BYLAWS

ADMINISTRATIVE MANAGEMENT COUNCIL

NEW YORK UNIVERSITY

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Last Amended . . . April 2011
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1. PURPOSE

The Administrative Management Council (Council) is the organization through which the administrative and professional personnel participate 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 and is committed to participation in community services.

2. THE COUNCIL

A. Constituency

The Council shall represent administrative and professional 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, are also excluded.

B. Representatives

A Representative shall be defined as an individual from the administrative and professional personnel who is elected by the unit in which s/he is employed.

C. Unit

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

D. Representation

The number of Representatives and Alternates shall be proportionate to the number of administrative and professional 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:

<table>
<thead>
<tr>
<th>Constituency per Unit</th>
<th>Number of Representatives</th>
<th>Number of Alternates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-19</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>20-39</td>
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<td>40-59</td>
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<td>7</td>
<td>7</td>
</tr>
<tr>
<td>170-199</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>200+</td>
<td>9</td>
<td>9</td>
</tr>
</tbody>
</table>

E. Senators

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

F. Officers

The Officers of the Council shall be a Chairperson, Vice-Chairperson, Secretary, and Treasurer.
G. Council Meetings
The Council 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.

H. Quorum and Order of Business
At least one-third of the Council Representatives shall 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

3. ELECTIONS
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 is not limited to, mail-in ballot, show of hands, or electronic ballot. Once a method of voting has been approved, the Nominations and Election Committee need only inform the Council of the type of voting method to be used for a given election. Approval of the method of voting by the Council will not be necessary unless the Council has an objection to the suggested method of voting. The election results will be retained by the Nominations and Elections Committee and 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 be asked to 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.

A. Council Officers
The Council shall annually elect its Chairperson, Vice Chairperson, Secretary, Treasurer and such other officers as it may determine. The Nominations and Elections Committee shall develop a list of nominees for each office that shall be drawn from the Representatives and Alternate Representatives who are interested in becoming an officer of the Council. The subcommittee shall present the list of nominees for each office for a vote at the April Council meeting. No name may appear on the ballot for more than one office. The election can be by closed ballot or a show of hands. 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.

B. Senators
(1) Election Process
In March, the Nominations and Elections Committee shall notify the constituents of the need for an election for Senators. Nominees shall be drawn from among the constituency of the Council providing that they are 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 Council committees within the past two years also are eligible. All candidates will be required to prepare a written statement regarding their goals and functions as a Senator. The candidates shall be expected to attend the end-of-year annual Council meeting in May where they will be required to give a brief statement about their candidacy. A candidate who cannot attend the annual Council meeting may designate someone, with the approval of the Chairperson of the Nominations and Elections Committee, to present his/her statement. The candidates’ written statements and ballots shall be made available to the constituents by a method approved by the Council within one week following the May annual meeting. Ballots must be returned to the Nominations and Elections Committee within three weeks of the mailing.
(2) **Term Limits**  
No person may be elected to represent the Council on the University Senate for more than two consecutive terms.

(3) **Council Chairperson**  
The Chairperson, who holds one of the Senate seats allocated to the Council, may run for a Senate seat at the end of his/her term as Chairperson in which case the two consecutive term rule applies.

(4) **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.

C. **Representatives**  
Each February, the Chairperson of the Nominations and Elections Committee will ascertain the total number of constituents in each unit due for an election and determine if the number of constituents in a unit has changed sufficiently to affect the total number of Representatives and Alternate Representatives.

(1) Elections for Representatives should be held 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, but no later than June 1. 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) The Nominations and Elections Committee shall, before the September meeting, present to the Secretary of the Council a list of current Representatives and Alternate Representatives. The list will include the Alternates’ standing based on the number of the votes received.

(3) Alternate Representatives will be listed by the number of votes received in their unit. In the event that a Representative needs to be replaced, s/he will be replaced by the Alternate Representative in the unit with the highest number of votes.

D. **SPECIAL ELECTIONS**  
If the number of Alternates for the Senator or Representative positions falls below the number designated by the Bylaws, the Executive Committee of the Council, upon the recommendation of the Nominations and Election Committee, will then recommend to the Council that a special election be held. The procedure will be as follows:

(1) **Alternate Senator**  
The Chairperson of the Executive Committee of the Council shall recommend to the Council the name of an individual who they believe can best fill the vacancy. The name of the recommended candidate must be sent to the Council two weeks before a vote is taken for approval.

(2) **Alternate Representative**  
The Chairperson of the Nominations and Elections Committee shall ask the Representatives from a school or unit that is short an Alternate to select the name of an individual who they feel can best fill the vacancy. All that is required is that a letter be sent to the Chairperson of the Nominations and Election Committee, signed by the elected representatives of that school or unit, indicating their preference.

4. **FUNCTIONS OF COUNCIL OFFICERS**

A. **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 adhere to the Council Bylaws and shall see that all orders and resolutions of the Council are carried into effect.
(1) The Chairperson will attend Senate meetings, participate in Senate activities, and represent the Council in his/her capacity as Chairperson by conveying to the Senate the expressed interests and concerns of the Council.

(2) The Chairperson shall serve as an ex-officio member on all Council committees.

(3) 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.

(4) The Chairperson shall inform voting units that are not being properly served by their elected representatives.

