

STANDING RULES OF THE BOULDER FACULTY ASSEMBLY

Preamble

The governing documents of the Boulder Faculty Assembly include a set of Bylaws and a companion set of Standing Rules. Article numbers in the two documents mirror each other. For example, Article II of both the Bylaws and the Standing Rules govern the BFA election process. The Bylaws are generally substantive, while the Standing Rules are generally procedural. If the two documents are inconsistent, the Bylaws take precedence. Where the Bylaws and Standing Rules do not address matters of procedure, issues will be resolved according to the most recent edition of *Robert's Rules of Order Newly Revised*. The Standing Rules of the Boulder Faculty Assembly describe procedures and practices necessary to implement the Bylaws of the Boulder Faculty Assembly. The numbering of the Articles of the Bylaws and the Articles of the Standing Rules correspond. Not all Articles of the Bylaws have corresponding Standing Rules.

The Standing Rules can be amended as provided by the Bylaws of the Boulder Faculty Assembly.

Article I. Membership

Section 1

The Assembly shall consist of elected, appointed, ex officio, at-large members elected from the CU Boulder Faculty Senate, and CU Retired Faculty Association members, as described below.

- a) Traditional and Other Unit members shall be elected or appointed for three-year staggered terms. The method of selection is determined by each recognized academic unit. There are no term limits for these unit representatives.
- b) All Traditional and Other Units shall have at least one representative.
- c) Any request for a new Assembly seat shall be presented to the BFA Executive Committee. The BFA Executive Committee may then forward the request to the full Assembly for final approval requiring a two-thirds majority vote.
- d) Fourteen at-large representatives shall be elected by and from members of the Faculty Senate for three-year staggered terms. No more than six of these members shall be from the College of A&S and no more than six shall be from any other School, College, Institute, or the Boulder Campus Libraries. Four of the at-large seats shall be reserved for Instructors, but no more than six shall be held by Instructors.
- e) Two retired faculty members shall be elected for three-year terms by and from the CU Retired Faculty Association.
- f) No more than two members from any type of recognized academic unit may serve at one time as elected representatives to the Assembly. Exception: three faculty from a single recognized academic unit may serve at one time as elected representatives when the Assembly Chair is a member of that unit.

Section 2

[No Standing Rules exist for this Section]

Section 3

For determination of quorum, at the start of each academic year the working Assembly membership shall be established by a simple count of named and recognized Traditional and Other Unit representatives.

Section 4

[No Standing Rules exist for this Section]

Section 5

[No Standing Rules exist for this Section]

Section 6

[No Standing Rules exist for this Section]

Section 7

Elected members of the Assembly have the responsibility to be regular in their attendance at meetings of the Assembly. However, unavoidable conflicts may arise between a class taught by an elected member of the Assembly and regular meetings of the Assembly. Such a conflict for one semester may be resolved by holding a special election in the academic unit of the member in question to elect a temporary replacement, or by an appointment agreed upon jointly by the Assembly member and the Executive Committee.

Article II. Elections

Section 1

[No Standing Rules exist for this Section]

Section 2

There are multiple BFA elections that occur throughout the year. Each type of election is addressed in the following guidelines.

BFA Traditional and Other Unit Representatives

- a) The BFA Coordinator is responsible for creating and updating a list of terms of office of all current BFA academic unit representatives. By the end of February, the Coordinator will send one of two “BFA representative status” emails to all recognized academic units. The first email confirms that their representative’s term is expiring June 30 and that the unit needs to find a replacement, or select the same representative. The second email asks that units confirm by the end of March that their representative will serve the remaining portion of his or her term of office, in which case no further action is required.
- b) Selection of representatives from individual Traditional Units and Other Units shall be carried out and supervised by the individual academic units. The supervising administrator of each academic unit shall transmit the name of the unit’s selected representative to the Coordinator of the assembly no later than the end of April.

