

ATTACHMENT

DEPARTMENT OF URBAN AFFAIRS

Proposed Amendments of Departmental By-laws

ARTICLE II. Section 3. JOINT POLICY COMMITTEE MEETINGS  
to be amended by adding:

- e. Chairman as referred to in this section is the "presiding officer" of the Joint Policy Committee as provided for in Article II. Section 5.

ARTICLE II. Section 5. RULES OF ORDER  
to be amended

from: a. The presiding officer at Department Meetings and Joint Policy Committee Meetings shall be the Department Chairman. In the absence of the Chairman he shall designate one member of the Department to serve in his stead, but if he shall fail to make such a designation the appointed secretary of the Department or, if he is not present, the Chairman of the Student Executive Committee, shall call the meeting to order with the first order of business being the election of a temporary chairman.

to: a. The presiding officer at Department Meetings shall be the Department Chairman. In the absence of the Chairman he shall designate one member of the Department to serve in his stead, but if he shall fail to make such a designation the appointed secretary of the Department or, if he is not present, the Chairman of the Student Executive Committee shall call the meeting to order with the first order of business being the election of a temporary chairman. The Joint Policy Committee shall elect a chairman for that body from its own membership. Such chairman shall have the duties of being a presiding officer who will moderate the Joint Policy Committee meetings; prepare the Committee's agenda, issue meeting calls and publish minutes in accordance with the provisions of these By-laws.

The first meeting of the Joint Policy Committee subsequent to the annual elections provided for in Article III shall be convened by the Department Chairman and its first order of business shall be to elect its chairman. Other provisions of these By-laws notwithstanding such chairman shall in the academic year 1972-73 be elected at the first meeting of the Joint Policy Committee subsequent to anticipation and approval of the amendments to these By-laws providing for the election of said chairman.

Department of Urban Affairs  
Proposed By-Laws

Article I -- Departmental Organization

Section I VOTING MEMBERSHIP

- a. Subject to the provisions of the Board of Higher Education By-Laws and the Hunter College Governance Charter, voting membership of the Department shall consist of the following:
  - 1) Tenured faculty
  - 2) Non-tenured full-time faculty
  - 3) Adjuncts and part-time faculty after one year of service unless those falling in this category shall also be full-time matriculated students in one of the Department's degree programs.
  - 4) The five student members of the Joint Department Policy Committee in accordance with provisions specified below.
  - 5) All professional staff members of the Urban Research Center with at least one year of service.

Section 2 OFFICERS

The officers of the Department shall consist of:

- a. A Chairman who shall be elected in accordance with procedures as prescribed in the BHE By-Laws.
- b. A Secretary who shall be appointed by the Chairman and who shall have the responsibility of recording the minutes of Departmental meetings.

Section 3 COMMITTEES

The Department shall establish the following committees:

- a. Such Committees as shall be mandated by the BHE By-Laws.
- b. A joint Departmental Policy Committee composed of:
  - 1) The five members of the Departmental P&B Committee.
  - 2) Five members of the student body to include:
    - a) one undergraduate student elected from among those who are urban studies majors or major-minor concentratees.
    - b) one graduate student elected from among those who are in the graduate program in planning and have earned 29 or less credits.
    - c) one graduate student elected from among those who are in the graduate program in planning and have earned 30 or more credits.
    - d) one graduate student elected from among those who are in the graduate program in urban affairs.
    - e) one student elected at-large from among the combined four constituencies as previously defined.

- c. A Student Executive Committee consisting of the five elected students defined in 2) above with one of its members selected by the body as its Chairman.
- d. A Committee on the Evaluation of Teaching to assume the responsibilities and discharge the obligations as mandated by Article XII, Section 3 of the Hunter College Governance Charter and to consist of:
  - 1) One faculty member to be appointed by the Chairman of the Department.
  - 2) Four students from among the constituencies defined in Section 3, pars. a) through d) above, appointed by the Chairman upon recommendation of the Student Executive Committee.
- e. A Curriculum Committee which shall be responsible for the review of all Departmental curricula and for the recommendation of additions or changes in all Departmental courses, programs and curricula.
  - 1) It shall consist of three faculty and three student members with the former appointed by the Department Chairman one of whom shall serve as the Committee's Chairman and with the latter participating in accordance with criteria determined by the Student Executive Committee.
  - 2) The Curriculum Committee may upon its own initiative or shall upon the instructions of the Joint Policy Committee establish sub-committees relating to the several Departmental curricula that may consist of a membership as determined by the Committee.
- f. A By-Law Review and Elections Committee to review the adequacy of the Departmental By-Laws and to initiate recommendations for change and to administer nomination and election procedure as required by these By-Laws or for selection of representatives to College and University bodies as provided by the authority of the Hunter College Governance Charter; and said Committee shall consist of two faculty members designated by the Departmental Chairman and two students designated by the Chairman of the Student Executive Committee.
- g. Other Standing or Special Committees shall be established by the Departmental Chairman or by action of the Joint Policy Committee as may be deemed necessary.

## Article II -- Schedules of Meetings and Qualifications

Section I Meetings of the Department and the Policy Committee shall be scheduled in such a manner so that no member shall be constrained by his regularly assigned duties and responsibilities to miss more than half of the scheduled meetings each semester.

