

**Upstate Medical University
Syracuse, NY
College of Nursing Assembly Bylaws**

Preamble

In accordance with **Article III** of the Policies of the Board of Trustees of the State University of New York, the faculty of the College of Nursing organizes and adopts these Bylaws as standards of governance for the Assembly of the College of Nursing State University of New York Upstate Medical University.

Definitions

“Academic Dean.” A dean who holds academic rank in the College of Nursing.

“Academic Rank.” Rank held by those members of the professional staff having the titles of professor, associate professor, assistant professor, instructor, and assistant instructor, rank held by members of the professional staff having the titles of librarian, associate librarian, senior assistant librarian, and assistant librarian.

“Academic Staff.” The staff comprised of those persons having academic rank or qualified academic rank.

“Academic Year.” Starts with the Fall semester and includes Fall, Spring & Summer. A new academic year begins the following Fall.

“Board of Trustees.” The Board of Trustees of the State University of New York.

“Center for Continuing Nursing Education.” The Center for Continuing Nursing Education provides professional development opportunities for nurses including the post-master’s certificate program and continuing education conferences, workshops, and mini courses.

“Chancellor.” The Chancellor of the State University of New York.

“College.” Academic component of Upstate as defined by the Administration of Upstate. Unless otherwise specified in these bylaws, college shall refer to the College of Nursing.

“Communities of Interest.” Individuals or entities other than members that have a direct interest in the College of Nursing and collaboration with the college.

“CON.” College of Nursing

“Dean.” Chief Administrative Officer of the college; in these bylaws, Dean refers to the Dean of the College of Nursing.

“Department.” An administrative unit of the College of Nursing as found on the organizational chart of Upstate.

“Executive Dean.” A dean who does not hold academic rank within the College of Nursing.

“In person.” All members and guests present in a single location, with no electronic, video, telephonic or other virtual participation.

“Member.” Individual with voting privileges.

“President.” Chief Administrative Officer of the SUNY Upstate Medical University.

“Qualified Academic Rank.” Rank held by those members of the academic staff having titles of lecturer or titles of academic rank preceded by the designation “clinical,” “adjunct,” or “visiting,” or other similar designations.

“Student Representative.” A student matriculated in the College of Nursing who has been designated to represent the student body.

“University.” State University of New York.

“Upstate.” SUNY Upstate Medical University.

“Upstate Faculty.” The organization comprised of all the full and part-time members of Upstate Faculty and chaired by the Upstate University President.

“The Faculty.” The Chancellor, the President, the Dean, other Administrative Officers of Upstate whose primary responsibility involves educational programs, and the Academic staff.

Article I Name

Name

The name of this organization shall be “The College of Nursing Assembly of the Upstate Medical University of the State University of New York,” hereinafter referred to as College of Nursing (CON) Assembly.

Article II Purpose

The CON Assembly’s purpose is:

1. Provide a means for the members to exercise their right and obligation to participate significantly in the initiation, development, and implementation of educational policies and programs at the CON level and the University as a whole level.
2. Be responsible for the conduct of the college’s education, research and academic service programs.
3. Provide the means for fulfillment of the responsibilities and prerogatives of the members as stated in the Bylaws of the Assembly, Upstate Faculty and Faculty Council, and in the policies of the Board of Trustees.
4. Provide a means for formal channels of communication among members of the Assembly.

Article III Functions of the CON Assembly

Functions of the CON Assembly

1. The Assembly shall consult with and inform the Chancellor, the President, the Dean, and other administrative officers or staff, when necessary, on matters pertaining to issues of the Assembly in the education, research, and service mission of Upstate.
2. The Assembly shall review and act upon all matters referred to it by the Chancellor, President, Dean, Upstate Faculty Council, committees of the Assembly, or individual members of the Assembly.
3. Design, implement, and evaluate curricula which prepares graduates to assume a professional nursing role to meet the current and future health care needs of society.
4. Establish academic and general policies and standards to guide achievement of the mission of the College of Nursing.
5. Ensure College of Nursing representation or communication with the SUNY Faculty Senate and the University’s Faculty committees to assure participation in the governance process at the local and state level.

