

STANDING RULES OF THE BOULDER FACULTY ASSEMBLY

Revised and Approved May 4, 2017

Overview

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*.

Introduction

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 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.
- g) If a recognized academic unit representative is unable to complete any portion of their term of office, that unit is responsible for filling the resulting vacancy.

Section 2

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 3

- a) Terms of office are for 3 years.
- b) There are no term limits for representatives to the Assembly.
- c) If a representative is unable to complete any portion of the term of office, the department or program will fill the resulting vacancy.

Article II. Elections

Section 1

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 Chair of the assembly no later than the first of April.

All the procedures relating to the election of Senate members to an Instructor, At-large Assembly position, or BFA standing committees shall be supervised by the Committee on Nominations and Elections, and shall be conducted by the Secretary of the Assembly.

The BFA Coordinator is responsible for creating and updating a list of terms of office of all current representatives. By February 1, the Coordinator will provide the BFA Secretary with a list of members whose terms expire June 30 of that year. The Secretary will confirm the accuracy of the list to the Coordinator by February 8.

By February 15, the Coordinator will send one of two "BFA representative status" emails to all academic units. Email A confirms that their representative's term is expiring June 30 and that the unit needs to find a replacement. Email B asks that units confirm that their representative will serve the remaining year or two of his/her term of office by February 25, and that no action needs to be taken.

In consultation with the Nominations and Elections Committee, the Secretary shall solicit nominations from the Faculty Senate for upcoming vacancies in any At-Large position. The Secretary reviews the nominations and conducts the balloting for At-Large positions.

Section 2

The nomination and election process will generally be conducted in the spring semester. Elections from the faculty at-large and representatives from specific academic units will be conducted concurrently. The elections should be completed by the first of April.

Section 3

A member of the Senate may be nominated for an Instructor or At-large position on the Assembly or for Assembly committee membership only by another member of the Senate. The nomination is made by means of a nominating letter to the Secretary of the Assembly.

- a) For an at-large position on the Assembly, the nominating letter must be signed by one or more members of the Senate. The nominee must also sign the nominating letter, indicating his or her agreement to accept the position if elected.
- b) For a position on a committee, the nominating letter must be signed by one or more members of the Senate in the academic unit that the nominee would represent. The nominee must also sign the nominating letter, indicating his or her agreement to accept the committee membership if elected.

Section 4

The election ballot shall list the nominees for Instructor, Research Faculty, or At-large positions on the Assembly or for positions on committees in alphabetical order in even-numbered years and in reverse alphabetical order in odd-numbered years. The ballot shall also list:

- a) The academic department or other academic subdivision with which the nominee is affiliated, and
- b) The names of those who signed the letter of nomination.

Section 5

Eligible voters may vote by a physical secret ballot or by an e-mail transmitted from the voter's university e-mail address.

Section 6

If the Senate is voting to fill "x" vacant Instructor, Research Faculty, or At-large positions on the Assembly or on a committee, each voter may cast a single vote for each of no more than "x" nominees to fill the vacant positions.

Section 7

Physical ballots shall be returned in envelopes on which the voting member of the Senate signs and prints his/her name and prints the name of his/her academic unit. Ballot envelopes or ballots that do not meet these requirements shall be declared invalid.

Section 8

Physical and e-mail ballots shall be counted by the Nominations and Elections Committee at an announced time and place. When counting e-mail ballots, the Committee will first check the name on the e-mail address against the current list of members of the Senate. When counting physical ballots, the Committee will first check the signatures on the ballot envelopes against the current list of members of the Senate. The envelopes must satisfy the following criteria for their ballots to be counted: The name on the envelope must be that of a member of the Senate entitled to vote with respect to the position(s) in question, and there must be no more than one ballot envelope from any one member of the Senate entitled to vote on that matter. The envelopes that meet these criteria shall then be opened, the ballots shall then be separated from the envelopes, and the ballots shall then be counted.

Section 9

If a vacancy occurs for a BFA representative who represents Boulder Campus Faculty at-large, the Executive Committee, upon consultation with the Committee on Nominations and Elections, may determine whether the vacancy should be filled for the remaining period of the vacancy or until a special election is later held for the position. The Executive Committee may implement such procedures as it deems appropriate to nominate one or more qualifying members of the Senate for the position. The Assembly will then hold an election to fill the vacancy. The Assembly may determine and implement substitute procedures for filling the vacancy. Any other provisions in these bylaws to the contrary notwithstanding, a continued vacancy dealt with under this provision will be filled upon the affirmative vote in favor of a nominee by a simple plurality of the members of the Assembly present and voting on the matter. If a vacancy occurs for an Executive Committee member at-large position, the Nominations and Elections Committee will fill the position pursuant to the requirements of Bylaws Article III, Section 1.

Section 10

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.

Section 11

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. Except as provided in Section 14 (below) such 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 also of any standing and special committees of the Assembly to which they have been elected or otherwise selected for membership. The newly elected officers of the Assembly will be expected to attend all meetings of the Assembly following their election.

Section 12

If a member retiring from the Assembly at the end of the Senate year will be unable to complete his or her duties during the last months of his or her term of office, and if a replacement member from the same academic unit has been duly elected to become a member of the Assembly beginning with the next Senate year, the Assembly may vote to accept the elected replacement as a voting member of the Assembly for the intervening months.

Article III. Officers 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, two-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 address matters of academic planning, practices and standards of the Boulder campus, and shall participate in all academic planning, at both the undergraduate and graduate levels, that pertains to the Boulder campus. This includes the areas of admissions, enrollment, financial aid and advising. The Committee shall propose such specific planning activities as it deems appropriate. The Committee shall concern itself with undergraduate

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Proposed March 1, 2018

Preamble

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- 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

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Section 3

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Section 4

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Section 5

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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) 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) 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 to 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.