BFA At-Large Seats

- a) a) All procedures relating to the election of Faculty Senate members to a BFA At-large seat shall be supervised by the BFA Nominations and Elections Committee, and shall be conducted by the Secretary of the Assembly.
- b) By the end of February, the Secretary and the Coordinator will have worked together to create and verify a list of BFA At-Large members whose terms expire June 30 of that year.
- c) In consultation with the Nominations and Elections Committee, the Secretary shall solicit nominations from the Faculty Senate for upcoming vacancies in BFA At-large positions. The Secretary shall review the nominations and conduct the balloting for the vacant At-large positions. Only Faculty Senate members may nominate another Faculty Senate member, be nominated, self-nominate, or vote for vacant BFA At-large seats.
- d) Nominations for At-large seats may be made via a nominating (email) letter to the Secretary of the Assembly. The nominating letter must be signed by one or more members of the Faculty Senate. The nominee must also sign the nominating letter, or provide a separate (email) letter, indicating his or her agreement to accept the position if elected.
- e) The nomination and election process for vacant BFA At-large seats should be completed by the end of March.
- f) The election ballot shall list the nominees for At-large positions on the Assembly in alphabetical order in even-numbered years and in reverse alphabetical order in odd-numbered years. The ballot shall also list the recognized academic unit with which the nominee is affiliated, and the name(s) of the nominator(s), or indicate self-nomination status.
- g) The vote shall be conducted by anonymous electronic ballot. (Currently, this is the Qualtrics platform.)
- h) h) If the Senate is voting to fill “n” vacant BFA At-large positions, each voter may cast a single vote for no more than “n” nominees on the ballot to fill the vacant positions.

- i) If a vacancy occurs for a BFA At-Large seat, the Executive Committee, upon consultation with the Nominations and Elections Committee, may determine whether the vacancy should be filled for the remaining period of the vacancy. If it so chooses, the Executive Committee may implement such procedures as it deems appropriate to nominate one or more qualifying members of the Faculty Senate for the position. The Executive Committee will then determine the details of, and conduct, an election to fill the vacancy.

BFA Officer and Executive Committee At-Large Seats

- a) All procedures relating to the election of BFA Officers, and BFA Executive Committee At-large seats, shall be supervised by the BFA Nominations and Elections Committee, and shall be conducted by the Secretary of the Assembly.
- b) In consultation with the Nominations and Elections Committee, the Secretary shall solicit nominations from the current BFA members for upcoming vacant Officer and Executive Committee At-large seats. The Secretary shall review the nominations and conduct the balloting for the seats. Only current BFA members may nominate other BFA members, be nominated, self-nominate, or vote for vacant BFA Officers or Executive Committee At-large seats.
- c) Nominations may be made via a nominating (email) letter to the Secretary of the Assembly. The nominating letter must be signed by one or more current members of the BFA. The nominee must also sign the nominating letter, or provide a separate (email) letter, indicating his or her agreement to accept the position if elected.
- d) The nomination process shall be completed two weeks prior to the election.
- e) The election ballot shall state the nominee's name, list the current BFA seat held by the nominee, and the name(s) of the nominator(s), or indicate self-nomination status.
- f) The BFA officer and Executive Committee At-large elections shall be conducted during the last Assembly meeting of the spring semester. Normally, anonymous paper ballots will be used. However, for uncontested elections for Officer or Executive At-large seats, BFA members may move to vote by acclamation.
- g) If vacancies still remain for BFA Officers or Executive Committee At-Large seats, the Executive Committee, upon consultation with the Nominations and Elections Committee, may determine whether the vacancy should be filled for the remaining period of the vacancy. If it so chooses, the Executive Committee may implement such procedures as it deems appropriate to nominate one or more qualifying members of the BFA for the position. The Executive Committee will then determine the details of, and conduct, an election to fill the vacancy.

BFA Standing Committee Seats

The election to populate BFA Standing Committee seats is conducted in two parts, or stages, at the start of the fall semester. The first stage is an internal nomination and election of BFA members to fill vacant Standing Committee seats with BFA members. The second stage is an internal election to fill any remaining Standing Committee seats with an external nomination call to members from the Faculty Senate.

- a) All procedures relating to the election of BFA standing committee seats shall be supervised by the BFA Nominations and Elections Committee and shall be conducted by the Secretary of the Assembly.
- b) Two weeks prior the start of the fall semester, in consultation with the Nominations and Elections Committee, the Secretary shall solicit nominations from the current BFA members for upcoming vacant Standing Committee seats. The Secretary shall review these nominations and conduct the balloting for the seats. For this first stage election, only current BFA members may nominate other BFA members, be nominated, self-nominate, or vote to fill the vacant BFA Standing Committee seats.