## Section 2 DEPARTMENT MEETINGS

- a. There shall be at least one meeting of the Department per semester.
- b. Additional meetings shall be called at the discretion of the Chairman; or by a resolution of the Joint Policy Committee sustained by a majority of those voting on the resolution; or by a written request addressed to the Chairman signed by 1/4 of the voting members of the Department with such request to contain the proposed agenda items; or as received in connection with the amending process provided for in Article IV below.
- c. All regular and special meetings of the Department shall occur only after a minimum of two weeks notice has been given unless the Policy Committee by resolution shall provide for a reduced notice period and every such notice shall contain agenda items to be considered.
- d. All posting or distribution of notices of regular and special meeting shall be done in such a way as to inform all non-voting members of the Department including students in the various constituencies defined in Article I, Section 3, par. b, and meetings shall be open to such persons and all voting and non-voting members of the Department as herein defined. Persons from such constituencies desiring to speak on the listed agenda items shall be allowed to do so providing that notice of such intent was conveyed to the Chairman at least five days prior to such a meeting; or provided that at the meeting a resolution supporting permission for non-voting members to speak shall be moved by a member of the Department and supported by a simple majority of voting members present.

## Section 3 JOINT POLICY COMMITTEE MEETINGS

- a. Joint Policy Committee Meetings shall be held at least twice each semester. Additional meetings may be called at the discretion of the Chairman; and additional meetings shall be called by the Chairman upon a resolution of the Policy Committee supported by a majority of those present; or upon a written request to the Chairman of any three members of the Joint Policy Committee provided that such request shall state the proposed agenda item(s).
- b. A notice of at least seven days shall be given of such meeting with other criteria of notice to be consistent with that provided in Section 2 above.
- c. All Joint Policy Committee meetings shall be open to all members of the Department and all students as described in Section 2 above.
- d. All persons eligible to attend such meetings shall be recognized to speak on stated agenda items provided that:  
a written request was conveyed to the Chairman at least three days prior to the meeting or the Policy Committee approves by a majority of those present a resolution authorizing the Chairman to recognize those persons present desiring to speak on listed agenda items.

Section 4 The Student Executive Committee shall meet as required to fulfill the obligations of these By-Laws within 15 days subsequent to the election of the first Executive Committee, and at such other times and in accordance with such criteria as they shall determine by a resolution supported by 3/4ths of its membership.

Section 5 RULES OF ORDER

- a. The presiding officer at Department Meetings and Joint Policy Committee meetings shall be the Department Chairman. In the absence of the Chairman he shall designate one member of the Department to serve in his stead, but if shall fail to make such a designation the appointed secretary of the Department or if he is not present the Chairman of the Student Executive Committee shall call the meeting to order with the first order of business being the election of a temporary chairman.
- b. All Department meetings and meetings of duly constituted committees and other bodies shall be governed by the latest edition of ROBERT'S RULES OF ORDER. The Chairman may appoint a voting member of the Department to act as parliamentarian at such meetings as he may deem such advisable.

ARTICLE III -- Election Procedures and Schedules

Section I SCHEDULES

- a. Election of all representatives from Departmental constituencies as required by the Hunter College Governance Charter and as mandated by the College Senate shall be scheduled in accordance with said requirements and mandates.
- b. Student members of the Joint Policy Committee shall be nominated during the third full week of classes in the Fall term, and the election of such members shall occur ten days subsequent to the close of the nomination period, except that the first such election will occur between the 16th and 21st day subsequent to the Hunter College Senate approval of the by-laws.
- c. Any other elections that may be required in connection with Departmental governance not otherwise specified shall be set by the Joint Policy Committee.
- d. Members of the P&B Committee shall be elected on such a schedule as provided by the BHE By-Laws.

Section 2 PROCEDURES

- a. All nominations and elections provided for in this Article shall be conducted by the Committee provided for in Article I, Section 3, par. f. above, except that all elections required prior to the approval of these By-Laws by the Hunter College Senate and for the first election of student members of the Joint Policy Committee shall be conducted in accordance with procedures consistent with the spirit of these By-Laws as proposed by the Chairman.

- b. Nominations for student members to the Joint Policy Committee as provided for in Article I, Section 3 shall be through a written nomination ballot supported by the signatures of five persons eligible to vote for such positions.
- c. Vacancies for all elected offices unless otherwise provided for by BHE By-Laws or by provisions determined under authority of the Hunter College Governance Charter shall be determined by a resolution of the Joint Policy Committee.

#### ARTICLE IV -- Amendments To The By-Laws

##### Section I INITIATION OF AMENDMENTS

- a. Amendments may be initiated by recommendation from the By-Law Review and Elections Committee to the Joint Policy Committee. The Joint Policy Committee upon a resolution supported by a majority of those present will certify to the Chairman that a Department meeting to consider and act on the proposed amendment(s) shall be held. A written copy of the proposed amendment(s) shall accompany the notice of the Policy Committee meeting called to consider such proposals.
- b. Amendments may be initiated upon such a proposal being made in writing to the Chairman and supported by the signatures of seven members of the Joint Policy Committee.
- c. Amendments may also be initiated on a petition presented to the Chairman and supported by the signatures of at least ten per centum of all persons eligible to vote for members of the Joint Policy Committee. Validity of petitions shall be determined by the By-Laws review and Election Committee.

##### Section 2 RATIFICATION AND EFFECTIVE DATES OF AMENDMENTS

- a. Ratification of all amendments proposed through any of the foregoing procedures shall be submitted for consideration and action at a Departmental meeting provided applicable notice procedures have been followed and all voting members of the Department have received written copies of the proposal at least one week prior to the meeting at which it will be considered, other provisions of these By-Laws notwithstanding.
- b. The amendment(s) shall be come effective immediately upon approval of a majority of the voting members of the Department or at such time subsequent to that approval as specified in the amendment(s).