

By-laws

DEPARTMENT OF POLITICAL SCIENCE HUNTER COLLEGE

ARTICLE I – ORGANIZATION

1. MEMBERSHIP: For departmental elections (for department chair, personnel and budget committee, policy committee, and college governance representatives) and routine department business, the voting members of the department shall be all persons holding “Faculty Rank” (i.e. holding full-time title of Assistant Professor, Associate Professor, Professor, or Distinguished Professor) or Lecturers with a Certificate of Continuous Employment (CCE). As stated in the CUNY Bylaws, all persons having faculty rank shall retain their voting rights provided that they have not received notice of non-reappointment, or submitted a resignation, or are on Travia leave.

2. OFFICERS - The officers of the Department shall consist of:

A. A Chair who shall be elected by the Department in accordance with the procedures defined in the *By-Laws of the CUNY Board of Trustees*; see Article II below.

B. A Secretary who shall be appointed from among the voting members of the department by the Chair and who shall have the responsibility of preparing and distributing the announcements and record of minutes of department meetings.

3. COLLEGE GOVERNANCE REPRESENTATIVES – The Representatives of the Department (including alternates) for purposes of College Governance shall consist of:

A. Faculty and student members of the Hunter College Senate nominated and elected by their respective constituencies in the manner and at the times defined by Articles III and IV of the *Charter for a Governance of Hunter College*.

B. One faculty member and two alternates elected by the voting members of the Department and one student elected by and from department majors. If the students fail to elect a member a student departmental major may be appointed by the department chair to serve on the School/Divisional Curriculum Committee as defined in the *Charter for a Governance of Hunter College*. Article VIII, Section 3. D.

4. DEPARTMENT MEETINGS AND RULES OF ORDER

- A. There shall be at least one department meeting per semester.
- B. Additional meetings may be called at the discretion of the Chair. The Chair must call a meeting of the department within ten (10) working days at the request of twenty (20) percent of the voting members of the Department.
- C. Written notice of departmental meetings shall be sent to all voting members of the Department no less than five (5) working days in advance of the meeting date. An agenda of the meeting shall accompany such notification.
- D. Meetings shall be open to voting members of the department only, but the chair may choose to open some or all of a meeting to others as appropriate, subject to department consent.
- E. The presiding officer at all meetings of the Department shall be the Chair. In the absence of the Chair, a presiding officer shall be elected by the voting members of the Department.
- F. A quorum shall consist of the majority of the voting members of the department unless otherwise noted in the By-laws.
- G. The Chair may appoint one of the voting members of the Department to act as parliamentarian. Except where it conflicts with these By-Laws, the last edition of Roberts *Rules of Order* shall be followed at all meetings.

5. COMMITTEES - The Department shall establish the following committees:

A. DEPARTMENT PERSONNEL AND BUDGET COMMITTEE.

1. **Membership:** The committee, in accordance to CUNY Bylaws, shall consist of the department chair and four other members who must have faculty rank. At a minimum, four of the five faculty members serving must also be tenured. There must also be a first alternate member and a second alternate member. An alternate member serves when a regular member is unable to serve, or when in the determination of recommendations for reappointment, promotion, or tenure the disqualification of regular members would reduce the membership of the P & B Committee to three or fewer.
2. **Responsibilities:** The responsibilities of the committee, in accordance with CUNY Bylaws, include reviewing and recommending the appointment, reappointment, reappointment with tenure, and promotion of academic personnel.
3. **Election:** See Article II, Elections, below.

4. **Meetings:** The Committee shall meet as often as necessary to conduct its business and at least once each semester. Decisions regarding appointment, reappointment, reappointment with tenure and promotion of academic personnel shall require a majority vote of all members of the committee and shall be by secret ballot. The result of the balloting shall be duly recorded in the committee's minutes. The recommendations of the committee shall be submitted by the Chair to the president and appropriate college committee on personnel and budget in accordance with procedures set forth in the BoT.

B. DEPARTMENT POLICY COMMITTEE

1. Membership

- a. Four elected persons holding Faculty Rank or Lecturers with a CCE to serve for terms of three years. Elections will be held at the September 2015 department meeting and every three years thereafter. When a vacancy occurs, a replacement will be elected at the next department meeting, to serve the remainder of the three year term.
- b. Four non-voting undergraduate majors elected by and from department majors. If the students fail to elect members, undergraduate majors may be chosen by the department chair.
- c. The department chair, ex officio, who shall not be a voting member.

2. Responsibilities

This committee may initiate and shall review recommendations for changes in departmental policy. In particular, it appraises the curriculum offered by the Department, reviewing and proposing recommended changes; it formulates policy regarding the conduct of the Department's advisement of its major students; it reviews the adequacy of the departmental governance, initiating proposals for amendments to the *By-Laws* as required, and is responsible for the recommendation of election procedures not mandated by higher authority.

