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. For example, Article II of both the Bylaws and the Standing Rules govern the BFA election process. The Bylaws are generally substantive, while the Standing Rules are generally procedural. If the two documents are inconsistent in any respect the Bylaws are controlling. Where the two documents are silent with regard to matters of procedure, the most recent edition of Robert's Rules of Order is controlling.

**BYLAWS OF THE BOULDER FACUTLY ASSEMBLY**

Revised November 3, 2011.

**Preamble**

It is a guiding principle of the shared governance recognized by the Board of Regents of the University of Colorado that the faculty and the administration shall collaborate in major decisions affecting the academic welfare of the University. The nature of that collaboration, shared as appropriate with students and staff, varies according to the nature of the matters under consideration.

The mission of the Boulder Faculty Assembly is to represent the faculty of the Boulder campus in shaping the structure and development of the University through shared governance. The BFA initiates, advises, and recommends action to the Chancellor and administrative officials on matters related to educational policy and planning and the operations of the Boulder campus. The BFA is the voice of the Boulder faculty, providing an opportunity for faculty to participate in campus-wide shared governance activities. Those eligible to vote for and serve as members of the Boulder Faculty Assembly shall include the following faculty with appointments of at least 50%: Professors of any rank except adjunct or ‘of practice,’ Instructors of any rank, Research Professors of any rank, Clinical Professors of any rank, and ROTC faculty of any rank. In addition the Retired Faculty Association may appoint one retired faculty to serve on the BFA. ([**1**](http://www.colorado.edu/bfa/bylaws-boulder-faculty-assembly#March%206,%202014))

These Bylaws and the Standing Rules of the Boulder Faculty Assembly, which enumerate the faculty’s rights, privileges, and responsibilities, provide a system for participation of the Boulder campus faculty in the governance of the University as specified by the Laws of the Regents of the University of Colorado.

(**1**)  [**Motion Passed:**  March 6, 2014](http://www.colorado.edu/bfa/elections/distribution-representation)

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**Article I. Membership**

Section 1.  The Boulder Faculty Assembly shall consist of 62 elected voting members, chosen from among the members of the Faculty Senate rostered on the Boulder Campus, or as allowed by the Standing Rules. ([2](http://www.colorado.edu/bfa/bylaws-boulder-faculty-assembly#March%206%202014%20-%202)) Representation shall be substantially proportional, and shall be determined as provided by the Standing Rules of the Boulder Faculty Assembly. *Ex officio* voting or non-voting members may be designated from time to time by the Assembly, as described in the Standing Rules of the Boulder Faculty Assembly.

Section 2. The most recent Past Chair of the Assembly shall be a member of the Assembly, *ex officio* with vote.

Section 3. The chairs of the standing committees of the Assembly shall be members of the Assembly, *ex officio* with vote.

Section 4. Each school and college, the faculty in the institutes who are not rostered in a school or college, and the faculty in the Boulder Campus libraries shall have at least one Representative.

Section 5. The Chair of the Assembly shall, upon election to the position, vacate his or her representative seat on the assembly and shall be considered an elected member of the assembly at large. The Chair shall remain eligible for reelection to a second term. The Chair’s representative seat shall be filled according to the procedures described in Article II, Section 5.

**(2) Motion Passed:**  March 6, 2014

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**Article II. Elections**

Section 1.  The elected members shall be apportioned among the schools and colleges, institutes, libraries, museum, and other faculty bodies that may exist from time to time, as provided for in the Standing Rules of the Boulder Faculty Assembly. The Assembly shall review its apportionment at least every five years and adjust it to ensure a fair distribution of representation among the members of the Faculty Senate. The first such review of apportionment shall take place upon the adoption of these Bylaws.

Section 2. Nomination and election procedures shall be governed by the Standing Rules of the Boulder Faculty Assembly, except as provided by these Bylaws. Membership for voting purposes is defined by the Rules of the Faculty Senate.

Section 3. Members of the Assembly must be Senate members of the academic unit they represent. Members of the Assembly shall be nominated and elected by the Senate members of the academic unit(s) they represent.

Section 4. Elections to the Assembly will be conducted during the spring semester each year. Newly elected members of the Assembly should attend any Assembly meetings subsequent to their election but prior to the beginning of the Senate year, without vote, but may vote in the election of officers and standing committee chairs.

Section 5. If a vacancy occurs for a BFA representative who represents faculty in a single academic unit, not elected at large, or for the retired faculty, the BFA Chair shall ask the Dean or administrative head of the academic unit, or the Chair of the Retired Faculty Association, as appropriate, to conduct a special election to fill the vacancy. If a vacancy exists for a BFA representative who represents Boulder Campus faculty at-large, the Executive Committee shall determine the method of filling the position, as provided in the Standing Rules of the Boulder Faculty Assembly. If a vacancy occurs for a BFA Officer or Executive Committee Member At-Large position, the Nominations and Elections Committee shall conduct a special election at an open meeting of the BFA, pursuant to the requirements of Bylaws Article III. Section 1.

