

## Luna Community College Faculty Senate

### Charter and Bylaws August 2012 Proposal

#### **The Faculty Senate Purpose**

The purpose of this Senate shall be to facilitate effective communication among faculty of Luna Community College (hereinafter referred to as LCC) and between the faculty as a whole and the administration of the College.

In order to achieve this, the Senate shall:

- A. Present the views and recommendations of the college faculty to the Administration and to the College Board of Trustees as they relate to academic policies and professional matters.
- B. Act in an advisory capacity with regard to academic policies, including, but not limited to:
  1. Formulation of institutional long range plans, goals and strategies;
  2. Curriculum development and outcomes assessment;
  3. Organization of the college to execute its instructional mission;
  4. Development and use of instructional technology;
  5. Academic standards and policies;
  6. Faculty recruitment, appointment, evaluation, promotion and termination policies;
  7. Faculty duties, responsibilities and evaluation policies;
  8. Faculty grievance procedures;
  9. Faculty Professional Development;
  10. Regulations that directly and indirectly impact faculty and areas of instruction;
  11. Student advisement and retention activities;
  12. Faculty compensation, fringe benefits and leave policies;
  13. Ratio of full-time to part-time faculty;
  14. Adequacy of student services and administrative support as they pertain to the instructional mission of the college;
  15. Faculty Handbook update and revision; and
  16. All other issues falling within the purview of the instructional umbrella.
- C. Encourage cooperation and fellowship among faculty for the instructional programs of this institution.
- D. Foster community service programs and activities to encourage leadership, character, and community involvement.

## Bylaws

### BYLAWS

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#### Article I Name

The name of the organization shall be the Luna Community College Faculty Senate, hereinafter referred to as the Senate.

#### Article II Purpose

The purpose of this Senate shall be to facilitate effective communication among the faculty of LCC and between the faculty as a whole and the administration of the College. The Senate shall:

Present the views and recommendations of the college faculty to the administration and to the College Board of Trustees as they relate to academic policies and professional matters. The Senate will act in an advisory capacity with regard to academic policies, including, but not limited to:

1. Formulation of institutional long range plans, goals and strategies;
2. Curriculum development and outcomes assessment;
3. Organization of the college to execute its instructional mission;
4. Development and use of instructional technology;
5. Academic standards and policies;
6. Faculty recruitment, appointment, evaluation, promotion and

- termination policies;
7. Faculty duties, responsibilities and evaluation policies;
  8. Faculty grievance procedures;
  9. Faculty Professional Development;
  10. Regulations that directly and indirectly impact faculty and areas of instruction;
  11. Student advisement and retention activities;
  12. Faculty compensation, fringe benefits and leave policies;
  13. Ratio of full-time to part-time faculty;
  14. Adequacy of student services and administrative support as they pertain to the instructional mission of the college;
  15. Faculty Handbook update and revision; and
  16. All other issues falling within the purview of the instructional umbrella.

Additionally, the Senate shall encourage cooperation and fellowship among faculty and the instructional programs of this institution and foster community service programs and activities to develop leadership, character, and community involvement.

### **Article III**

#### **Roles and Responsibilities**

##### **Section 1: Members**

###### **A. Full Members.**

Every eligible Full Member shall have the right and responsibility to:

1. Participate in the Senate nominating process.
2. Participate in elections by voting for officers, and on any changes in the bylaws.
3. Vote in referenda on proposed major changes in policies and procedures affecting faculty, if such a referendum is called for by the Senate after the topic has appeared on the agenda of at least one Senate meeting which has provided faculty an opportunity for discussion and debate.
4. Vote on resolutions adopted by the Senate during regular and special meetings.
5. Receive minutes of Senate meetings within two weeks after the meeting, and receive agendas of Senate meetings within the week before the meeting.
6. Communicate ideas and opinions to Senators and Senate officers on issues of concern to the faculty and to the Senate.
7. Propose items for Senate Meeting agendas.
8. Speak to the Senate on issues as described in Article VII, Meetings.
9. Serve on standing and *ad hoc* committees of the Senate.
10. Determine the honoraria dollar amounts for Senators and Senate Officers.

## **B. Associate Members.**

Every eligible Associate Member shall have the right and responsibility to:

1. Participate in the nominating process for his or her Associate Senator.
2. Receive minutes of Senate meetings within two weeks after the meeting, and receive agendas of Senate meetings within the week before the meeting.
3. Communicate ideas and opinions to the Associate Senator and Senate officers on issues of concern to the faculty and to the Senate.
4. Propose items for Senate Meeting agendas.
5. Speak to the Senate on issues as described in Article VII, Meetings.

