

STANDING RULES OF THE BOULDER FACULTY ASSEMBLY

Approved 2018-05-03

Preamble

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. 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*.

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.

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.
- b) Any request for a new Assembly seat shall be presented to the BFA Executive Committee. The BFA Executive Committee may then forward the request.

Section 4

Just some text perhaps.

- a) Terms of office are for 3 years.
- b) There are no term limits for representatives to the Assembly.

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.

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.
- b) Selection of representatives from individual Traditional Units and Other Units shall be carried out and supervised by the individual academic units.

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.

- a) All procedures relating to the election of BFA standing committee seats shall be supervised.
- b) Any Faculty Senate member may nominate, be nominated, or self-nominate for these seats.

Section 3

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.

Article III. Officers and Executive Committee Members at Large

[No Standing Rules exist for this Article.]

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) 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.

Section 3

Committees may form subcommittees as needed, to address specific issues or as continuing subdivisions of the committee. Subcommittee chairs do not attend or vote at Executive Committee or Assembly meetings.

Article VI. Meetings of the Assembly

Section 2

- a) Meetings of the assembly are open to all members of the Senate who are not members of the Assembly, and they may speak on matters of interest when requested to do so by the Chair, or by vote of the Assembly.
- b) Meetings of the Assembly are open to observers from the Board of Regents, the campus Office of Strategic Relations or its current equivalent, observers from recognized news media, and other invited guests.

Section 3

- a) The meeting agenda order shall be:
 - I. Verify Quorum, Call to Order, Announce Guests
 - II. Announce Approval of Minutes of the preceding meeting
 - III. Call for New Notices of Motion
 - IV. Administrative Reports
 - V. Report of the Executive Committee
 - VI. Reports of Standing Committees
 - VII. Reports of Ad Hoc Committees
 - VIII. Unfinished Business
 - IX. New Business
 - X. Adjournment

Section 4

- a) Voting procedures at meetings for business and general issues of interest to the BFA
 - i) Members of the Assembly may not vote by absentee ballot.
 - ii) In the absence of an approved secret ballot request, a roll call vote on any issue before the Assembly will be held when requested by three or more voting members present.
 - b) Voting Procedures for for Elections Conducted at Assembly Meetings
 - i) Written secret ballots will be used in all elections of officers of the Assembly and in the election of members of committees.
 - ii) In voting for committee members and for other similar positions, the nominees with the largest pluralities will be declared elected.
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Appendix

On September 3, 1981, the Assembly passed the following motion: “All actions of the BFA, which result in significant formulation of policy or in requests to the administration which have long-term significance, should be incorporated in an APPENDIX to the bylaws of the Boulder Faculty Assembly.”

- Minutes Approval Process - In 2010 the BFA adopted a new procedure for approval of its minutes and those of its Executive Committee: the BFA office is to distribute drafts of minutes via e-mail with a note that recipients should reply within three business days with approval and/or corrections.
- (Note: this item is now obsolete but is retained here for historical purposes.)
On March 6, 2014, the Assembly passed a new Distribution of Assembly Representation based on the results of the most current census in order to give departments that have grown in size and met the criteria of what it means to be a large department, their own BFA representative.