(5) 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 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, chosen from the elected Representatives, to serve for the remainder of the current term.

B. **Vice-Chairperson**

(1) The Vice-Chairperson shall serve as Chairperson of the Personnel and Benefits Committee.

(2) 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, chosen from the elected Representatives, for the remainder of his/her term.

C. **Secretary**

The Secretary shall:

(1) attend all meetings of the Council, take notes, and write minutes and distribute them to each Council member.

(2) be responsible for the preparation and distribution of the agenda for Council meetings.

(3) call the roll 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.

(4) answer or refer to the appropriate member or committee chairperson correspondence addressed to the Council.

(5) be responsible for maintaining and distributing to the Council a current list of Representatives and Alternates during the year.

D. **Treasurer**

The Treasurer shall:

(1) be responsible for developing the budget, in consultation with the Executive Committee.

(2) be responsible for approving all expenditures.

(3) keep a true record 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.

5. **FUNCTIONS OF SENATORS/ ALTERNATE SENATORS**

A. **Attendance at Meetings**

(1) The Senators shall attend all Senate meetings and convey to the Senate the expressed interests and concerns of the Council.

(2) 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.

(3) The Senator who serves on the Senate Financial Affairs Committee will serve as an ex-officio member of the Council’s Personnel and Benefits Committee. 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.

B. Alternate Senator’s Duties
(1) 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 Council.
(2) 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.
(3) Alternate Senators shall give periodic reports to the Council as determined by the Council Chairperson.
(4) The Alternate Senator(s), if not a Council Representative, is allowed to participate at the monthly Council meetings, but may vote only in the absence of the Senator they represent.

6. FUNCTIONS OF REPRESENTATIVES/ ALTERNATE REPRESENTATIVES

A. Attendance at Council Meetings
A Representative is responsible for representing his/her unit 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 Council, remove that person from office. The first Alternate would then complete the remainder of the term.

B. 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 - that would directly affect the personal and/or professional well-being of administrators.

C. 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 Council minutes.

7. 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. 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. One-third of the membership of a Standing Committee shall constitute a quorum. The Chairperson of the Council shall appoint committee chairpersons from the pool of Representatives or Alternate Representatives as soon as possible after s/he 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. 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 Chairperson is required to report to the Council on activities on a regular basis, and is expected to make recommendations to the Council for approval. Each committee chairperson is responsible for calling committee meetings as necessary, creating the committee agenda, and maintaining a list of committee members.

The Standing Committees of the Council shall be as follows:

A. Bylaws Committee
The Bylaws Committee shall review the Bylaws to address the changing needs of the Council, to eliminate ambiguities, and shall suggest updates as appropriate. The Parliamentarian shall Chair the Bylaws Committee. S/He, with the assistance of the Committee as necessary, shall be responsible for assisting the Council in interpreting the Bylaws and in suggesting resolutions to problems directed to it by the Council.

B. Nominations and Elections Committee
The Nominations and Elections Committee is responsible for receiving the nominations and administering elections for the following officers of the Council: Chairperson, Vice-Chairperson, Secretary, and Treasurer,
and for Senators and their Alternates. The Nominations and Elections Committee also will administer the elections for Representatives and their Alternates. Each September, the Nominations and Elections Committee shall complete an official membership census of the AMC constituency for general notification purposes. By February 15 of each year, the Nominations and Elections Committee shall complete an official census update to determine unit representation levels, to assure that the proportionate representation of all units on the Council is accurate, and to confirm the eligible voting members for the subsequent election process.

C. 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 and shall make recommendations based on the Council’s suggestions.

D. Executive Committee
(1) Executive Committee Charge
a. The Executive Committee shall assist the Chairperson with the administration of the Council.
b. The Executive Committee provides leadership to the Council by executing the decisions of the Council.
c. 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.
d. The Council Chairperson shall serve as spokesperson for the Council in meetings with members of the Central Administration to convey the expressed interests, concerns, and decisions of the Council.

(2) Executive Committee Members
The Executive committee shall consist of:
a. The current Officers of the Council
b. The Senators
c. The Chairpersons of the Standing Committees
d. The Chairperson(s) of Ad Hoc Committee(s)
e. The Parliamentarian

E. Ad Hoc Committees
Ad Hoc Committees may be established at any time by a majority vote at any Council meeting. Any Ad Hoc Committee will be disbanded once its charge has been accomplished satisfactorily or its reason for functioning ceases to exist. Once an Ad Hoc Committee has existed for at least two full consecutive years, the Chairperson of the Council may request that such committee 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 “Committees” section of the Bylaws.

8. RULES OF PROCEDURE: BYLAWS
The Council shall adopt rules of procedure, called Bylaws, for its governance consistent with the University Charter and University Bylaws. Meetings of the Council shall be governed by Robert’s Rules of Order, Newly Revised, except when inconsistent with those Bylaws.

A. Parliamentarian
The Chairperson of the Council shall appoint the Parliamentarian who shall render an opinion on procedural matters as described in the “Rules” section of the Council Bylaws.

B. Suspension and Amendment of the Bylaws
The Bylaws may be suspended or amended by a two-thirds vote of the Representatives to the Council or their Alternates at any meeting of the Council. 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.