

BYLAWS
ADMINISTRATIVE MANAGEMENT COUNCIL
NEW YORK UNIVERSITY

Adopted . . . 1972
Last Amended . . . May 2007

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PURPOSE

The Administrative Management Council is the organization through which the administrative and professional staff participates in the governance of New York University. Comprised of elected representatives from each school and division, it shall function as an initiative, deliberative and responsive body concerning policy issues affecting the University community. The Council serves as a vehicle for promoting the continued professional growth and development of its constituents. In addition, the Council is committed to participation in community services.

THE COUNCIL

Constituency

The Council shall represent administrative personnel within the University. The constituency of the Council shall exclude deans, general officers and full-time faculty. Principal assistants to the above with such titles as vice, deputy, associate, assistant, etc. are also excluded.

Representatives

A representative shall be defined as an individual from the administrative personnel who is elected by the unit in which he/she is employed.

Unit

A unit is defined as a school, division, institute or president and vice-president area.

Representation

The number of representatives and alternates shall be proportionate to the number of administrative personnel in each designated unit except in the case where a unit has only one representative. In this case the number of alternates shall be increased to two as follows:

Constituency per Unit	Number of Representatives	Number of Alternates
1-19	1	2
20-39	2	2
40-59	3	3
60-79	4	4
80-109	5	5
110-139	6	6
140-169	7	7
170-199	8	8
200+	9	9

Senators

The Administrative Management Council is represented on the University Senate by five Senators. One Senate seat and its alternate are reserved for the Chair and Vice Chair of the AMC. The Chairperson will hold one of the Senate seats for the duration of his/her term in office. The Vice-Chairperson will hold the alternate position for the Chair. In the event that the Chairperson is no longer able to serve in his/her capacity as Chair of the AMC, the Vice-Chairperson, assuming the position of Chair, shall serve as Senator for the remainder of the year. The constituency of the Administrative Management Council shall elect two senators and four alternate senators on alternate years. Each Senator-elect shall assume a position on the Executive Committee on July 1. New Senators and Alternate Senators shall officially take office on the first of September following the May election.

ELECTIONS

In general, elections can be by any method recommended by the Nominations and Elections Committee and approved by the Council. The method of voting can be by, but not limited to, mail-in ballot, show of hands, or electronic. Once a method of voting has been approved, the Nominations and Election Committee need only to inform the Council of the type of voting method to be used for a particular election. Approval of the Council will not be necessary if the method chosen has been previously approved unless the Council has an objection.

Elections for senators and representatives shall be held by a method approved by the Council. It shall be the responsibility of the Nominating and Elections Committee to inform the Council of the method of election prior to a given vote. The election results will be kept in effect for the full term of the election period. In the event an elected official (a senator, alternate senator, representative or alternate representative) cannot complete their term of office then the alternate with the highest number of votes will fill the vacated position. A new alternate will be selected from the active election results to maintain a full complement of alternates for that unit.

Senators

The Nominations and Elections Committee shall notify the constituents by mail of the need for an election and shall solicit nominees who shall be drawn from among the constituency of the Council providing that all candidates shall be current or former elected members of the Council who have served in good standing within the past two years. Non-Council members who have actively served on AMC committees within two years are also eligible. All candidates shall be expected to attend the end of year annual meeting. All candidates will also be required to prepare a written statement regarding their goals and functions as a Senator. The candidates' written statements and ballots shall be sent to the constituents following the annual meeting which shall be held in May. Ballots must be returned within ten days of the mailing.

Term Limits

No person may be elected to represent the Council on the University Senate for more than two consecutive terms.

Chairperson

The chair, who holds one of the senate seats allocated to the AMC, may run for a senate seat at the end of his/her term as chair; in which case the two consecutive term rule applies.

Alternate Senators

An alternate senator, who is completing the remaining term of a sitting senator, can run for a senate position at the end of that senator's term. The two consecutive term rule will again apply.

Representatives

Each February it is the responsibility of the Chairperson of the Nominations and Elections Committee to ascertain the total number of constituents in each unit due for an election and to determine if the number of constituents in a unit has changed sufficiently to affect the total number of representatives and alternates.

1. Elections for representatives shall be held preferably in March so that the results of the election will be known prior to the nomination of officers for the Council at the April meeting. Elections shall be held for 50% of the units on alternate years. Representatives and alternates shall serve two-year terms and will assume office on the first of September following the May meeting.
2. To avoid the constituency not being represented, an election must be held by the Nominations and Elections Committee in a unit no later than 30 days before the incumbent's term is over. The Nominations and Elections Committee shall announce the results of the election.
3. The Nominations and Elections Committee shall, before the September meeting, present to the Secretary of the Council a current list of representatives and alternates. The list will include the alternates' standing based on the number of the votes received.

