

## **SENATE MEMBERSHIP INFORMATION**

### **Membership Organization**

Membership in the Senate and the organizational structure of the Senate are specified in the College By-Laws. The President and three of the Vice Presidents are members of the Senate as well as two members of the administration appointed annually by the President. Each of the four Schools elects six (6) Senators according to the procedures outlined in their by-laws. Six Senators are elected from among the Professional Staff in elections conducted by the Professional Staff. One Senator is elected to represent the support staff of the college. Seven (7) Senators are elected to serve at-large in elections conducted by the By-Laws and Elections Committee of the College Senate. Elections for the two University Faculty Senate Senators (who serve as members of the College Senate as well as members of the University Faculty Senate) are also conducted by the By-Laws and Elections Committee of the College Senate. Twelve (12) students are elected annually in balloting conducted by United Students Government.

### **Term Limits**

With the exception of the twelve students and the two appointments made by the President, Senators are elected for a three-year term. Senators may serve on the Senate for a maximum of six (6) consecutive years or for two (2) consecutive terms of three (3) years each. After two terms or six years (whichever comes first) a senator must remain off the Senate for one (1) year before returning. Any Senator who is on leave and/or for other reasons unable to fulfill his/her responsibilities should notify the Chair of the Senate and the Chair of the appropriate By-Laws and Election Committee in writing of his/her inability to continue. Senators elected at-large should notify the Chair of the Senate and the Chair of the Senate By-Laws and Election Committee.

## **STANDING COMMITTEES**

### **Appointments**

Members of standing committees are appointed to serve two year terms of office.\* Ideally, terms of committee members are staggered, so some continuity can be maintained. When a committee roster is presented to the Senate (by tradition, committee rosters are presented at the first meeting of the Senate, for approval), the following information should be included: name, unit the individual represents, office address and phone number, e-mail address, specific years of term of service on the committee.

\* A committee member is not prohibited from serving multiple consecutive terms as a member of a standing committee.

### **Standing Committees of the Senate**

There are eight (8) Standing Committees of the Senate in addition to the Agenda Committee. The Committees, as specified in the By-Laws are:

- Curriculum
- Instruction and Research
- Standards for Students
- Faculty/Staff Welfare
- By-Laws and Elections
- Budget and Staff Allocation
- Student Welfare
- Academic Plan

## **Function and Charges**

Their function and charges were developed by the Committees themselves and approved by the Senate; they are found in the Standing Rules of the Senate. The Chair of each Standing Committee must be a Senator (unless it is impossible to identify a senator to serve in this capacity, in which case a non-senator may serve). Each committee must have at least one (1) other Senator serving as a member of the committee.

The Agenda Committee is chaired by the Chair of the Senate and includes the Vice Chair, an elected student senator, the Senior University Senator and at least three (3) other members of the Senate appointed by the chair. The duties and obligations of the Agenda Committee are addressed in both the Standing Rules and the College By-Laws.

## **Annual Reports**

Annual reports are made by each of the committees and presented to the Senate at the end of the spring semester each year. These reports are posted on the College Senate Web site and maintained for archival purposes.

## **COMMITTEE CHAIRS**

### **Roles and Responsibilities**

Committee Chairs have the responsibility of developing a list of members for presentation to the Senate. Committee membership is limited to fifteen (15); the Senate has the right to strike, but not add, names which are proposed to it. Chairs are urged to exercise care and common sense in developing committee membership lists. Specifically, Chairs are urged to:

- Be aware of the size limitation on committees
- Make every effort to see to it that all Schools and Professional Staff are represented in approximately equal proportions (e.g., approximately 2 professional staff members and 2 representatives from each of the Schools).
- Consider librarians as either faculty or staff and, by tradition, and include on each committee
- Include at least one student representative (a student Senator should be considered)
- Accept the appointment of a non-voting administrative liaison
- Make sure that *at least* one other member of the committee is a Senator.

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\* A committee member is not prohibited from serving multiple consecutive terms as a member of a standing committee.

## **OFFICE AND SUPPORT**

### **File Archive**

Files are maintained in the Senate Office for five years for all Senate materials as well as proposals for new programs, program revisions, new courses, and course revisions which are forwarded to the Curriculum Committee. After five years, due to space constraints, files are sent to [E.H. Butler Library Archives](#) and copies may be obtained by contacting them directly via [e-mail](#) or telephone at (716)

878-6300. Senate items dated prior to 2001 should be addressed to the E. H. Butler Library Archives Office, to [Daniel DiLandro](#) or [Peggy Hatfield](#).

### **Services**

In addition to an office, telephone, and secretarial services, the college has established an account for the Senate to provide support for such items as:

- Office supplies
- Duplicating expenses
- Travel (funds are used primarily for the University Senators to attend the three plenary sessions of the University Senate and have been used at times to fund travel by the Chair of Budget and Staff Allocations to attend budget presentations in Albany or to meetings for governance leaders held by the Chancellor).

### **Compensation for the Chair of the Senate**

The Chair of the Senate has his/her load reduced by one course or receives compensation for a one-course overload per semester. The College supplies funds for replacement for the course from which the Chair is released. The usual summer stipend for chairs is made available to the Chair of the Senate to ensure that Senate business and planning continue over the summer.

### **Compensation for the Chair of the Curriculum Committee**

The Chair of the Curriculum Committee receives a one-course reduction (or receives compensation for a one-course overload) per year. This is traditionally done during the spring semester.