

BYLAWS OF THE BOULDER FACULTY ASSEMBLY

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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 [5A.1] shall be eligible to vote for and to serve as members of the Boulder Faculty Assembly. In addition, the Retired Faculty Association may appoint two representatives 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 *Robert's Rules of Order Newly Revised*.

These Bylaws and the Standing Rules will be reviewed at least every five years by the BFA Bylaws Committee.

Article I. Membership

The term “Assembly” shall refer to the CU Boulder Faculty Assembly. The term “Traditional Units” shall refer to traditional tenure-bearing academic units formally recognized by the Assembly. The term “Other Units” shall refer to other academic constituencies formally recognized by the Assembly.

Section 1

Members of the Assembly must be members of the Faculty Senate. The Assembly shall consist primarily of members put forward by individual Traditional Units and Other Units. The Assembly shall also include fourteen at-large representatives as described in the Standing Rules, and two retired faculty representatives. Assembly members are responsible for communicating BFA business and issues to their constituents, and with bringing matters of interest from their constituents to the BFA.

Section 2

BFA officers and Executive Committee members at-large shall be elected from the membership of the Assembly at the last meeting of the Spring semester. Terms of office commence July 1st and run in increments of two calendar years, and eligible for a second term of one additional year.

Section 3

Each year the working membership of the Assembly will be determined between the first and second meetings of the Fall semester.

Section 4

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 is initially elected for a term of two years. The Chair shall remain eligible for re-election to a second term of one year. The Chair’s representative seat shall be filled according to the procedures described in Article II, Section 6

Section 5

The most recent Past Chair of the Assembly shall be a member of the Assembly, ex officio with vote.

Section 6

The chairs of Assembly standing committees who are not elected or appointed Assembly members shall be considered members of the Assembly, ex officio with vote during their term of office.

Section 7

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.

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

Most members of the Assembly shall be elected or appointed by the members of the Traditional or Other Unit they represent. Any other representatives are to be determined by a campus-wide election taking place in the spring. All representative terms of office shall correspond with the academic year.

Section 4

Newly elected members of the Assembly are invited to attend any remaining Assembly meetings in the Senate year, without vote.

Section 5

If unable to complete their full term, Assembly members should immediately notify the BFA Secretary. The Secretary shall address vacancies in the following ways:

For a Traditional Unit or Other Unit representative, a request will be made to the appropriate head of the unit to provide a replacement.

For other vacancies, a special election will be held as defined in the Standing Rules, Article II, Section 11

Article III. Officers and Executive Committee Members-at-Large

Section 1

The Officers of the Assembly shall be the Chair, Vice Chair, and Secretary. The Officers are initially elected to a term of two years. There shall also be two Executive Committee Members-at-Large, and upon initial election each serves a term of three years. The Officers and the Executive Committee Members-at-Large shall be elected by the current voting 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

Officers of the Assembly and the Executive Committee Members-at-Large may be re-elected for a second term of one year. Upon completion of a second consecutive term, the Officers and Executive Committee Members-at-Large 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.

- 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 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;
 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.

Article IV. The Executive Committee

Section 1

The Executive Committee shall consist of the officers of the Assembly, the two elected Executive Committee Members-at-Large, the Chairs of the Standing Committees of the Assembly - *ex officio* with vote, the most recent past Chair of the Assembly - *ex officio* with vote, and a representative of the Boulder Campus Retired Faculty Association with vote. The chair of any representative faculty council within schools and colleges may be eligible to serve as an *ex officio* member without vote. (See Standing Rules for determination of eligibility.) Other individuals 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

The Executive Committee coordinates actions of the Assembly. The Executive Committee shall also:

- a) oversee and review all actions of committees;
- b) refer issues to committees as appropriate;
- c) decide whether to forward committee proposals and reports to the Assembly;
- d) review the degree to which each committee is fulfilling its charges and responsibilities at least once every four years;
- e) take specific actions on particular issues as directed by the Assembly; and
- f) 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.

Section 3

The Chair of the Assembly will be the Chair of the Executive Committee.

Article V. Standing and Ad-Hoc Committees

A. Committees

Section 1

Committees act as official advisory panels to the Executive Committee and the Assembly as provided for in the Standing Rules. Committees shall regularly evaluate the campus policies, procedures, and standards that fall within the scope of their charge. Since they are 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. 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.

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.

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 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 two consecutive terms of three years, but may not exceed their six year committee seat term. A member may not serve again as chair until one year has elapsed.

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 VI. Meetings of the Assembly

Section 1

The Assembly will meet monthly during the academic year at a regularly scheduled time.

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.

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.

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.

Appendix

- BFA-M-1-100217: Creation of Herbst seat. Previous language changed to grant the Herbst department one dedicated academic unit seat in the BFA.
- BFA-M-2-030118: Creation of Residential Academic Program seat. Previous language changed to grant the Residential Academic Program one dedicated academic unit seat in the BFA.
- BFA-M-1-040518: BFA Support for Removing Biased FCQ Measures for Evaluation of Teaching in Promotion, Tenure, Reappointment, and Merit Evaluation. Previous language changed to bring the Standing Rules and the Bylaws into alignment
- BFA-M-2-040518: Student Affairs Committee Notice of Motion Re: Class of Conflicts. Previous language changed to affirm certain practices regarding conflicts between classes and all curricular/extracurricular University related student events
- BFA-M-1-020419: Support of the Graduate Student Resolution for a Fee Waiver for Graduate Student Employees by the Administration
- BFA-M-3-020419: Motion to have uniform committee membership and chair service.
- BFA-M-1-040419: Amend the BFA Bylaws and Standing Rules to have uniform service intervals for the BFA officers.