Officers

The Administrative Management Council shall elect its own Chairperson, Vice Chairperson, Secretary, Treasurer and such other officers as it may determine. Officers shall be elected at the Council's May meeting and shall serve for one year. At that time the Nominations and Election Committee shall present a ballot with a list of nominees for each office, who shall be drawn from the Council representatives and alternates. No name may appear for more than one office on the final ballot. No person may be elected to the same office for more than two consecutive terms. New officers will officially take office on the first of July following the May meeting.

MEETINGS

The AMC shall meet once each month during the academic year one week prior to meetings of the University Senate (which occur on the second Thursday of each month). At other times the Council may be called to meet by the Chairperson of the Council or, when requested in writing by five members of the Council, the Secretary shall call a special meeting specifying the purpose of the meeting.

QUORUM AND ORDER OF BUSINESS

At least one-third of the AMC representatives shall be present at a meeting to constitute a quorum for the transaction of business. The usual order of business shall be as follows:

1. Consideration of the Minutes
2. Reports of Officers
3. Reports of Standing Committees
4. Reports of Special Committees
5. Unfinished Business
6. New Business
7. Adjournment

FUNCTIONS OF OFFICERS

Chairperson

The Chairperson of the Council shall preside at all meetings of the Council and shall perform the duties pertaining to said office. The Chairperson shall see that the Bylaws are adhered to and that all orders and resolutions of the Council are carried into effect.

1. The Chairperson will participate in Senate activities to the extent permitted by the Senate guidelines. The Chairperson will attend Senate meetings and represent the AMC in his/her capacity as Chairperson.
2. The Chairperson shall concurrently serve as a Senator and will attend all Senate meetings and shall convey to the Senate the expressed interests and concerns of the Administrative Management Council
3. The Chairperson shall serve as an ex-officio member on all Council committees.
4. The Chairperson shall be responsible, in consultation with the Executive Committee and incorporating recommendations from Council representatives, for the development and approval of the agenda for all Council meetings.

5. The Chairperson shall inform voting units that are not being properly served by their elected representatives. Also, if at any time a new unit is formed and added to the University, the Chairperson shall direct the Chairperson of the Nomination and Elections Committee to conduct an election to insure the representation of that unit.
6. If the Vice-Chairperson, Secretary or Treasurer is no longer able to serve in that position, a new Vice-Chairperson, Secretary or Treasurer shall be appointed by the Chairperson to serve for the remainder of the current term.

Vice-Chairperson

The Vice-Chairperson will serve as Chairperson of the Personnel and Benefits Committee. The Vice-Chairperson will preside at Council meetings in the absence of the Chairperson. If the Chairperson is no longer able to serve in that position, the Vice-Chairperson shall serve as Chairperson for the remainder of the term and appoint a new Vice-Chairperson for the remainder of his/her term.

Secretary

The Secretary shall attend all meetings of the Council, take notes, write minutes and distribute them to the Administrative Officers of the University and to each Council member. The Secretary shall be responsible for the preparation and distribution of the agenda for Council meetings. The Secretary shall take a roll call at each Council meeting, keep formal attendance records and notify the Chairperson of any unit whose representative(s), or alternate(s) filling in for the representative(s), have been absent from two consecutive meetings. The Secretary shall answer or refer to the appropriate member or committee chairperson correspondence addressed to the AMC. The Secretary shall have the responsibility of maintaining and distributing to the Council an updated list of representatives and alternates during the year.

Treasurer

The Treasurer shall be responsible for developing the budget, in consultation with the Executive Committee, and shall be responsible for approving all expenditures. The Treasurer shall keep a true recording of all financial matters and make a report at least twice a year to the Council (preferably in December and May) on the status of the Council's budget, including an accounting of all expenditures.

Functions of Senators

The Senators will attend all Senate meetings and shall convey to the Senate the expressed interests and concerns of the Administrative Management Council. The Senators shall attend all meetings of the Council and present, at each Council meeting, a report on the actions and activities of the Senate.

The Senator who serves on the Senate Financial Affairs Committee will serve as an ex-officio member of the Personnel and Benefits Committee of the Administrative Management Council. This Senator must attend the Personnel and Benefits Committee meetings to accurately present and defend, to the Senate Financial Affairs Committee, all benefits and personnel policies recommended by the Council.

Alternate Senators shall serve as liaisons to the University Senate and its committees and shall convey to this body the express interests, concerns and decisions of the Administrative Management Council. The alternate Senators shall attend Senate meetings, and in the absence of the Senator, for whom they are the alternate, shall exercise the privileges of the absent Senator in accordance with Senate Bylaws. Alternate Senators shall give periodic reports to the Council as determined by the Council Chairperson. The alternate Senator(s), if not an AMC representative, is allowed to participate at the monthly meetings, but may only vote if the Senator they represent is absent.

