular or special meeting. Section 3. Changes in the Standing Rules of the Assembly require a Notice of Motion to be submitted at any regular or special meeting of the Assembly. A vote on the proposed change(s) will take place at the next regular or special meeting and requires approval by a simple majority of members in attendance.	New Section 2 deletes the old phrase “of the Assembly” as it is redundant. The phrase “standing rule” is added. Section 3 is reworded for clarity. No substantial change.
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