- c) Nominations may be made via a nominating (email) letter to the Secretary of the Assembly. The nominating (email) letter must be signed by one or more current members of the BFA. The nominee must also sign the nominating letter, or provide a separate (email) letter, indicating his or her agreement to serve on the committee if elected. The first stage nomination window shall close at the start of the fall semester.
- d) The first stage internal Standing Committee seat ballot shall state the nominee's name, list the current BFA seat held by the nominee, and the name(s) of the nominator(s), or indicate self-nomination status.
- e) The first stage internal electronic election process shall be completed by the end of the first week of the fall semester.
- f) The secretary, in conjunction with the BFA Coordinator and the Nominations and Elections Committee shall then determine by the end of the first week of the fall semester which BFA Standing Committee seats are still vacant. If necessary, the Secretary will immediately initiate the second stage of the election.
- g) The Secretary and Assembly Coordinator shall send out a second stage nomination call to the Faculty Senate for nominations to any remaining vacant Standing Committee seats. Any Faculty Senate member may nominate, be nominated, or self-nominate for these seats. The nomination window for these seats will close after one week.
- h) BFA members will vote electronically by the end of the second week of the fall semester to fill the remaining vacant committee seats from the list of Faculty Senate nominees.
- i) If vacancies still remain for BFA Standing Committees, the Executive Committee, upon consultation with the Nominations and Elections Committee, may determine whether the vacancy should be filled for the remaining period of the vacancy. If it so chooses, the Executive Committee may implement such procedures as it deems appropriate to nominate one or more qualifying members of the BFA or the Faculty Senate for the position(s). The Executive Committee will then determine the details of, and conduct, an election to fill the vacancy.

Section 3

[No Standing Rules exist for this Section]

Section 4

During the period from the election of new members of the Assembly until the start of the Senate year, the newly elected members of the Assembly will be invited to attend all meetings of the Assembly and to participate in debate. Newly elected members will not be voting members of the Assembly until the start of the Senate year, except that they may vote in the election of officers of the Assembly and on any standing and special committees of the Assembly on which they currently maintain a seat. The newly elected officers of the Assembly are expected to attend all meetings of the Assembly following their election.

Section 5

[No Standing Rules exist for this Section]

Article III. Office and Executive Committee Members at Large

[No Standing Rules exist for this Section]

Article IV. Executive Committee

[No Standing Rules exist for this Section]

Article V. Committees

Section 1

Assembly standing committee composition rules:

- a) Faculty representation on standing committees shall be substantially proportional with respect to the various Colleges and Schools.
- b) Student representation on standing committees shall include one undergraduate student selected by CUSG for a one-year term, and one graduate student selected by UGGS for a one-year term.
- c) Except as otherwise provided by these Standing Rules, faculty representation on standing committees shall include two members of the Assembly to be elected by the Assembly at large for staggered, three-year terms not to exceed their tenure in the Assembly, and shall also include six Faculty Senate members to be elected by the Faculty Senate at-large for staggered, three-year terms.

Section 2

Committee charges for Assembly standing committees are as follows:

- a) Academic Affairs Committee

The Academic Affairs Committee shall concern itself with matters of program review, academic policy, and campus-wide curricula. In addition to its elected or appointed voting members, the committee shall maintain non-voting resource members from—and therefore monitor and liaise with—the Office of Undergraduate Education, the Office of Faculty Affairs, and the Office of Academic affairs.

- b) Administrative Services and Technology Committee

Administrative Services and Technology Committee shall be responsible for monitoring and assessing administrative services on campus to ensure that they efficiently and properly meet the academic goals of the campus. The Committee shall address the use of technology in teaching, research, and service, and will monitor the expansion of online education to ensure faculty ownership and control of curriculum. The Committee shall serve as a clearinghouse for suggestions from all members of the campus community regarding the effectiveness and improvement of technology for academic purposes. ASTC members may serve on advisory panels to the Office of Information Technology, the Center for Teaching & Learning, and other entities as they impact academic goals. Faculty representation on the ASTC shall be substantially proportional with respect to Colleges and Schools. The Committee shall be composed of eight faculty members with voting privileges and two student members who serve in an advisory capacity. Other members of the committee shall include staff liaisons from the Office of Information Technology.

