

**BYLAWS**

**ADMINISTRATIVE MANAGEMENT COUNCIL**

**NEW YORK UNIVERSITY**

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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, responsive, and collaborative body concerning policy and other 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 and to build an anti-racist, just, and inclusive NYU for all.

## 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 faculty. Principal assistants to the above with such titles as vice, deputy, associate, assistant, also are excluded. Employees represented by a labor union or collective bargaining agreement, or with a short term contract of less than two years' duration, also are 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 they are employed.

### C. Unit

A unit is defined as a school, division, institute or presidential and vice-presidential area. Two or more units also can be combined or divided in consultation with the Executive Committee and the affected unit Representatives, and with the approval by vote of the Council.

### 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:

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

### E. Senators

The Council is represented on the University Senate by seven 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 their 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 their 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.

### F. Officers

The Officers of the Council shall be a Chairperson, Vice-Chairperson, Secretary, and Treasurer and such other Officers as the Council may determine.

### **G. Council Meetings**

The Council shall meet once each month during the academic year. At other times, the Chairperson in consultation with the other officers may determine whether to cancel or add a meeting. The Council may be called for a special meeting by the Chairperson of the Council specifying the purpose of the meeting. Remote attendance by the constituency is allowed.

### **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 the Committees
- (4) Unfinished Business
- (5) New Business
- (6) Adjournment

## **3. ELECTIONS**

Elections can be by any method, or time of year, recommended by the Nominations and Elections Committee. Recommendations are proposed in consultation with the Executive Committee, prior to presentation to the Council for approval. The Nominations and Elections Committee will provide an elections schedule annually. 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 Elections 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 Senator cannot complete their term of office, the Alternate Senator with the highest number of votes shall be selected from the Alternate Senators chosen at the same election as the Senator and asked to fill the vacated position. A new Alternate shall be selected from the most recent active election results to maintain a full complement of Alternates. In the event a Representative cannot complete their term of office, the Alternate Representative with the highest number of votes shall be selected for Representative from the unit's most recent active election results to maintain a full complement of Representatives 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 Committee shall present the list of nominees for each office for a vote at a 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. Following the election, the newly elected Officers will participate in a transition period with the current Officers. New officers will officially take office on June 1.

### **B. Senators**

The Council shall elect three Senators and six Alternates each year. Candidates for Senate positions shall be drawn from among the constituency of the Council providing that they are current or former elected members of the Council or members of an AMC Committee who have served in good standing. The Nominations and Elections Committee shall present the list of candidates for a vote. Each Senator-elect shall assume a position on the Executive Committee of the Council on June 1. New Senators and Alternate Senators shall officially take office on June 1. No individual may hold two Senate seats, whether Alternate or sitting Senator, at the same time. No Officers other than the Chairperson and Vice-Chairperson may hold a Senate position during their tenure as an elected Officer except when there are not enough Senator candidates to fill all Senator positions and all procedures as detailed in Section D(1) have been exhausted.

In the event of an increase in the number of AMC Senator and Alternate Senator seats between elections, new Senate positions will be filled by the Alternate Senator(s) with the highest number of votes in the most recent Senate election.

### **C. Representatives**

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 to affect the total number of Representatives and Alternate Representatives.

- (1) Elections shall be held for 50% of the units in alternate years. Representatives and Alternate Representatives shall serve two-year terms and will assume office on June 1.
- (2) The Nominations and Elections Committee shall, before the first meeting of the academic year, present to the Secretary of the Council a list of current Representatives and Alternate Representatives. The list will include the Representatives' and Alternate Representatives' standing based on the number of votes received.
- (3) Representatives and Alternate Representatives will be listed by the number of votes received in their unit. In the event that a Representative needs to be replaced, they will be replaced by the Alternate Representative in the unit with the highest number of votes.
- (4) A Senior Unit Representative (SUR) is the primary contact for each AMC unit. One elected Representative or Alternate Representative from each AMC unit serves in this role. The SUR will serve a two-year term concurrent with the terms of its unit. After each unit's Representative election, the unit's Representatives and Alternate Representatives will name the unit's SUR. Each unit will employ the method for choosing its SUR among Representatives and Alternate Representatives most suitable to its size and requirements. The name of the SUR will be reported to the Nominations and Elections Committee Chairperson.

### **D. Special Appointments**

Vacancies should be filled as soon as possible. In order to appropriately represent the Council, a full number of Alternates should be maintained, especially for Senator positions. If the number of Alternates for the Senator or Representative positions falls below the number designated by the Bylaws, the following procedure shall be followed.