FUNCTIONS OF REPRESENTATIVES

Attendance at AMC Meetings

It is the representative's responsibility to make sure that his/her unit is represented at the monthly Council meetings. If a representative is absent from three Council meetings annually without the representation of an alternate, the Chairperson of the AMC may, with two-thirds approval by the AMC, remove that person from office. The first alternate would then fill in for the remainder of the term.

Voting at Council Meetings

It is expected that representatives will duly represent the consensus of their constituents in the event they are asked to vote on issues that would affect or alter any personnel policies, salary considerations, benefit changes or any other issues of this type that would directly affect the personal and/or professional well-being of administrators.

Feedback from Constituents

Each representative shall inform his/her constituents of the issues covered at each Council meeting either by memoranda, meetings, telephone, e-mail or by the distribution of the official AMC minutes.

Committee Service

A representative or alternate representative will be asked to serve as a Chairperson of one of the Standing or Ad Hoc Committees of the AMC. At each monthly meeting the Chairpersons of the Standing and Ad Hoc committees will be asked to give a report to the Council. It is expected that the committees will convene at times other than the scheduled monthly AMC meetings.

COMMITTEES

It is the function of committees to study and make recommendations on matters within their respective areas of responsibility in order to help the Council arrive at decisions. The Standing Committees of the Council shall be as follows:

Bylaws Committee

The Bylaws Committee shall review the content of the Bylaws to address the changing needs of the Council and to eliminate ambiguities. The Committee shall also be responsible for assisting the Council in interpreting the Bylaws and in suggesting resolutions to problems directed to it by the Council.

Nominations and Elections Committee

The Nominations and Elections Committee is responsible for receiving nominations and administering elections for the following officers of the Council: Chairperson, Vice-Chairperson, Secretary, Treasurer and Senators. In addition, the Committee is responsible for assuring that the proportionate representation of all units on the Council is accurate. The Nominations and Elections Committee will administer the elections for representatives, Senators and their alternates.

Personnel and Benefits Committee

The Personnel and Benefits Committee shall serve in an advisory role to facilitate the Council's participation in the University governance process with respect to matters of personnel policy.

Executive Committee

The Executive Committee shall be responsible for assisting the Chairperson with the administration of the Council. The Executive Committee provides leadership to the Council by executing the decisions of the Council and serving as spokesperson for the Council in meetings with members of the Central Administration to convey the expressed interests, concerns and decisions of the Council.

Executive Committee Members

The Executive committee shall consist of:

1. The current Officers of the Council
2. The Senators
3. The Chairpersons of the Standing Committees
4. The Chairperson(s) of Ad Hoc Committee(s)
5. The Parliamentarian

Executive Committee Charge

The Executive Committee cannot propose to Central Administration formal changes on any policy issues affecting administrators without first consulting and obtaining the approval of the Council's representatives.

Committee Chairpersons

The Chairperson of the Council shall appoint committee chairpersons when the Chairperson takes office. Appointments shall be subject to confirmation by the representatives at the first meeting following the election of officers. A committee chairperson may be relieved of his/her responsibilities by the Council Chairperson

The Membership of Committees

Committee Membership shall be drawn from those constituents of the Council (including, but not exclusive to the representatives to the Council) who indicate a desire to serve on a committee. Each committee is required to report to the Council on activities on a regular basis, and is expected to make recommendations to the Council for approval.

Committee Recommendations

Any reporting member of a Standing or Ad Hoc Committee is empowered to present a motion on behalf of his/her committee to the Council.

Committee Quorum

One-third of the membership of a standing committee shall constitute a quorum.

Ad Hoc Committees

Ad Hoc Committees may be established at any time by a majority vote at any Council meeting. Any Ad Hoc Committee may be disbanded once its charge has been accomplished satisfactorily or its reason for functioning ceases to exist. Once an Ad Hoc Committee has served for at least two full consecutive years, the Chair of the Council could request such committee to be converted to a standing committee. The request must be approved by two-thirds of the Council. At that time, the function of the new standing committee shall be described in the "Committee" section of the Bylaws.

RULES

The AMC shall adopt for its governance rules of procedure consistent with the University Charter and Bylaws. Meetings of the AMC shall be governed by Robert's Rules of Order, Newly Revised, except when inconsistent with those Bylaws.

PARLIAMENTARIAN

The Chairperson of the AMC shall appoint the Parliamentarian who, if called upon, shall render an opinion on procedural matters as described in the "Rules" section of the Bylaws.

SUSPENSION AND AMENDMENT

The Bylaws may be suspended or amended by a two-thirds vote of the representatives to the Administrative Management Council or their alternates at any meeting of the AMC. Written notice of the proposed amendment must be circulated to the Council members at least one week prior to the next scheduled meeting, at which time the motion can be considered