c) Administrator Appraisal Committee

The Administrator Appraisal Committee shall oversee the BFA faculty evaluation of administrators, update or modify the evaluation questions and procedures in accordance with the faculty and evaluatees' feedback, keep current the list of administrators to be appraised, and report results to the relevant faculty. The Administrator Appraisal Committee shall consist of ten members. Six members shall be elected from the Faculty Senate for staggered, three-year terms, and shall include three members elected from Arts and Sciences representatives and three members elected from non-Arts and Sciences representatives. Two members shall be elected from the Assembly for staggered two-year terms, not to exceed their tenure in the Assembly. Two members shall be elected by the Assembly from candidates nominated by the administration for staggered, two-year terms. There shall be an *ex officio* member from Institutional Research, selected with the concurrence of the Executive Committee.

d) Budget and Planning Committee

The Budget and Planning Committee shall participate actively with the appropriate administrative officers in all substantive steps in and aspects of the development, implementation, and modification of the campus budget and the budget of the Academic Affairs division. These include participating in the activities of the Campus Budget Committee and the Academic Affairs Budget Advisory Committee. The Committee shall review Assembly notices of motion and resolutions that may have budgetary impact prior to the final vote on such notices of motion and resolutions. The Committee may initiate special budgetary studies and analyses relating to improving the efficiency and effectiveness of the University of Colorado at Boulder.

One or more members shall also serve on the Faculty Council Budget Committee.

e) Bylaws Committee

The Bylaws Committee shall be responsible for proposing changes in the Bylaws and the Standing Rules of the Boulder Faculty Assembly; for interpreting the BFA Bylaws and Standing Rules, subject to review by the Executive Committee and the Assembly; and for determining the conformity of BFA legislation and acts to the Bylaws and Standing Rules of the Assembly. The Committee shall monitor the implementation of Assembly legislation, problems resulting from conflicting legislation, and errors in the implementation of legislation, and report these matters to the Executive Committee for appropriate action.

The Bylaws Committee shall consist of eight members elected from the membership of the Assembly for staggered, three-year terms, not to exceed their tenure in the assembly, plus the Vice Chair of the Assembly who will serve *ex officio* as chair. The Committee shall consist of three members elected from Arts and Sciences representatives, three members elected from non-Arts and Sciences representatives, and two members elected at-large.

f) Diversity Committee

The Diversity Committee addresses issues affecting underrepresented faculty of protected classes. Members also serve on the Chancellor's Advisory Committees, as well as appropriate Faculty Council committees. The committee participates actively with the Office of Diversity Equity and Community Engagement (ODECE), as well as the Office of Faculty Affairs.

Committee Composition

The Diversity Committee shall have a minimum of eight faculty and two student members, and may choose additional members, subject to approval by the Executive Committee, to ensure sufficient membership to address specific issues and concerns as they arise.

Administrative Liaison

The administrative liaison for the Diversity Committee is the Office of Diversity, Equity, and Community Engagement.

Interface with other Committees

The Diversity Committee shall interface with the ASC Diversity Committee on a regular basis, with a member of the ASC serving as an additional administrative liaison. As needs or opportunities arise, the Diversity Committee will invite members of other governance bodies and/or their relevant committees to attend Diversity Committee meetings as a non-voting resource member. (e.g., Diversity officers from Schools and Colleges).

g) Faculty Affairs Committee

The Faculty Affairs Committee shall address matters of faculty responsibilities and rights in teaching, research, and service. In particular, the Committee shall: make recommendations in regard to a comprehensive and continuing system to evaluate faculty while at the same time giving proper protection to the rights of individuals. The Committee shall be responsible for policy relating to the professional rights and responsibilities of faculty members. It shall periodically review the Professional Rights and Duties of Faculty Members and Roles and Professional Duties of Department Chairs document, and recommend to the Assembly appropriate revisions. The Committee shall monitor the activities of the Vice Chancellor's Advisory Committee, the Research and Innovation Office, and the Privilege and Tenure Committee of the Faculty Council, and their functional successors, as well as any grievance procedures that concern faculty, and make appropriate recommendations to the Assembly on matters of policy relating to the work of these committees.

h) Faculty Compensation and Benefits Committee

The Faculty Compensation and Benefits Committee shall address issues relating to faculty compensation and benefits, including retirement and health plans and other compensatory and non-compensatory benefit proposals. The Committee shall monitor University and campus plans and proposals, and may recommend new benefits to the Assembly. One or more members of the Committee shall also be a member of the Faculty Council Personnel Committee.