Article IV Membership

A. Membership for the CON Assembly

1. CON Assembly Membership

- a. Members of the academic staff and faculty of the college >.5FTE, including the Academic Dean
- b. For applicable committees, student representatives may serve as members for those (sub)committee only, and not as members of the CON Assembly as a whole.
- c. Included sub-committees with additional membership restrictions required by accrediting bodies may supplement their membership with faculty members from other Upstate Colleges or outside Universities if they meet the criteria as required by said bodies. Such individuals will be appointed by the Dean and have membership rights and privileges of the included committee on which they serve, and not of the CON Assembly as a whole.

2. Guests

- a. Anyone who is not a member as defined above, examples include: voluntary faculty, executive dean, and professional staff.
- b. Individuals representing communities of interest.

B. Dues

Membership in the Assembly shall not be conditional upon payment of dues.

Article V Personnel

A. Officers for CON Assembly:

The officers of the CON Assembly shall be the Chairperson, Vice-Chairperson, and Secretary, nominated and elected by CON Assembly members.

1. Qualifications: All Assembly officers shall be members.
2. Term of office: The term of office for each officer shall be two years. Term shall begin at the start of the academic year (Fall, Spring, Summer). On the even years (calendar year associated with Fall semester), the Assembly shall elect a Chairperson and on the odd years, the Assembly shall elect a Vice-chairperson and Secretary.
3. The officer is expected to serve no more than two consecutive terms in the same office. A vacating officers' term will be completed by an Assembly member appointed by the CON Assembly Chair (see ** below).
4. Duties: These officials shall perform the duties prescribed by these bylaws and such other duties applicable to the office as prescribed by the parliamentary authority adopted by the CON Assembly.
 - a. The Chairperson shall:
 - i. Be the presiding officer at all Assembly meetings.
 - ii. Prepare an agenda for meetings of the Assembly, in coordination with the Secretary.
 - iii. Appoint the Parliamentarian to the Assembly.
 - b. The Vice-chairperson shall:
 - i. Be responsible for the orientation to CON Assembly governance structure and practices for new CON Assembly members, and guests, as requested by the Dean.

- ii. The Vice-chairperson shall assume the duties of the chair in their absence and shall assist in all duties and responsibilities of the chair as requested.
- iii. Ensure membership and term limits are followed.
- c. The Secretary shall:
 - i. Prepare an agenda for meetings of the CON Assembly, in coordination with the Chair.
 - ii. Call for agenda items and report-outs for Assembly meetings and assemble these items into a pre-meeting packet for distribution to meeting invitees within a timeframe designated by Roberts Rules of Order.
 - iii. Count and tabulate votes on all motions.
 - iv. Record and file CON Assembly minutes.
 - v. Ensure meeting notes are distributed to key stakeholders, with introductory explanation if needed.
 - vi. In consultation with Dean's Office keep an official up-to-date membership list of the members.

****CON Assembly Office Vacancies**

- c. Chairperson- if the chairperson becomes disqualified, removed from office, resigns, or dies, the Vice-chairperson shall succeed to the vacated office.
- d. Other Officers or Representatives- vacancies created by disqualification, removal, resignation, or death of other officers or representatives shall be filled by special election following the directions under "Elections" section of these Bylaws.
- e. Removal from Office
 - i. If an officer is temporarily unable to perform their duties of their office the Chairperson of the CON Assembly may, after review of the circumstances appoint an interim.
 - ii. In the event an elected officer is unable or chooses not to fulfill the duties of their office, the CON Assembly Chairperson may, after a review of the circumstances, notify the secretary of the CON Assembly of the intent to declare the office vacant, and initiate procedures to fill the office.
 - iii. In the event both Chairperson and Vice-chairperson positions are simultaneously vacated, the Dean may appoint members to fill the vacancies.

B. University Faculty Council (UFC) Participation

- 1. Councilors
 - a. Two elected Councilors shall represent the Assembly at Faculty Council meetings. See UFC bylaws for further details of responsibilities.
- 2. Qualifications:
 - a. Councilors must be CON Assembly members with a minimum of one year of service in the CON.