## **Section 2: Senators**

In addition to his or her responsibilities as a faculty member, every Senator shall have the right and responsibility to:

- A. Attend all meetings of the Senate and at least one LCC Board of Trustees Meeting each academic year.
- B. Participate in discussions and debate in the Senate.
- C. Make decisions in the spirit of what is best for the faculty and College as a whole.
- D. Serve as a liaison among the faculty, the Senate Officers, LCC Administration and the Board of Trustees.
- E. Make recommendations to the Senate Chair for committee appointments.
- F. Serve on Senate committees as assigned by the Senate Chair.
- G. Receive an honorarium not to exceed either the equivalent of a six credit-hour supplemental contract or honoraria awards to Senate Officers.

## **Article IV**

### **Senate Membership Composition**

The Senate shall consist of a the following groups:

- A. Officers. There are four Senate offices: the Senate Chair, the Vice Chair, an Immediate Past Chair, and a Senate Secretary.
- B. Senators. Senators are elected by and represent individual Faculty Groups. There are seven senatorial positions; each is elected from one of the following Groups.
  1. Humanities, Education and Adult Basic Education
  2. Trades
  3. Allied Health
  4. Business and Science, Math, Engineering and Technology
  5. Mora, Springer, and Santa Rosa Satellites
  6. Associate Faculty
  7. Head Librarian – ex officio

**C. Full Members include all full-time faculty and all adjunct faculty who teach either six or more credit hours or who have taught fewer than 6 credit hours for three consecutive academic years (exclusive of summer semester).**

**D. Associate Members which includes all adjunct faculty who have taught fewer than six credit hours for less than three consecutive academic years (exclusive of summer semester).**

## **Article V Officers**

### **Section 1. Composition**

**The officers in order of rank shall be the following: Chair, Vice Chair, Immediate Past Chair, and Secretary. No person may hold more than one office simultaneously. The Vice Chair shall be elected by Full Members of the Senate for a one-year term to be followed by a one-year term as Chair. The Secretary shall be elected for a one-year term by fellow senators by simple majority at the first Senate meeting of the academic year.**

### **Section 2: Term**

**Senators and Senate Officers shall begin term of service on the first day of a new academic year and end on the last day of the summer semester. No officer or senator may be elected for more than two consecutive terms, with the exception of the Head Librarian who serves as a senator in perpetuity.**

### **Section 3: Duties**

**One or more officer(s) may speak for the group in meetings with administrators and/or Board Members with the general authorization of the Senate. Officers are to report to the Senate members the proceedings of any consultations, meetings, or conferences, either scheduled or impromptu, that they attend as representatives of the Senate, before or at the next regularly scheduled meeting. Officers shall make all Senate documents available to the Auditing and Elections Committee within seventy-two hours of receipt of a written request from the chairperson to the Auditing and Elections Committee. The officers shall perform the following duties:**

#### **A. Chair**

**The Chair conducts regular and special Senate meetings, signs documents necessary to conduct Senate business, makes appointments to Senate and selected college-wide committees, serves as spokesperson for the Senate, and disseminates Senate-related documents and information. The Chair is required to attend regularly scheduled Lead Advisor Team (“LAT”) meetings and with College administrators on an *ad hoc* basis.**

### **Responsibilities:**

1. **Consults with Senate officers concerning Senate business and meeting agenda.**
2. **Schedules and conducts regular and special Senate meetings.**
3. **Conducts meetings with the standard code of parliamentary procedure ensuring that meetings are conducted in a fair and orderly manner.**
4. **Stimulates and encourages discussion, ensures that all sides of a controversial question are presented, and refrains from promoting his or her own opinions above other points of view.**
5. **Authenticates, by signature if necessary, all acts, orders and proceedings of the Senate.**
6. **Serves as mentor to the Vice Chair.**
7. **Petitions Senate for nominations to standing or *ad hoc* Senate committees as needed throughout the academic fiscal year. Appoints, with the approval of a majority of other Senate officers, members to Senate standing committees.**
8. **Determines the need for *ad hoc* Senate committees and appoints committee members thereto.**
9. **Petitions faculty senate for nominations to College-wide task forces, committees, councils, etc., upon requests by College administrators. Appoints members with the approval of a majority of other Senate officers.**
10. **Serves as *ex officio* member of all Senate committees.**
11. **Serves as Senate liaison to College administration and Board of Trustees. The Chair attends regularly scheduled Lead Advisor Team (“LAT”) meetings. Additionally, the Chair, along with Senate officers, meets with College administrators on a monthly basis during the regular academic year and with the Board as needed.**
12. **Reports on meetings with administrators and on board activities.**
13. **Represents faculty and acts as spokesperson for them.**
14. **Notifies Senate and full-time faculty, via e-mail, about new postings on Senate website, including agendas, minutes, relevant reports, etc.**
15. **Attends and reports Senate activities at monthly Board Meetings.**
16. **Assures that all Senate documents are provided to the Auditing and Elections Committee in a timely manner.**

