CHARTER OF THE COUNCIL CHAIRS

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Contact:
Professor Jama Adams, Chair
cadams@jjay.cuny.edu
212-237-8761

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CHARTER OF
THE COUNCIL OF CHAIRS

Under the University By Laws Department Chairs are responsible for leadership and administration of academic departments. The Chairs individually and collectively have responsibilities that require coordination and cooperation among themselves and between them and the administration and the faculty at large. The mission of the Council of Chairs is to provide a forum for such cooperation and to provide a channel for effective communication of the concerns of the leadership of academic departments in College governance.

MEMBERSHIP:

The Council of Chairs consists of all chairs of academic departments. The President of the Faculty Senate shall be invited to serve ex-officio without vote. Others may be invited to participate, without vote, at meetings of the Chairs at the discretion of the Council.

OFFICERS:

Chair of the Council of Chairs. A member of the Council shall be elected each May to serve as the Chair of the Council with a term running from July 1 to June 30. He/ she shall preside at meetings of the Chairs and shall communicate all recommendations and decisions of the Council to appropriate members of the administration, the College Council, Faculty Senate and, where appropriate, to the Student Government bodies. Vice Chair of the Council. A member of the Council shall be elected each May to serve as Vice Chair of the Council. She/ he will preside at Chairs meetings when the Chair is absent.

EXECUTIVE COMMITTEE:

To coordinate the activities of the Council an Executive Committee consisting of the Chair, Vice Chair and at least three additional members shall be elected each May to represent the Chairs during periods of annual leave and to develop the agenda for the Chairs.

REPRESENTATION OF THE CHAIRS ON COLLEGE & UNIVERSITY COMMITTEES AND TASK FORCES:

When a majority of the members of the Council present and voting deem it appropriate, members of the Council may be elected to represent the Council on College-wide committees, special committees and task forces. Except where such committees or task forces are considering confidential personnel matters or where an explicit request for confidentiality has been made, representatives of the Chairs so elected shall report on a
regular basis to the Council on their deliberations as representatives of the Council. The same reporting requirements shall be followed by members of the Executive Committee concerning their consultation, representing the Chairs, with members of the administration and other College bodies.

MEETINGS:

The Chairs shall meet at least once a month when the College classes are in session. A schedule of regular meetings shall be developed at least two weeks before the beginning of the academic year by the Chair of the Council in consultation with the Executive Committee. The Chairs will from time to time invite the Provost and/ or other members of the administration to come to Council meetings to discuss matters of mutual concern. The Chairs will in addition request a meeting each semester with the President to explore matters of mutual concern.

QUORUM:

For purposes of approving policy recommendations to their fellow Chairs, the College Council, the Faculty Senate and the administration a simple majority vote of those present and voting shall be required provided the vote takes place at one of the regularly scheduled meetings for which all have been provided at least two weeks notice in advance of the meeting time and location. Approval of policy recommendations put to a vote at a special meeting of the Chairs outside of the announced regular schedule shall require an absolute majority (50% + 1) of all Chairs eligible to vote.

AMENDMENTS:

This Charter may be amended by the vote of an absolute majority (50 percent plus one) of the membership of the Council of Chairs