i) Intercollegiate Athletics Committee

The Intercollegiate Athletics Committee shall monitor all aspects of the Intercollegiate Athletics Department as they are related to the academic mission of the Boulder Campus, and make recommendations for changes to both campus and athletic programs and policies. The Committee shall have as (non-voting) ex-officio members: the Faculty Athletic Representative to the Pac-12 Conference and the NCAA, the campus representative to the Coalition on Intercollegiate Athletics (COIA), the Athletic Director and/or Deputy Athletic Director, the Senior Woman Administrator, the Herbst Academic Center Director of Academics, and the Director of Athletic Compliance (or their designees). Other employees of the Athletics Department and student athletes may be asked to serve as resource personnel for the Committee. Two or more members of the Committee shall serve on any active campus athletics board.

j) Libraries Committee

The Libraries Committee shall continually review, evaluate, and make recommendations regarding Boulder Campus libraries practices and policies. The Committee shall consist of 22 members chosen as follows: Nine members from the College of Arts and Sciences for staggered, three-year terms (three to be selected by the Council for Natural Sciences, three to be selected by the Council for the Humanities and the Arts, three to be selected by the Council of the Social and Behavioral Sciences), and two members of the Assembly elected by the Assembly at large for staggered three-year terms not to exceed their tenure in the Assembly. The other schools and colleges shall each have one member on a rotating basis for staggered, three year terms. The CUSG shall name an undergraduate student member, and the UGGS shall name one graduate student member.

k) Nominations and Elections Committee

The Nominations and Elections Committee shall be chaired by the elected Secretary of the Assembly and will include the two At Large Members of the Executive Committee, three members elected from Arts and Sciences BFA representatives, and three members elected from non-Arts and Sciences BFA representatives. The Committee shall supervise the conduct of the nominations and elections of the members of the Assembly, its officers, and its committee chairs and committee members, and shall determine methods for filling temporary vacancies on the Assembly and its committees, subject to the provisions of these Bylaws and as provided by the Standing Rules of the Boulder Faculty Assembly. The Committee shall recommend to the Executive Committee faculty members for appointment to campus-wide committees, as requested by the administration. The Committee shall review the apportionment of the Assembly's membership and adjust it to ensure a fair distribution of representation among the members of the Faculty Senate at least every ten years.

l) Student Affairs Committee

The Student Affairs Committee seeks to identify and remove impediments to the success and well-being of all students at the University of Colorado Boulder, to foster a sense of belonging among CU students and to encourage their involvement in and commitment to our campus community, to promote faculty accountability for the development and welfare of our students, and to create partnerships with key administrative, faculty, and student stakeholders on campus and to work collaboratively across lines of difference to institute meaningful reform.

To these ends, the Student Affairs Committee champions the collective interests, rights, and welfare of all CU-Boulder students—striving to enhance all aspects of the undergraduate and graduate experience, and to promote the academic success and the personal and professional development of our students.

Accordingly, the issues that fall within the purview of SAC are quite broad, not the least of which include

- ensuring safe and respectful learning environments for students,
- supporting efforts toward inclusive excellence and protecting the interests and opportunities of
- underrepresented, minority, and at-risk student populations,
- promoting faculty accountability and best pedagogical practices,
- safeguarding the mental health and wellness of CU students,
- striving to improve career and placement services, and
- working to reduce the financial burdens students bear attending CU and living in the Boulder area.

Given the complexity of these issue-areas, SAC works collaboratively with diverse administrative offices, including the Office of Undergraduate Education, the Division of Student Affairs, the Office of Faculty Affairs, and the Graduate School, as well as myriad faculty, student, and administrative stakeholders—such as the BFA Academic Affairs, Diversity, and Faculty Affairs committees, CUSG and UGGS, and Student Conduct and Conflict Resolution, Disability Services, Health and Wellness Services, and the Graduate Teacher Program.

In addition to elected seats held by its voting members, SAC also consists in faculty resource members and administrative liaisons, who serve invaluable (non-voting) advisory roles. While the involvement of faculty resource members may be more intermittent and temporary, depending on the needs and agenda of SAC, the consistent involvement of administrative liaisons—who bring their expertise and institutional knowledge to bear on the issues SAC engages—is essential to the direction and success of our Committee. Consequently, SAC affords permanent administrative liaison positions to the Office of Undergraduate Education, the Division of Student Affairs, the Office of Faculty Affairs, the Graduate School, Disability Services, Health and Wellness Services, University of Colorado Student Government, and United Government of Graduate Students. This list of relevant stakeholders, which SAC should seek the consistent involvement of, is not exhaustive and should be regularly augmented to include those offices and organizations that would better enable SAC to serve its purpose

m) Instructor-Track Faculty Affairs Committee

The Instructor-Track Faculty Affairs Committee (ITFAC) shall consider issues pertaining to instructors (and where appropriate, lecturers), including but not limited to compensation, workload, performance review, promotion, contract renewal, and intellectual freedom. The Committee shall periodically review Academic Affairs and other campus policies relating to the professional responsibilities of instructor-track faculty. The Committee shall act as a clearinghouse for suggestions and concerns for instructor-track faculty matters.