3. Quorum

A quorum shall consist of three voting members.

4. Chair

The Department Chair shall appoint a chair of the policy committee from amongst the four elected faculty members.

5. Meetings

Not less than two meetings shall be held per semester and shall be scheduled in such fashion that no member shall be constrained by regular duties to miss more than half of these meetings.

6. Decisions

All committee decisions shall be made by a majority of those present and voting at a meeting. Decisions shall be considered recommendations to the full department, which retains final authority over all policy matters other than those vested in the chair by the *By-Laws of the CUNY Board of Trustees*.

C. DEPARTMENTAL COMMITTEE ON THE EVALUATION OF TEACHING

1. Membership

Pursuant to Article XI, Section 3 (C) of the *Charter for a Governance of Hunter College*, the committee shall be composed of one member of the faculty and an alternate who shall be appointed by the Chair and two students elected by the undergraduate majors from their ranks.

2. Duties

This committee shall be responsible for preparing any departmental questionnaire in consonance with guidance from the Senate Committee on the Evaluation of Teaching, determining the procedures for its administration, reporting the results to the Chair, and carrying out all other functions envisaged by the *Charter for a Governance of Hunter College*.

D. SPECIAL DEPARTMENT COMMITTEES

1. Establishment

The Department may establish such additional committees – either standing (e.g., Undergraduate Curriculum Committee if this subject has

not been assigned to the Department Policy Committee) or *ad hoc* (e.g. Search Committees) – as it deems necessary. Subject to the limitations provided in D.2 below, the Chair shall have the authority to appoint the members of these additional committees.

2. Limitations

When the committees named in D.1 above are of a policymaking character, the provisions of the *Charter for a Governance of Hunter College* related to their composition and election shall apply.

E. RULES OF ORDER FOR DEPARTMENTAL COMMITTEES

Unless otherwise specified at the time the committee is created, a majority of the entire committee shall constitute a quorum. Except with respect to the Personnel and Budget Committee, the act of the majority of committee members present at a meeting at which a quorum is present shall constitute the act of the committee. Each committee may adopt other rules for its own governance not inconsistent with these bylaws, the Charter, and the BoT.

ARTICLE II –ELECTIONS

1. Triennial Election for Department Chair and P&B Committee
 - A. Timing: The Triennial Election for the Department Chair and the Departmental Personnel and Budget Committee shall occur in the department meeting held the first week of May, 2017 and every three years thereafter. The election of Chair shall take place first, followed by the election of the Personnel and Budget Committee. Proxy or mail voting is prohibited. All nominations must occur at the election meeting itself. All nominations must be seconded to be placed on the ballot. Elections will be by secret ballot. Ballots will be counted by the most senior member of the faculty present who is not on the ballot.
 - B. Election for Chair:
 1. All eligible voting members of the department (See Article I, Section 1, “Membership,” above) may nominate or second a nomination for Department Chair. The votes of a majority of the faculty eligible to vote are required for the election of Chair. Candidates for Chair must be tenured or approved for tenure at the time of election, unless the College obtains a waiver from the BoT.
 2. In the event that the Chair is on leave or otherwise unable to serve for any portion of the three-year term for a period of a semester or longer, the

department shall hold a special election to elect an Acting Chair for such period. The election procedures and eligibility requirements shall be the same as for elections for Chair.

C. Election for P&B Committee:

1. All eligible voting members of the department may nominate or second one or more nominations for the Departmental Personnel and Budget Committee. A nominated candidate for the Department Personnel and Budget Committee need not be physically present to accept the nomination, but in order to stand for election he or she must have acknowledged his or her willingness to serve on or before the day of election. Each voter may vote for up to four candidates, but may vote only once for any candidate per election round. In accordance with the CUNY Bylaws, the votes of a majority of the faculty eligible to vote are required for election to the Personnel and Budget Committee. Persons elected to this must finish among the top four candidates. If fewer than four persons are elected on the first ballot, runoff elections will be held for the remaining vacant positions. All members of the Personnel and Budget Committee must hold Faculty Rank and at least three of the four members elected under this paragraph must be tenured (or all four if the Chair is not tenured).

2. After the four positions are filled, separate elections for first alternate and second alternate will be held, following the same procedures. If the Chair and all four of the members of the Personnel and Budget Committee are tenured, one of the two alternates may be untenured. Otherwise both alternates must be tenured.

ARTICLE IV - AMENDMENTS

1. PROCEDURES

A. All proposed amendments to these *By-Laws* shall be submitted in written form to all voting members of the Department at least five (5) working days in advance of the meeting at which the proposal is to be considered.

B. An amendment to these *By-Laws* shall become effective upon the approval of a majority of the voting members of the Department and by the Hunter College Senate.

C. The *By-Laws of the CUNY Board of Trustees* and the *Charter for a Governance of Hunter College* shall supersede any department By-Law which conflicts with any provision of these documents.