Section 6. Elected members of the Assembly have the responsibility of attending regularly the meetings of the Assembly and of serving on at least one Assembly committee.

[[Click here to view Standing Rules Article II](http://www.colorado.edu/bfa/bylaws/standing-rules#Article-II.-Elections)]

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**ARTICLE III. Officers and Executive Committee Members at Large**

Section 1.  The officers of the Assembly and the Executive Committee Members At-Large shall be elected by the members of the Assembly in an open meeting as provided in the Standing Rules of the Boulder Faculty Assembly.  Officers are elected for a term of one year and Executive Committee Members At-Large are elected for a term of two years. ([**3**](http://www.colorado.edu/bfa/bylaws-boulder-faculty-assembly#April%203,%202014))

Section 2. During the term of their service officers of the Assembly and Executive Committee Members At-Large shall be duly elected or appointed members of the BFA.

Section 3. The officers of the Assembly and Executive Committee Members at Large may be candidates to succeed themselves for a second term. Prior to election for additional terms beyond two to any particular office, officers or Executive Committee Members at Large may not hold that office in the Assembly for a period of at least one year.

Section 4. If the elected Chair is unable to complete his/her term, the Vice Chair automatically becomes Chair for the remainder of the term. If the Vice Chair is unable to serve, the Secretary shall call the necessary meetings of the Executive Committee and the Assembly to ensure that a new Chair is nominated and elected within 21 days.

Section 5. The Executive Committee of the Assembly shall choose a Recording Secretary (not necessarily a member of the Assembly).

Section 6. Officers of the Assembly and Executive Committee Members at Large shall have the duties regularly assigned to officers in comparable organizations. In addition, certain officers shall have the duties enumerated below.

a) Chair: The Chair is the spokesperson for the BFA. The Chair shall serve as liaison to appropriate campus and system groups.
b) Vice Chair: The Vice Chair shall chair the Bylaws Committee.
c) Secretary: The Secretary shall chair the Nominations & Elections Committee.
d) Members at large: Members at large shall serve as BFA representatives to the CU Faculty Council.

(**3**)  **Motion Passed:**  April 3, 2014

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**ARTICLE IV. The Executive Committee**

Section 1.  The Executive Committee shall consist of the officers of the Assembly; the two Members at Large who are voting members of the Assembly and are elected at large by the Assembly; the Chairs of the Standing Committees of the Assembly, *ex officio* with vote; the most recent past Chair of the Assembly, *ex officio* with vote; and a representative of the Boulder Campus Retired Faculty Association, with vote. If a Standing Committee has co-chairs, the co-chairs shall decide between them which will be the primary representative to the Executive Committee; each Standing Committee is eligible to send only one voting member to the Executive Committee. The Chair of the College of Arts and Sciences Faculty Council shall be a member *ex officio* without vote. Other representatives may be designated members of the Executive Committee, from time to time, without vote, as provided by the Standing Rules of the Boulder Faculty Assembly.

Section 2. The Executive Committee coordinates action of the Assembly between meetings. It oversees and approves all actions of committees, refers projects to committees as appropriate, and refers committee recommendations to the Assembly. The Executive Committee takes specific actions on particular issues as directed by the Assembly. The Executive Committee may act for the Assembly between meetings when time does not permit the issue to be brought before the Assembly; all such responses shall be reported to the Assembly at its next meeting. Specific actions of the Executive Committee are as provided in the Standing Rules of the Boulder Faculty Assembly.

Section 3. The Chair of the Assembly will be the Chair of the Executive Committee.

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**ARTICLE V. Standing and Ad Hoc Committees**

**A.  Committees**

Section 1. Committees act as official advisory panels to the Executive Committee and the Assembly with regard to matters within their charge, as provided for in the Standing Rules of the Boulder Faculty Assembly. Committees shall make continual evaluations of campus policies, procedures, and standards within their charge, and shall make recommendations of appropriate measures for changes and improvements. Recommendations of all committees, including for new initiatives and proposed projects, must be approved by the Executive Committee before forwarding to the Assembly or other implementation, except as provided for in the Standing Rules of the Boulder Faculty Assembly. Committee reports and recommendations must be approved by the Assembly before being communicated to the Chancellor or other campus administrative officers. Committees of the Assembly will be of two types: standing and *ad hoc*.

Section 2. Committees may be created, as needed, by the Assembly. The charge and purpose of each standing committee shall be determined by the Assembly, and incorporated into the Standing Rules of the Boulder Faculty Assembly.

