

# Cognitive Science Program State University of New York at Oswego

## Cognitive Science Program Bylaws

*The Cognitive Science Program Bylaws were approved on February 29, 2000. These bylaws are intended to serve as the governance procedures for the Cognitive Science Program at Oswego in accordance with the Policies of the Board of Trustees, the SUNY College at Oswego campus bylaws, and the union contract.*

### I Membership

A The Cognitive Science Program Advisory Board shall consist of the Director and one representative from each of the following:

- One representative from the Anthropology Faculty
- One representative from the Computer Science Faculty
- One representative from the Linguistics Faculty
- One representative from the Philosophy Faculty
- One representative from the Psychology Faculty
- One at-large member of campus faculty not already represented

Each member shall be a member of the voting faculty and shall be entitled to one vote.

B The Director of the Cognitive Science program shall be appointed by the Dean of the College of Arts & Sciences, in consultation with the Cognitive Science Program Advisory Board, and serve for a three year term.

C For the purposes of this document Linguistics Faculty shall be defined as a member of the campus faculty who is associated with the Linguistics Program at Oswego by virtue of being either the Director of the Linguistics Program or a member of the Linguistics Program Committee.

D Program Advisory Board members, with the exception of the HCI Director, shall be selected by the faculties, for departments, or governing bodies, for programs, within their area and shall serve two year terms. Representatives from Anthropology, Computer Science, and the at-large position shall begin their terms each even numbered Fall. Representatives from Linguistics, Philosophy, and Psychology shall begin their terms each odd numbered Fall.

E The at-large member shall be elected by the remaining members of the Program Advisory Board. Nominations shall be solicited from the Program Advisory Board in a timely fashion.

### II Meetings

A The Director of the Cognitive Science program will chair meetings of the Program Advisory Board. In the Director's absence, the person designated by the Director shall chair the meeting.

B Regular meetings of the Program Advisory Board shall be scheduled with a minimum of four meetings to be held during the academic year. A minimum of five working days notice shall be required for all regular meetings, including a statement of the meeting agenda.

C Special meetings of the Program Advisory Board may be called at any time by the Director. The Director shall be required to call a meeting when presented with a petition signed by at least one-third of the mem-

bership of the Program Advisory Board. Special or emergency meetings may not be counted as regular meetings.

D A quorum shall be the majority of the membership. That is, four members constitute a quorum.

E All standing Committees must meet at least once a year to elect chairpersons and to set an agenda.

### III Voting

A The manner of voting of the Program Advisory Board and the standing committees may be by secret ballot whenever requested.

B Voting results will be determined by a majority of members present.

### IV Standing Committees

A The Program Advisory Board shall have the following standing advisory committees:

- Admissions, Recruitment & Advisement
- Curriculum & Assessment

These committees shall report to the Program Advisory Board.

B A term shall be for one year. Committees shall be elected by the Program Advisory Board in September of each year and serve for the following 12 months. Each committee shall elect a chairperson at its first meeting of the academic year. The Director of the Cognitive Science program shall be an ex-officio member of all committees.

C Each member of the Program Advisory Board is encouraged to serve on a standing committee. No one shall serve more than three consecutive terms on the same committee.

D Each standing committee shall consist of a minimum of three members. The chairperson of each standing committee must be a member of the Program Advisory Board. Other members may be drawn from participating or interested departments.

E If matters within a committee's jurisdiction arise during the summer or when college is not in session and these matters require immediate attention, the chairperson shall consult with available committee members before taking action.

F The Admissions, Recruitment & Advisement Committee shall be responsible for:

- suggesting recommendations regarding the advisement of students majoring or minoring in Cognitive Science
- facilitating internal transfers
- providing Admissions with appropriate information to use in recruiting new students

G The Curriculum & Assessment Committee shall be responsible for:

- developing and evaluating curricular policies for the program
- initiating course additions and deletions for approval by the Program Advisory Board
- being available to work with faculty on the development of new courses
- evaluating Cognitive Science course proposals and communicating its findings to the board.
- consulting with the Director on the proposed course offerings each semester
- continually assessing the curriculum needs of the program

### V Time References

Throughout these bylaws all time references refer to regular academic days when college is in session.

## **VI Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order shall govern the meetings of the Cognitive Science Program Advisory Board in all cases to which they are applicable; and in which they are not inconsistent with these bylaws and any special rules of order the Program Advisory Board may adopt.

## **VII Amendment**

These bylaws can be amended at any meeting of the Program Advisory Board by a two-thirds vote of the membership, provided that the amendment has been submitted to the membership in writing at the previous meeting or at least two weeks in advance. Non-substantive changes to the original amendment may be voted on in the same meeting. Substantive changes which alter the intent of the original amendment will be viewed as a separate amendment requiring the procedure to be repeated.