

DRAFT: 11/3/2011

*The City College
of
The City University of New York*

**BYLAWS
of the
Program in Sustainability in the Urban Environment**

Preamble

The Program in Sustainability in the Urban Environment (the “Program”) is an interdisciplinary graduate-degree granting program jointly established by the Grove School of Engineering, the Spitzer School of Architecture, and the Division of Science (collectively, the “Founding Divisions”).

These Bylaws and any future amendments to them shall not be interpreted to conflict with the Bylaws of the City University of New York (“CUNY”) or the Governance Plan of The City College of New York (“City College” or “CCNY”), as ratified by the CUNY Board of Trustees.

Article I – Membership

The faculty of the Program (the “Program Faculty”) shall consist of faculty members of Faculty Rank¹ who shall be recommended by the faculty members’ Department Chair and Dean of the Division or School, subject to approval of the Provost.

Article II – Meetings of the Program Faculty

Section 1: The Program Faculty shall have at least one regular meeting each semester. The Program Director shall call the meetings of the Program Faculty and shall preside over them. Additional meetings may be scheduled upon a two-thirds vote of the Executive Committee.

Section 2: A majority of the Program Faculty shall be necessary to constitute a quorum.

¹ The term “Faculty Rank” shall have the meaning set forth in the CUNY Bylaws, as modified by the City College Governance Plan – that is, tenured and tenure-track faculty of professorial rank (CUNY Bylaws, Section 8.1), and in addition Lecturers and Instructors who have received notice of reappointment on an annual basis for a third year or later of continuous full-time service (CCNY Governance Plan, Note 4).

Section 3: The meetings shall be conducted in accordance with the current version of Robert's Rules of Order. The Program Director shall decide all questions of order, subject to an appeal to the Program Faculty present. Such appeal shall not prevail unless sustained by a majority of the Program Faculty members present.

Section 4: The order of business at meetings shall be as follows:

- (1) Roll call.
- (2) Approval of minutes of the previous meeting.
- (3) Elections.
- (4) Awarding of degrees.
- (5) Old business.
- (6) New business.

Section 5: An agenda, which shall include any proposed resolutions, shall be transmitted to each member of the Program Faculty by the Director or his/her designee at least five business days before the meeting at which such resolutions will be submitted for action.

Section 6: In any election, a majority vote of the whole number of the Program Faculty shall be required to elect.

Article III – The Council of Deans

The Council of Deans shall consist of the Deans of the Founding Divisions. The Council of Deans shall exercise general supervision over the Program consistent with CUNY Bylaws.

Article IV – The Executive Committee

Section 1: The Executive Committee of the Program shall consist of a total of six faculty members from among the Program Faculty – two faculty members from each of the Founding Divisions. A majority of the Executive Committee shall be tenured faculty members. Upon ratification of these Bylaws by the Faculty Senate, the initial Executive Committee shall be appointed for a three-year term by the Provost, upon the recommendations of the Deans of each of the Founding Divisions. Thereafter, the members of the Executive Committee shall be elected by the Program Faculty in an election to be conducted every three years during the first full week in May. The terms of the initial Executive Committee members shall continue through June 30 in the third year of appointment. Thereafter, the terms shall begin on July 1 and shall extend through June 30 three years later. The balanced representation on the Executive Committee of two members from each of the Founding Divisions shall be maintained.

Section 2: Upon ratification of these Bylaws by the Faculty Senate, the initial Program Director shall be appointed by the Provost from among the Executive Committee members and upon consideration of their recommendation and shall serve for a three-year term, through June 30 of the third year of appointment. The Director shall be a tenured Associate or full Professor. The

Director shall serve as the Chairperson of the Executive Committee. Following the term of the initial Program Director, the Program's Executive Committee shall elect the Director, subject to the approval of the President, for a term of three years from among the Executive Committee members, such that the Director shall be selected from among the Founding Divisions' representatives on the Executive Committee on a fixed, rotating basis, with the Director coming from a different one of the Founding Divisions every three years. The Director may thus serve for only one three-year term at a time. The Director's term shall begin on July 1 and shall continue through June 30 three years later. The other members of the Executive Committee may be reelected after the initial three-year term, without limit. The faculty member who serves as Director shall be eligible to continue to serve on the Executive Committee after his/her term as Director is completed.

Section 3: The Executive Committee shall serve as the operational committee of the Program and shall, subject to the general superintendence of the Council of Deans, be responsible for the following:

- recruiting faculty members to the Program;
- coordinating issues related to student recruitment, admission, and retention;
- curriculum matters;
- coordinating advisement and registration;
- maintaining accurate and current data and statistics pertaining to the Program; and
- organizing public events and outreach programs.

Section 4: For issues not in the purview of the Executive Committee, the Program Faculty may establish ad hoc committees and task forces as the need may arise. The scope, tasks, and term for such temporary bodies shall be specified in the resolution establishing them.

Article V – Amendments to the Bylaws

Amendments to these Bylaws may be adopted at any regular meeting of the Program Faculty by a two-thirds vote of the whole number of the Program Faculty, without regard to how many faculty members are present at the meeting, provided that announcement of intent for such amendments had been made in the previous meeting of the Program Faculty, and further provided that written notice of any proposed amendments had been included in the notice of the meeting at which the amendments are to be voted upon.

All amendments to these Bylaws approved by the Program Faculty are subject to ratification by the Faculty Senate before they may take effect.

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