3. Election:
 - a. Councilors and an alternate shall be elected at the May CON Assembly meeting to begin their terms in the start of the next Academic year. Terms and duties: as defined by UFC Bylaws.

C. Nominations and Elections to CON Assembly Officers and UFC committee representation

1. The CON Assembly Secretary shall establish a slate for all vacant positions.
 - a. Vacancies will be presented, and nominations will be accepted from the floor prior to the May Assembly meeting.
2. Elections
 - a. The CON Assembly Secretary shall present the final slate for vote and conduct the election at the May CON Assembly meeting. Nominations should be decided two weeks prior to the May meeting and shared with the CON Assembly members when the agenda is distributed.
 - b. Voting shall occur, according to Roberts Rules of Order, by ballots cast at the May CON Assembly meeting, prepared in a manner that allows for confidentiality within the designated CON Assembly meeting modality. If there is but one nominee for an office, a voice vote may be called at discretion of the Secretary.
 - i. Election results shall be determined according to Roberts Rules of Order.
3. Remaining vacancies:
 - a. If vacancies remain on these committees the Dean will appoint CON Assembly members to fill the vacancies and present this information at the next CON Assembly Meeting.

Article VI Meetings

A. Meeting Structure

1. The CON Assembly meeting includes the Dean's report, committee chair reports (CON and University committees), and matters that pertain to old business and new business.
2. The annual meeting is considered the May meeting.
3. Regular Meetings: The CON Assembly of the College of Nursing shall meet at least once each month during the academic year in person.
4. Special/Emergency meetings may be called by the Chair of the CON Assembly or at the request of any CON Assembly member.
 - a. These meetings may be offered in hybrid mode as described in paragraph VI B below.
5. Meetings may be cancelled at the discretion of the Dean in consultation with the Chair, Vice-chair, and Secretary.
6. Written notices, minutes, and agenda shall be distributed to all members and invited guests of the CON Assembly prior to the regularly scheduled meeting and/or housed electronically.

7. The CON secretary will be notified of any requests to participate as a Community of Interest.
8. All CON Assembly reports shall utilize designated templates and outlines as approved by the Policy committee.

B. Electronic/Hybrid Meetings

- a. An electronic meeting refers to the Assembly making use of internet meeting services with integrated audio, video (optional), text, and voting capabilities. Participants using their own computer or device can view the current list of participants, with indications of which member has the floor or which members are seeking recognition by the chair, and can seek recognition, submit motions in writing, view the text of pending motions, vote, and view the results of a vote.
- b. Access to hybrid meeting. Login information: The secretary shall send by email to every member at least (24 hours) before the meeting.
 - i. Meeting link:
 - ii. Meeting time:
 - iii. Access codes:
 - iv. Telephone or alternate method:
- c. Login: the secretary shall schedule internet meeting service availability to begin 15 minutes before the start of the meeting.
- d. Signing in and out: Members shall have their names visible or identify themselves upon signing in. Members shall sign out upon any departure prior to adjournment. Members should announce their departure prior to leaving the meeting but not interrupt a speaker to do so. Written notice via the “chat” feature of hybrid modality is acceptable notification mode.
- e. Quorum calls: The presence of a quorum shall be established by an audible roll call at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count by audible roll call. Such a demand may be made following any vote for which the announced totals add to less than a quorum.
- f. Technology requirements: Each member is responsible for their audio and internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member’s individual connection prevented participation in the meeting.
- g. Forced Disconnections: The chair may cause or direct the disconnection or muting of a member’s connection if it is causing undue interference with the meeting. The chair’s decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.
- h. Assignment of the floor: To seek recognition by the chair, a member shall use the raised hand feature to indicate their request to speak. The chair of the meeting will recognize individuals for permission to speak in the order in which their “raised hand” icons appear on screen. The chair may alternatively allow voice requests or visual indications (e.g., hand raising or waving) as requests to have the floor.