### **Rights:**

**The Chair holds all the rights and liabilities outlined in a standard code of parliamentary procedure.**

1. **To vote in the event of a tie.**
2. **To fill officer vacancies in consensus with other officers.**
3. **To enjoy four credit-hours release time during each semester of the regular academic year and a 1-credit hour contract during the summer semester to attend to Senate business.**

## **B. Vice Chair**

The Vice Chair serves in the absence of the elected Chair and automatically becomes Chair at the end of his/her term as Vice Chair. Senate officers and the Chair are required to meet with College administrators on a regularly scheduled basis.

### **Responsibilities:**

1. Schedules and conducts regular and special Senate meetings in the absence of the Chair.
2. Assumes authority of Chair in emergency.
3. Automatically becomes Chair if the sitting Chair vacates the office.
4. Petitions full-time faculty for interest in serving on standing Senate committees for the upcoming academic fiscal year. At the beginning of term as Chair, appoints, with the approval of a majority of other Senate officers, members to Senate standing committees.
5. Chairs *ad hoc* committees.
6. Automatically becomes Chair upon the completion of term as Vice Chair.
7. Along with the other officers, meets with College administrators on a monthly basis during the regular academic year and with the Board as needed.
8. Maintains fiscal records and manages Faculty Senate budget.

### **Rights:**

1. Has the same voting privileges as other Senators
2. Enjoys an honorarium, paid from the Senate budget, for his/her services.

## **C. Immediate Past Chair**

The Immediate Past Chair shares experiences to provide continuity and support the newly-elected Senate representatives and officers, including the new Chair. Meets with College administrators on a monthly basis during the regular academic year and with the Board as needed.

### **Responsibilities:**

1. Assists the Chair with assigned duties.
2. Ensures continuity to the Senate as a body.
3. Presides in absence of Chair and Vice Chair.

### **Rights:**

1. Has the same voting privileges as other Senators.
2. Enjoys an honorarium, paid from the Senate budget, for his/her services.

## **D. Secretary**

The Secretary serves as the chief recording officer for the Senate. The Secretary also preserves and maintains Senate documents except those specifically assigned to other officers; and ensures print copies are permanently retained for Auditing and Elections Committee review. These documents and records include, but are not limited to: agendas, minutes, and record of attendance of all Senate meetings, membership rolls of the Senate and eligible faculty, previous years' audit reports, and information pertinent to the college budget (especially regarding salaries). Senate officers and the Chair are required to meet with College administrators on a regularly scheduled basis.

### **Responsibilities:**

- 1. Maintains records of all proceedings of the Senate, for example regular or special meetings.**
- 2. Ensures that minutes and reports for regular or special meetings accurately represent Senate proceedings and are prepared and corrected according to standard parliamentary procedure.**
- 3. Ensures that minutes and reports for regular or special meetings include meeting date and time, members and assigned substitutes present, and other information as outlined by standard parliamentary procedure.**
- 4. Ensures Senate meeting minutes are recorded in the notebook and posted to the Senate Web site in a timely manner.**
- 5. Maintains complete roll of membership of the Senate, full-time faculty and eligible adjunct faculty.**
- 6. Maintain record of member attendance or absence from regular and special meetings and records this information in meeting minutes.**
- 7. Provides all documents maintained by the Secretary to the Auditing and Elections Committee in a timely manner.**
- 8. Continues to represent his faculty constituency (as outlined in Article IV, Section 1, Part B) in his role as a senator.**
- 9. Assists the Chair in maintaining order.**
- 10. Informs the Chair when time has expired for discussion of agenda items.**
- 11. Determines if a quorum is present.**
- 12. Reports to the Chair when any Senator has missed three meetings.**
- 13. Solicits, ensures eligibility and presents slate of nominees for Senators and Officers to Auditing and Elections Committee in keeping with Article VI, Section 1).**

### **Rights:**

- 1. Has the same voting privileges as other Senators.**
- 2. Enjoys an honorarium, paid from the Senate budget, for his/her services.**



#### **Section 4: Removal of Officers**

- A. If the Chair, Immediate Past Chair, or Vice Chair should abuse the privileges of his or her office or fail to carry out the responsibilities of his or her office, he or she may be removed from office according to the following procedures:**