Section 3. Committee procedures are governed by the Standing Rules of the Boulder Faculty Assembly, except as provided by these Bylaws.

Section 4. If a committee chair is not carrying out his or her committee responsibilities, including attendance at Executive Committee meetings, the Executive Committee may recommend that the Assembly name a new chair for the remainder of the Senate year. If a committee member misses three consecutive regular meetings of the committee, he or she will be considered to have resigned committee membership. In either event, the vacancy will be filled as provided by the Standing Rules of the Boulder Faculty Assembly.

Section 5. The Assembly shall review each of its committees at least once every four years, paying special attention to the degree to which each committee is fulfilling its charges and responsibilities. The initial review will be conducted by the Committee on Nominations and Elections upon the adoption of these Bylaws.

Section 6. Chairs of committees will have term limits. Chairs may serve for two consecutive terms of 2 years each. Then a member may not serve as chair again until 2 years have elapsed.

**B. Standing Committees**

Section 1. The Standing Committees will be composed of eight faculty and two student members unless otherwise specified by these Bylaws or by the Standing Rules.

Section 2. The membership of the Standing Committees shall be chosen as provided by the Standing Rules of the Boulder Faculty Assembly unless otherwise specified by these Bylaws.

Section 3. Standing committee members may serve two consecutive terms on a given committee, but may not serve longer until at least a year has passed since the member was last on the committee.

Section 4. The Standing Committees of the Assembly shall include the following. The charges and specific membership of these committees are as provided by the Standing Rules of the Boulder Faculty Assembly.

1. Academic Affairs Committee
2. Administrative Services and Technology Committee
3. Administrator Appraisal Committee
4. Budget and Planning Committee
5. Bylaws Committee
6. Diversity Committee
7. Faculty Affairs Committee
8. Faculty Compensation and Benefits Committee
9. Intercollegiate Athletics Committee
10. Libraries Committee
11. Nominations and Elections Committee
12. Student Affairs Committee
13. Instructor-Track Faculty Affairs Committee
14. Grievance Advisory Committee

**C. Ad Hoc Committees**

Section 1. Ad hoc committees may be constituted as needed for a specific purpose. Ad hoc committees expire automatically one year after the date of their formation unless a different expiration time is specified. The Assembly may vote a one-year extension of the life of an ad hoc committee.

[[Click here to view Standing Rules Article V](http://www.colorado.edu/bfa/bylaws/standing-rules#ARTICLE-V.-Committees)]

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**ARTICLE VI. Meetings of the Assembly**

Section 1.  The Assembly will meet monthly during the academic year at a regularly scheduled time, except there shall be no regularly scheduled meeting in January or August. Special meetings may be held in January, June, July, or August, as provided for in the Standing Rules of the Boulder Faculty Assembly. During any January, June, July, or August meeting of the Assembly, motions can be made to reconsider any matter and to have it entered on the agenda of the next regularly scheduled meeting, provided that the motion to reconsider a matter and to have it entered on the agenda is otherwise in order. During any June, July, August or January meeting of the Assembly, motions can be made to postpone any matter until the next regularly scheduled meeting, provided that the motion to postpone until a definite time is in order.

Section 2. Meetings of the Assembly are open to all members of the Senate, who may express their views to the Assembly if invited to do so by the Chair or by vote of the Assembly.

Section 3. 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 e-mail voting shall be as provided in the Standing Rules of the Boulder Faculty Assembly.

Section 4. The agenda shall be as provided for in the Standing Rules of the Boulder Faculty Assembly.

Section 5. The notice of meeting and agenda shall be distributed to all voting members of the Assembly, and made available to other interested parties on request, at least 48 hours in advance of a regularly scheduled or special meeting.

Section 6. Matters of procedure not covered by these Bylaws, the Standing Rules of the Boulder Faculty Assembly, or the Rules of the Faculty Senate, will be handled according to the latest revision of Robert’s Rules of Order.

[[Click here to view Standing Rules Article VI](http://www.colorado.edu/bfa/bylaws/standing-rules#Article-VI.-Meetings-of-the-Assembly)]

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**ARTICLE VII. Amending and Suspending the Bylaws and the Standing Rules of the Boulder Faculty Assembly**

Section 1. Changes in the Bylaws of the Assembly require notice of motion at any regular or special meeting of the Assembly, and approval of a two-thirds majority of those members of the Assembly voting at a regular or special meeting following that at which notice was given.

Section 2. Any single bylaw may be temporarily suspended for the purpose of voting on a single matter by the affirmative vote of two-thirds of those members of the Assembly voting at a regular or special meeting of the Assembly.

Section 3. The Standing Rules of the Boulder Faculty Assembly may be amended following notice of motion to amend at any regular or special meeting of the Assembly, and by approval of a simple majority of those members of the Assembly voting at a regular or special meeting following that at which notice was given.

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