- i. Interrupting a member: A member who intends to make a motion or request that, under the rules, may interrupt a speaker shall use chat text, raised hand feature, or visual gesture for so indicating, and shall thereafter wait a reasonable time for the chair's instructions before attempting to interrupt the speakers by voice.
- j. Motion submitted in writing: a member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing to the online area designated by the secretary for this purpose, preceded by the member's name and a number corresponding to how many written motions the member has so far posted during the meeting (e.g., Surname 3). Use of the online area designated by the secretary for this purpose shall be restricted to posting the text of intended motions.
- k. Display of motions: The secretary shall designate an online area exclusively for the display of the immediately pending question and other relevant pending questions (such as the main motion, or the pertinent part of the main motion, when an amendment to it is immediately pending); and, to the extent feasible, the secretary, or any assistants appointed by them for this purpose, shall cause such questions, or any other documents that are currently before the meeting for action or information, to be displayed therein until disposed of.
- l. Voting: Votes shall be taken by the anonymous voting feature of the internet meeting service unless a different method is ordered by the board or required by the rules. When required or ordered, other permissible methods of voting are by electronic roll call or by audible roll call. The chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. Business may also be conducted by unanimous consent.
- m. Video display: The chair, the secretary, or their assistants shall cause a video of their chair to be displayed throughout the meeting and shall also cause display of the video of the member currently recognized to speak. This is when we identify who should be on video, how long, and if not, all cameras can be displayed (the group is too big) who then needs to be on camera.
- n. Loss of meeting connection: Any business transacted while the meeting is disconnected from the video/audio conference is null and void, except that the members present in the meeting room at such a time may take those actions that are in order in the absence of a quorum.

C. Quorum and Voting for CON Assembly

- 1. A simple majority of the members shall constitute a quorum for transaction of business.
- 2. Each member shall have one vote.
 - a. In addition to the academic faculty, students serving on standing committees of the CON have one vote for their assigned standing (sub)committee.
- 3. Roberts Rules are followed for voting determinations.
- 4. Bylaws
 - a. The Bylaws shall be reviewed and revised every two years by the Executive team of the CON Assembly and brought forward to CON Assembly for vote at the May meeting.

- b. Revisions must be approved as guided by Roberts Rules.

Article VII Committees

- A. CON Assembly Committees- the following committees are standing committees:
 - a. Standing Committees of the CON Assembly
 - i. Admissions and Enrollment
 - ii. Policy and Student Affairs
 - iii. Appointment, Promotion, and Tenure
 - iv. Outcomes and Evaluation
 - v. Curriculum Assessment
 - b. CON Assembly representatives will serve on these extra-CON committees according to bylaws of said committees
 - i. Faculty Council
 - ii. University Committees
- B. All standing committees of the CON Assembly will utilize these Bylaws and provide a “best practices document” for committee functions.
 - a. The standing committees “best practices document” will be brought forth every two years when the Bylaws are up for review to be reviewed and approved at the May meeting.
 - b. Membership in the standing committees of the CON Assembly shall be determined by a process put forth by the Dean of the College of Nursing.
 - i. The Dean will, in good faith, consider the spirit of shared governance and these bylaws in developing and implementing this process.
 - ii. The process may be shared verbally and documented via CON Assembly meeting notes.
- C. The Dean provides a report and at the end of the report guests are asked to leave for the CON Assembly committee reports.
- D. All guests that need to report will report prior to the Dean’s report.
- E. Ad hoc committees shall be formed as needed to conduct the extra business and special tasks of the CON.
 - a. Ad hoc committees shall be dissolved after their duties have been fulfilled or 6 months have passed.
 - b. Roberts Rules will be utilized to guide business and operation of ad hoc committees.
- F. The Dean and CON Assembly Chairperson will meet prior to and following the CON Assembly meeting to discuss matters arising and for follow up planning. In the absence of the Chair of the CON Assembly, the Vice-chair of the CON Assembly will be the assigned meeting representative.

The Dean is an ex-officio member of all CON Assembly standing committees. Student representatives will be selected at the beginning of the academic year (Fall semester) by the CON Student Representative on the Student University Council. The Secretary of the CON Assembly will notify students of scheduled meetings and if needed send the student

representative minutes of their respective committee's meeting and obtain their vote on issues needing to be decided.

Article VIII Amendments