#### **(1) Alternate Senator**

A new Alternate shall be selected from the most recent active election results to maintain a full complement. If there are no names remaining on the most recent active election list, to maintain a full complement of Alternate Senators, the AMC Chairperson shall recruit a new Alternate Senator who they feel shall best fill the vacancy. 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 one week before a vote is taken for approval. If the candidate is rejected, the Chairperson should request nominations from the floor.

#### **(2) Alternate Representative**

A new Alternate shall be selected from the most recent active election results to maintain a full complement if there are no names remaining on the most recent active election list, to maintain a full complement of Alternative Representatives, the Senior Unit Representative (SUR) shall recruit a new Alternate Representative who they feel shall best fill the vacancy. Autonomy for identifying who should best fill the vacancy is given to each school or unit. Each school or unit can consult with the Nominations and Elections Committee, if deemed necessary. All that is required is that the Chairperson of the Nominations and Elections Committee be notified in writing by the SUR indicating that the elected Representatives approve of the new Alternate.

#### **(3) Vice-Chairperson**

If the Vice-Chairperson is no longer able to serve in that position, the Chairperson shall recommend to the Council the name of an individual chosen from the elected Representatives or Alternate Representatives who they believe can best fill the vacancy to serve for the remainder of the current term. The name of the recommended candidate must be sent to the Council at least one week before a vote is taken for approval.

(4) **Secretary or Treasurer**

If the Secretary or Treasurer is no longer able to serve in that position, a new Secretary or Treasurer chosen by the Chairperson from the elected Representatives or Alternate Representatives shall be appointed to serve for the remainder of the current term.

**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 shall attend Senate meetings, participate in Senate activities, and represent the Council in their 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) If at any time a new unit is formed and added to the University, the Council Chairperson shall direct the Chairperson of the Nominations and Elections Committee to conduct an election to ensure representation of that unit.
- (5) The Chairperson shall designate a Chairperson of the Senior Unit Representatives group with the approval of the Executive Committee.

**B. Vice-Chairperson**

- (1) The Vice-Chairperson shall 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. Election of a new Vice-Chairperson shall follow the procedure specified in Elections, Section 3D(3) of these Bylaws.
- (2) The Vice-Chairperson shall assist the Chairperson, as requested, in performing the duties pertaining to the Chairperson's office and in performing other duties as assigned.

**C. Secretary**

- (1) The Secretary shall attend all meetings of the Council, take notes, and write minutes and distribute them to each Council member.
- (2) The Secretary shall be responsible for the preparation and distribution of the agenda for Council meetings.
- (3) The Secretary shall take attendance 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 meetings in an academic year.
- (4) The Secretary shall answer or refer to the appropriate member or committee chairperson correspondence addressed to the Council.
- (5) The Secretary shall be responsible for maintaining and distributing to the Council a current list of Representatives and Alternates throughout the year; and for maintaining a current list of the constituency throughout the year.
- (6) The Secretary shall coordinate all updates to the Council website and other communications.

**D. Treasurer**

- (1) The Treasurer shall be responsible for developing the budget, in consultation with the Executive Committee.
- (2) The Treasurer shall be responsible for approving all expenditures.
- (3) The Treasurer shall 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 University 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 Benefits Committee. This Senator must attend the 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) An Alternate Senator, if not a Council Representative, is allowed to participate at the monthly Council meetings as a member, but may not vote.

### **6. FUNCTIONS OF REPRESENTATIVES/ALTERNATE REPRESENTATIVES**

#### **A. Attendance at Council Meetings**

A Representative is responsible for representing their unit at the monthly Council meetings. Remote participation is allowed. 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 their constituents in the event they are asked to vote on Council governance changes or other matters that would directly affect the personal and/or professional well-being of administrators.

#### **C. Feedback from Constituents**

Each Representative shall inform their constituents of the matters covered at each Council meeting by a methodology appropriate to that particular unit, including but not limited to memoranda, meetings, telephone, email or by the distribution of the official Council minutes. Each Representative shall solicit from their constituents ideas and feedback regarding the Administrative Management Council.

#### **D. Senior Unit Representatives**

Senior Unit Representatives' general responsibilities may include: coordinating filling unit Representative and Alternate Representative vacancies; reporting all changes to the unit's Representatives and Alternate Representatives to the Chairperson of the Nominations and Elections Committee; liaising with the AMC Secretary regarding unit Representative attendance at all Council meetings; organizing requests for funding for unit-based AMC activities; sharing information about upcoming AMC events with the unit; encouraging the unit's AMC constituency to volunteer and participate in AMC-sponsored events; and serving as liaison between the AMC Executive Committee, through its designated Chairperson, and the unit.

