



Boulder Faculty Assembly

UNIVERSITY OF COLORADO **BOULDER**

BFA Bylaws Committee Notice of Motion
BFA Change the BFA Secretary Title
BFA-M-2-013125

Whereas: The restructuring of the BFA Officers' titles and roles includes changes to the description and duties* of the Office of BFA Secretary;

Whereas: The title "Secretary" does not satisfactorily encompass or express the full responsibilities of this office;

Let it be resolved that the Office of BFA Secretary be revised to BFA Parliamentarian & Chair of Bylaws and Elections

Let it be further resolved that the BFA Bylaws include the position of BFA Parliamentarian & Chair of Bylaws and Elections in Article III Sections 1 and 6 of the Bylaws.

Submitted by BFA Bylaws Committee: January 31, 2025
Approved for submission to Assembly by the BFA Executive Committee: February 3, 2025
Submitted to the BFA General Assembly: February 7, 2025
Scheduled for Assembly vote on: March 7, 2025

*See duties and responsibilities below



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Responsibilities:

c) *BFA Parliamentarian & Chair of Bylaws and Elections*

The duties of this BFA officer position include but are not limited to the following:

1. Chair the Bylaws & Elections Committee;
2. Oversight all BFA Bylaws and Standing Rules revisions and ensure the BFA website has the most current versions clearly posted at the start of each academic year;
3. Oversight of all BFA motions and resolutions including archival and posting on the BFA website. This includes creating resolutions and motions on behalf of the BFA Officers and Bylaws committee as well as advise standing committee chairs regarding the committee resolutions/motions
4. Oversight of Assembly and BFA standing committee membership rosters including:
 - a. Maintain the Assembly and Executive Committee Rosters with the assistance of the BFA coordinator;
 - b. In conjunction with the BFA Chair, welcome new BFA representatives and explain their role in the Assembly
 - c. Maintain BFA standing committee and ad-hoc committee rosters with the assistance of the BFA Coordinator and provide the chairs of said committees with membership rosters at the start of fall and spring semesters
 - d. Oversee email listservs for all BFA groups with assistance of the BFA coordinator
5. Oversee and manage all BFA elections processes including:
 - a. compile list of faculty senate members for fall and spring semesters
 - b. set election dates for fall, spring, and May officer elections
 - c. review and announce seat vacancies for fall, spring, and officer elections
 - d. include Boulder seat vacancies for CU system faculty council committees during BFA fall elections
 - e. oversee the voting mechanism software and election results for each election
 - f. ensure the BFA elections webpage has updated election information, dates, nomination statements, and election results.
 - g. welcome new BFA standing committee members and explain their role on said committees.
6. Oversee Excellence Awards nominee eligibility and packet verification in conjunction with the BFA shared faculty governance advisor and the BFA coordinator.