Committee Composition

The Instructor-Track Faculty Affairs Committee shall have a minimum of seven faculty and may choose additional members, subject to approval by the BFA Executive Committee, to ensure sufficient membership to address specific issues and concerns as they arise. The committee shall consist of at least two BFA members regardless of faculty status, a minimum of three instructors from different disciplines, and at least two tenured or tenure-track faculty.

The Committee may invite, as the need arises, non-voting resource members who have valuable expertise pertaining to the Committee's charge.

Administrative Liaison

The administrative liaison for the Instructor-Track Faculty Affairs Committee is the Office of Faculty Affairs (Vice Provost for Faculty Affairs or his/her designee).

Interface with other Committees and Governance Bodies

The Instructor-Track Faculty Affairs Committee shall interface with the BFA Faculty Affairs Committee on a regular basis, with the chair of ITFAC attending Faculty Affairs Committee meetings as needed in a non-voting resource role.

As needs or opportunities arise, the BFA Instructor-Track Faculty Affairs Committee will invite members of other governance bodies and/or their relevant committees to attend ITFAC meetings as a non-voting resource member. Likewise, BFA ITFAC would welcome the opportunity to attend the meetings of other governance bodies (or their respective committees), in a non-voting resource capacity, should the need or opportunity arise.

n) Grievance Advisory Committee

The Grievance Advisory Committee shall be composed of three to five tenured members of the faculty elected annually by the BFA and an *ex officio* member appointed by the Associate Vice Chancellor for Faculty Affairs. The Committee shall advise faculty members on the appropriate venue and procedure for hearing their grievances, on requirements for initiating a grievance, and on campus resources available to resolve concerns informally. The Committee shall monitor campus grievance processes, ensuring that procedures are followed and completed in a timely manner. When it believes that changes to established procedures are necessary, the Committee shall make recommendations for change to the BFA. At the request of the faculty member, a member of the Committee shall serve as a liaison to each grievance panel hearing to provide informal procedural guidance. In extraordinary circumstances, when existing procedures are determined to be inadequate or inappropriate for a given grievance, the Committee may recommend to the BFA that an *ad hoc* grievance committee be formed to hear the grievance and to make a recommendation to the appropriate administrator.

o) Climate Science & Education Committee

This committee supports faculty efforts regarding the causes and consequences of our changing climate. The focus of the committee is to initiate and support solutions aimed at reducing CU Boulder's carbon footprint through science, research, and education. The committee works with CU administration in the following areas: Facilities Management Sustainability office, Parking & Transportation, Environmental Health & Safety, and Housing & Dining Services. Additionally, members from CU student environmental groups sit on the committee.

Section 3

Committees may form subcommittees as needed, to address specific issues or as continuing subdivisions of the committee. Subcommittee chairs do not attend or vote at Executive Committee or Assembly meetings unless they are otherwise members of the bodies or are designated by the elected committee chair to do so in his or her stead.

Section 4

A standing or *ad hoc* committee may appoint up to three non-voting resource members. Resource members may be faculty, staff, students, or administrators, chosen for the specific expertise they bring to the committee's deliberations.

Article VI. Meetings of the Assembly

Section 1

- a) The regular meetings of the Assembly will be held at 4:00 p.m. on the first Thursday of each month. Special meetings may be held if recommended by the Executive Committee, or if called by at least five members of the Assembly.
- b) A quorum for a regular or special meeting of the Assembly shall be 40% of the voting members. Whether a quorum exists shall be determined at the time the meeting is called to order.