### **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. The Chairperson of the Council shall appoint committee Chairpersons as soon as possible after taking office. A committee Chairperson may be relieved of their 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. One-third of the membership of a Standing Committee shall constitute a quorum. Each committee Chairperson is required to report to the Council on activities on a regular basis. A committee Chairperson, on behalf of their committee, may present recommendations to the Executive Committee. If recommendations alter Council governance (i.e. Bylaws change and/or basic process change), such recommended change must be approved by the Executive Committee prior to presentation 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. 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. Benefits Committee**

The 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.

**B. 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. They, with the assistance of the Committee as necessary, shall be responsible for assisting the Council in interpreting the Bylaws and in suggesting resolutions to matters directed to it by the Council.

**C. Communications Committee**

The Communications Committee will provide updates of AMC activities and events as well as information of general interest. The Committee welcomes new ideas, input, and feedback from AMC members on an ongoing basis.

**D. Community Service Committee**

The Community Service Committee shall identify and coordinate community service opportunities for the administrative population at the University, such as fundraising efforts and community relief collections.

**E. Executive Committee**

**(1) Executive Committee Charge**

- a. The Executive Committee shall assist the Chairperson with the administration of the Council.
- b. The Executive Committee shall review all AMC committee recommendations as deemed appropriate by the committee Chairperson(s).
- c. The Executive Committee shall assess all AMC committee recommendations ahead of Council presentation, if a Council vote is required
- d. The Executive Committee cannot propose to the University Administration formal changes on any policy issues affecting administrators without first consulting and obtaining the approval of the Council's Representatives.
- e. The Council Chairperson shall serve as spokesperson for the Council in meetings with members of the University Administration to convey the expressed interests, concerns, and decisions of the Council.

**(2) Executive Committee Members**

The voting members of 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 the Ad Hoc Committee(s)
- e. The Parliamentarian

The Chairperson may invite other administrators to attend one or more Executive Committee meetings in a non-voting capacity.

**F. Inclusion, Diversity, and Equity Committee (AIDE)**

The AMC Inclusion, Diversity, and Equity Committee engages administrators dedicated to fostering a University environment that affirms and respects the diversity in our community. To create a more inclusive, diverse, and equitable University, the AIDE Committee will facilitate communication and partner with University Leadership to monitor progress, provide policy recommendations, and strengthen initiatives that focus on workplace climate, diversity in hiring, pay equity, promotion, and retention; and encourage participation by administrators in professional development activities meant to strengthen community, increase awareness, and develop allyship.

**G. 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.

**H. Professional Development Committee**

The Professional Development Committee aims to help assimilate newly hired administrators, foster cross-school collaborations, and provide developmental opportunities for all NYU AMC-eligible administrators. The Committee sponsors a voluntary peer mentoring program and related programming developed in cooperation with existing University resources.

**I. Research and Assessment Committee**

The Research and Assessment Committee leads survey and focus group design in collaboration with other AMC Committees to query administrators on their experiences. Utilizing a data-informed approach, the AMC shall better understand and represent the administrator community.

**J. Special Events Committee**

The Special Events Committee shall provide programs which enrich the professional and personal lives of administrators at New York University, such as clubs, shows, and regular and special gatherings.

**K. 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. ADMINISTRATIVE COORDINATOR**

The Administrative Coordinator is a half-time employee of the Administrative Management Council under the direction of the AMC Chairperson. The Administrative Coordinator is responsible for supporting the AMC's Executive Committee in its various activities as necessary, including but not limited to its Council Officers, Committee Chairpersons, and other elected or appointed individuals. In order to avoid an actual or perceived conflict of interest, the Administrative Coordinator is not eligible to hold an AMC elective office or an AMC appointed position at any level.

**9. 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. Suspension of the Bylaws**

The Bylaws may be suspended by a two-thirds vote of the Representatives to the Council or their Alternates who are present and voting at any meeting of the Council, provided there is a quorum as defined in Section 2H of these Bylaws.

**B. Amendment of the Bylaws**

The Bylaws may be amended by a two-thirds vote of the Representatives to the Council or their Alternates who are present and voting at any meeting of the Council, provided there is a quorum as defined in Section 2H of these Bylaws. 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.