

# STANDING RULES OF THE BOULDER FACULTY ASSEMBLY

Approved March 1, 2018

(Unchanged since at least November 3, 2011)

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## Article VI. Meetings of the Assembly

### Section 1

#### Procedures

- a) The regular meetings of the Assembly will be held at 4:00 p.m. on a designated Thursday of each month. Special meetings may be held if recommended by the Executive Committee or if called by at least five members of the Assembly.
- b) The Tri-Executives of the CUSG and the President of the UGGS are invited to attend meetings of the Assembly, and may speak on matters of interest to students when requested to do so by the Chair or by vote of the Assembly.
- c) The Chair (or Co-Chair) of the Staff Council is invited to attend meetings of the Assembly, and may speak on matters of interest to the staff when requested to do so by the Chair or by vote of the Assembly.
- d) Meetings of the Assembly are open to representatives from the campus Office of Public Relations, to representatives from recognized news media, and other invited guests. The name and affiliation of each representative and guest present shall be announced by the Chair of the assembly at the beginning of each meeting.
- e) A quorum for a regular or special meeting of the Assembly shall be 40% of the voting members. Whether a quorum exists shall be determined at the time the meeting is called to order.
- f) Members of the Assembly may not vote by absentee ballot.
- g) A voting member of the Assembly may cast a proxy vote only if he or she was in attendance, but must leave a meeting of the Assembly prior to balloting. The proxy ballot may be cast either by a written and signed statement that clearly identifies the matter at issue and the vote to be recorded, or by a written and signed statement authorizing a named member of the Assembly who is in attendance at the time of balloting to cast a vote on behalf of the absent member. No member may be named on more than one proxy for a particular vote. Proxies assigned to a named member may not be assigned subsequently to another member. All proxy statements shall be given to the Recording Secretary when the member leaves the meeting.
- h) A roll call vote on any issue before the Assembly will be held when requested by three or more voting members present.
- i) A secret written ballot on any issue before the Assembly will be held when requested by three or more voting members present.
- j) If a roll call vote and a secret written ballot are requested on the same issue pending before the Assembly, and each request receives the support of at least three voting members present, the request for a secret written ballot shall prevail.
- k) E-mail votes. When approved by the Assembly in advance, or upon recommendation from the Executive Committee, an e-mail vote may be taken on any matter. The procedures for an e-mail vote shall be established for that vote prior to it being taken. Such procedures shall be devised to effectuate the principle of democratic governance and, further, shall be appropriate to the nature of the matter under consideration.
- l) The meeting agenda shall be:
  - I. Call to Order
  - II. Approval of Minutes of the preceding meeting if not already approved
  - 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 2**

### Notice of Motion

- a) On matters of New Business, written notice of motion must be delivered to the Chair of the Assembly at least ten days in advance of the meeting at which it is proposed that the submission of the item be reported. The text of the motion will be distributed with the meeting agenda.
- b) Motions for which previous notice has not been given (as required in a) above) may be introduced at the discretion of the Chair following the approval of the minutes. These motions shall read without debate or action. Such motions may be debated following the close of that part of the agenda devoted to New Business.

## **Section 3**

### Committee Reports

The following will be the procedure for bringing reports from standing or ad hoc committees to the Assembly for consideration.

- i. The report will be submitted to the Executive Committee, which may vote to forward the report to the full Assembly or request more information.
- ii. No final action on a report or on proposed amendments of its recommendations may be taken at the Assembly meeting at which it is first presented. Discussion and debate may take place, and notices of motion to amend the recommendations made in a report may be received.
- iii. Final action on the report and on any amendments to its recommendations may be taken at the next meeting of the Assembly.

## **Section 4**

### Elections Conducted at Assembly Meetings

- a) Written secret ballots will be used in all elections of officers of the Assembly and in the election of members of committees.
- b) In the voting for officers of the Assembly, a nominee must receive the affirmative votes of a simple majority of those voting to be declared elected. If no nominee receives a majority, the name of the nominee with the lowest number of votes will be dropped from the ballot and the balloting will be repeated until one nominee receives a majority of the votes cast.
- c) In voting for committee members and for other similar positions, the nominees with the largest pluralities will be declared elected.

## **Section 5**

### Further Procedures.

Matters of procedure not covered by the Bylaws or the Standing Rules of the Boulder Faculty Assembly will be handled according to the latest revision of Robert's Rules of Order.