Section 2

- a) Meetings of the assembly are open to all members of the Senate who are not members of the Assembly, and they may speak on matters of interest when requested to do so by the Chair, or by vote of the Assembly.
- b) The Tri-Executives of the CUSG and the President of the UGGS are invited to attend meetings of the Assembly, and may speak on matters of interest to students when requested to do so by the Chair, or by vote of the Assembly.
- c) Designated liaisons from the campus administration are invited to attend meetings of the Assembly, and may speak on matters of interest when requested to do so by the Chair, or by vote of the Assembly.
- d) The Chair of the Arts & Sciences Council, and Chairs of other campus faculty governance councils, are invited to attend meetings of the Assembly, and may speak on matters of interest to their respective constituencies when requested to do so by the Chair, or by vote of the Assembly.
- e) The Chair of the Staff Council, or a designated representative, is invited to attend meetings of the Assembly, and may speak on matters of interest to the staff when requested to do so by the Chair, or by vote of the Assembly.
- f) Appointees of the Chair are invited to attend meetings of the Assembly and they may speak according to their role (e.g. Parliamentarian), as requested by the Chair, or by vote of the Assembly.
- g) Meetings of the Assembly are open to observers from the Board of Regents, the campus Office of Strategic Relations or its current equivalent, observers from recognized news media, and other invited guests. The name and affiliation of each observer and guest present shall be announced by the Chair of the assembly at the beginning of each meeting.

Section 3

- I. The meeting agenda order shall be:
- II. Verify Quorum, Call to Order, Announce Guests
- III. Announce Approval of Minutes of the preceding meeting
- IV. Call for New Notices of Motion
- V. Administrative Reports
- VI. Report of the Executive Committee
- VII. Reports of Standing Committees
- VIII. Reports of Ad Hoc Committees
- IX. Unfinished Business
- X. New Business
- XI. Adjournment

Section 4

- a) Voting procedures at meetings for business and general issues of interest to the BFA
 - a. Members of the Assembly may not vote by absentee ballot.
 - b. A voting member of the Assembly may cast a proxy vote only if he or she was in attendance, but must leave a meeting of the Assembly prior to balloting. The proxy ballot may be cast either by a written and signed statement that clearly identifies the matter at issue and the vote to be recorded, or by a written and signed statement authorizing a named member of the Assembly who is in attendance at the time of balloting to cast a vote on behalf of the absent member. No member may be named on more than one proxy for a particular vote. Proxies assigned to a named member may not be assigned subsequently to another member. All proxy statements shall be given to the Recording Secretary when the member leaves the meeting.
 - c. A secret written ballot on any issue before the Assembly will be held when requested by three or more voting members present. If approved, the secret ballot will take precedence over a roll call vote.
 - d. In the absence of an approved secret ballot request, a roll call vote on any issue before the Assembly will be held when requested by three or more voting members present.
 - e. E-mail votes. 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 an e-mail vote shall be established for that vote prior to it being taken. Such procedures shall be devised to effectuate the principle of democratic governance and, further, shall be appropriate to the nature of the matter under consideration.
- b) Voting Procedures for Elections Conducted at Assembly Meetings
 - i) Written secret ballots will be used in all elections of officers of the Assembly and in the election of members of committees. The ballots will be distributed to voting members during the meeting, just prior to the election.
 - ii) In the voting for officers of the Assembly, a nominee must receive the affirmative votes of a simple majority of those voting to be declared elected. If no nominee receives a majority, the name of the nominee with the lowest number of votes will be dropped from the ballot and the balloting will be repeated until one nominee receives a majority of the votes cast.
 - iii) In voting for committee members and for other similar positions, the nominees with the largest pluralities will be declared elected.

Section 5

a) Committee Reports

The following will be the procedure for bringing reports from standing or ad hoc committees to the Assembly for consideration.

- i. The report will be submitted to the Executive Committee, which may vote to forward the report to the full Assembly or request more information.
- ii. No final action on a report or on proposed amendments of its recommendations may be taken at the Assembly meeting at which it is first presented. Discussion and debate may take place, and notices of motion to amend the recommendations made in a report may be received.
- iii. Final action on the report and on any amendments to its recommendations may be taken at the next meeting of the Assembly.

Section 6

a) Notices of Motion on Matters of New Business

- i) Written notice of motion must be delivered to the Chair of the Assembly at least ten days in advance of the meeting at which it is proposed that the submission of the item be reported. The text of the motion will be distributed with the meeting agenda.
- ii) Motions for which previous notice has not been given (as required in i) above) may be introduced at the discretion of the Chair following the approval of the minutes. These motions shall be read without debate or action. Such motions may be debated following the close of that part of the agenda devoted to New Business.

