

BARUCH COLLEGE OF THE CITY UNIVERSITY OF NEW YORK

SPEECH DEPARTMENT

DEPARTMENT BYLAWS

ARTICLE I. Validity of the by-laws.

1. These by-laws as soon as adopted shall take effect immediately, except as provided therein, and shall supersede all previous decisions of the Department inconsistent therewith.
2. If any provision of these by-laws is found to be in conflict with the Governance Charter for Baruch College, such provision so far as it is thus in conflict shall become inoperative.
3. Except as provided in Section 2, all provisions of these by-laws shall remain in effect until amended as provided in Article VI.

ARTICLE II. Officers.

1. All officers shall be guided in their work by such principles, instructions, and regulations as the Department may from time to time adopt, subject to any applicable provisions of the Board.
2. All officers in office at the time of the adoption of these by-laws shall continue to hold office until replaced by their successors as hereinafter or elsewhere provided.
3. The secretary shall take and preserve minutes of all departmental meetings; shall inform the Department of the time and purpose of special meetings; and shall gather, record, and preserve all actions taken by the Department for the guidance of officers and committees.

ARTICLE III. Committees.

1. All committees shall be guided in their work by such principles, instructions, and regulations as the Department may from time to time adopt, subject to the provisions of the Governance Charter for Baruch College and the bylaws of the School of Liberal Arts and Sciences.
2. There shall be the following standing committees:
 - A. Such committees as are required by the by-laws of the Board of Higher Education and set forth in Article IX of the Governance Charter of Baruch College.

B. The Committee on Committees, which shall nominate the Secretary and members of standing committees other than the Committee on Committees for the term of one academic year. It shall be understood that additional nominations from the floor are the prerogative of the Department.

3. Special committees may be constituted by the Department at any time.

ARTICLE IV. Meetings.

1. Regular meetings shall be held each semester from October to May. These meetings shall be held no more frequently than once a month nor less than twice a semester.

2. Special meetings may be called by the Chair, or in petition signed by one-sixth of the voting members.

3. At any meeting a majority of the voting members in residence shall constitute a quorum. In the absence of the Chair at any meeting, the Chair may designate a permanent member of the Department to preside in his or her place.

4. The order of business at regular meetings of the Department shall be as follows:

- a. record of attendance
- b. approval of minutes
- c. adoption of agenda
- d. reports of officers
- e. elections and nominations to committees
- f. unfinished business
- g. reports of regular committees
- h. reports of special committees
- i. new business

5. The order of business at a regular meeting may be suspended by a majority vote of the members present, a quorum, or one third of the voting members of the faculty, being then present.

6. At a regular meeting, the consideration of new business not included in the notice of such meeting shall be postponed to the following meeting upon approval of one-third of the members present.

7. If the order of business has not been exhausted at the time of adjournment the meeting may be continued as an adjourned meeting at the next available time, and the business on the floor at the time of adjournment shall be the first business of the adjourned meeting.

8. A committee report shall be transmitted to the members of the Department at least three school days prior to the meeting at which action with respect thereto is proposed.

9. Whenever a question of procedure arises which is not adequately covered by these by-laws, the most recent edition of ROBERT'S RULES OF ORDER shall be the final authority.

ARTICLE V. Elections.

1. All elections provided for in these by-laws and for which the time and method are not specifically provided in the rules of higher authorities shall be held at the May meeting, and persons then elected shall take office on the first day of the fall semester immediately following.

2. The nominations of the Committee on Committees shall be announced at least one week before the election. Additional nominations may be made from the floor.

3. Voting shall be by secret ballot unless some other method is agreed upon by two-thirds of the voting members present. The candidate (or candidates if more than one position is to be filled) receiving the highest number of votes at least equal to one-third of the number of voting members in the Department. Balloting shall be continued if necessary until the required number of persons has been elected. But if, in any election, because of absence of members from a meeting, no candidate has received the minimum vote required for election, it shall be in order to request the Chair to conduct the balloting by mail.

ARTICLE VI. Amendments.

1. These by-laws may be amended at any meeting by a two-thirds vote of the voting members of the Department, the text of the proposed amendment with the name of the proposer thereof having been posted on the Department's bulletin boards at least a week before the meeting. Amendments so proposed shall be included on the agenda of the meeting. As soon as practicable after adoption, copies of amendments shall be distributed by the Secretary to all members of the Department.

2. Any provision of these by-laws may be suspended at any meeting for the duration of that meeting or a part thereof by unanimous consent of the voting members present.