Article VII. Amending and Suspending Bylaws and Standing Rules

[No Standing Rules exist for this Section]

Article VIII. Definitions

1. The Faculty Senate, which includes faculty from all CU campuses, is defined by the Laws of the Regents. This group includes faculty with the following titles, whose appointments are 50% or more: professor, associate professor, assistant professor, senior instructor, instructor, scholar in residence, and artist in residence. Adjunct, attendant, clinical and research faculty with fifty-percent or more appointments in the above ranks are also members of the Faculty Senate.
2. The Boulder Faculty Senate is defined as those members of the Faculty Senate assigned to the Boulder Campus. *Ex officio* members with the right to vote in matters put to a vote of the Boulder Faculty Senate are the Boulder Chancellor, the vice chancellors, all deans; the directors of the budget, libraries, and museum; and professors emeriti and emeritus. Campus officers should not exercise their right to vote if they are in a position to act on a recommendation.
3. The term Senate year means July 1 through June 30.
4. The term Academic Year means the period during which faculty report to campus (August 15) through spring semester commencement.
5. The term Academic Unit means schools, colleges, Boulder Campus libraries, the University Museum, and the ROTC.
6. The term Administration refers to the administration of the University of Colorado at Boulder, including deans, vice chancellors, and the Chancellor.
7. The term Assembly means Boulder Faculty Assembly, as defined in the Senate Rules.
8. The term Committee refers only to committees set forth in these bylaws, unless otherwise specified.
9. The term Department or Division means an immediate formal organizational subunit of the faculty of an academic unit, whether bearing either such name or any similar name, if the academic unit has such organized subunits of its faculty members.
10. The term Executive Committee means the Executive Committee of the Assembly.
11. The term Faculty Council means the Faculty Council that represents faculty of all four campuses of the University of Colorado.
12. The terms CUSG and UGGS mean, respectively, the University of Colorado Student Government and the United Government of Graduate Students, of the University of Colorado, Boulder. A student is defined in the Constitution of the University of Colorado Student Government (CUSG).
13. The term University Administration refers to the group of administrative officers whose responsibilities cover the several campuses of the University of Colorado.

Appendix

- On September 3, 1981, the Assembly passed the following motion: “All actions of the BFA, which result in significant formulation of policy or in requests to the administration which have long-term significance, should be incorporated in an APPENDIX to the bylaws of the Boulder Faculty Assembly.” The following appendices are included with the bylaws for purposes of information, but are not part of them. These matters may be compiled, indexed and updated from time to time by the Office of the Secretary, and shall be approved by the Chair of the Assembly, but they need not be presented formally to the Assembly.
- Minutes Approval Process - In 2010 the BFA adopted a new procedure for approval of its minutes and those of its Executive Committee: the BFA office is to distribute drafts of minutes via e-mail with a note that recipients should reply within three business days with approval and/or corrections. If there are no substantive corrections, the BFA office is to deem the minutes approved and final and may then distribute the minutes to the campus. See BFA Executive Committee minutes of September 13, 2010, and BFA minutes of October 7, 2010.
- On March 6, 2014, the Assembly passed a new Distribution of Assembly Representation based on the results of the most current census in order to give departments that have grown in size and met the criteria of what it means to be a large department, their own BFA representative. There will now be 35 “Large Departments” represented in the BFA with their own representative and 3 small departments who shall be represented by 1 combined representative. For a complete list of the new breakdown, please click here. <https://www.colorado.edu/bfa/elections/distribution-representation>
- BFA-M-1-20180301: Amendment of BFA Standing Rules concerning election procedures. Previous language changed to bring the Standing Rules and the Bylaws into alignment
- BFA-M-3-040518: Amend the BFA Standing Rules, Article VI. Meetings of the Assembly. Previous language changed to bring the Standing Rules and the Bylaws into alignment.
- BFA-M-1-030118: Amend the BFA Standing Rules, Article II. Elections: Previous language changed to bring the Standing Rules and the Bylaws into alignment.
- BFA-M-1-040419: Amend the BFA Bylaws and Standing Rules to have uniform service intervals for the BFA officers.
- BFA-M-2-033020: Amend the BFA Standing Rules to reflect updated committee charges.
- On April 29th 2020, the BFA Climate Science and Education Committee was officially added as a BFA committee.