**A petition containing the signatures of five Senators asking for the item to be placed on the agenda of the next Senate meeting shall be given to the Secretary of the Senate at least two weeks before the Senate meeting. The Secretary shall add this item to the written agenda of the next Senate meeting. The Secretary shall preside over the portion of the Senate meeting for discussion of this item. The Senate shall vote on whether to recommend removal of the Chair, Immediate Past Chair, or Vice Chair from office. If removal is recommended, the Audit and Elections committee shall conduct an election by the entire full-time faculty. A two-thirds majority of those voting shall be required to remove the officer.**

- B. If the Secretary should abuse the privileges of the office or fail to carry out the responsibilities of the office, he or she may be removed from office according to the following procedures:**

**A petition containing the signatures of five Senators asking for the item to be placed on the agenda of the next Senate meeting must be given to the Chair at least two weeks before the Senate meeting. The Chair shall place the item on the written agenda of the Senate meeting. A two-thirds majority of the Senators present and voting shall be required to remove the officer.**

#### **Section 5: Replacement**

- A. Temporary Replacement. If the Chair takes leave from the College for one semester or less, the Vice Chair becomes Acting Chair until the Chair returns. If the Secretary takes leave from the College for one semester or less, the Chair shall select a temporary replacement from the Senate membership.**
- B. Permanent Replacement If the Chair takes leave from the College for more than one semester, resigns, or is removed from office, the Vice Chair becomes Chair. If there are six months or less of the term of the Chair remaining, the Vice Chair shall serve the remainder of that term and continue to serve the next entire term as Chair.**
- C. If the Vice Chair takes leave from the College for more than one semester, resigns, assumes the office of Chair upon that office becoming vacant, or is removed from office, a special election shall be held to fill the position. If the person elected is a Senator, that Senate seat becomes vacant.**
- D. When the Secretary takes leave from the College for more than one semester, resigns or is removed from office or from the Senate, the Senate shall elect a permanent replacement from the Senate membership.**

## **Article VI Elections**

### **Section 1: Regular Elections**

**In February the Secretary shall solicit nominees for the position of Vice Chair. The Secretary shall ensure that the ballot shall have nominations in conformity with Article IV (Senate Membership), Section 1 (Composition) of these Bylaws.**

**The slate of nominees shall be announced to Full Members no later than March 10. If any faculty member, for any reason, wishes to make nominations in addition to those on the slate presented by the Secretary, such must be submitted to the Secretary by March 25. All additional nominations shall be added to the ballot.**

**All names placed on the ballot must be accompanied by a written consent to serve.**

**The Auditing and Elections Committee shall conduct the election and present the results to the Chair by April 23. The Chair shall announce the results to the Senate. The Vice Chair shall be elected by a simple majority of Full Members. If no nominee receives a majority, a runoff election shall be held. Voting shall be by written ballot following procedures established by the Auditing and Elections Committee.**

**The Auditing and Elections Committee shall tally the votes for Senate nominees from each Faculty Group as described in Article II, Section 2 and shall determine those Senators elected in conformity with Section 1 (Composition) of Article IV (Senate Membership) of these Bylaws.**

### **Section 2: Special Elections**

**The Senate may set a special election at any time it is needed. However, elections during the summer should be avoided, if possible, and there should be no more than one special election per year. In normal circumstances, the one special election per year should be scheduled in early December, to fill any positions that have become vacant by that time.**

### **Section 3: Recall Elections**

**The Ballot for any recall election shall simply state the name of the officer; the statement, "Resolved: That this person be removed from the position of \_\_\_\_\_"; and two choices: For Removal and Against Removal. For recall of an officer the ballot is presented to the Full Members. A two-thirds majority of those voting shall be required for removal.**

### **Section 4: Election of Other Senate Officers**

**The Secretary shall be elected from among that academic year's Senators by a simple majority of Senators. The secretary shall be elected at the first Senate**

meeting of the academic year.

## **Article VII Faculty Senate Member Meetings**

### **Section 1: Regular and Special Meetings**

The Senate will meet at least three times during each fall and spring semesters, and at special times according to the following: called for by a majority of the Senate Officers, by written request of one-third of the Senators or by written request of ten percent of full-time faculty.

*Robert's Rules of Order* (latest edition) shall govern in all parliamentary practices not otherwise covered by the Charter and Bylaws, or standing rules and policies of the Faculty Senate.

Meetings shall be open to all faculty who wish to attend. If a faculty member (who is not a Senator) wants to speak during a meeting, he or she shall sign up at the beginning of the meeting to speak on any agenda item(s). A time limit may be implemented per individual on an agenda item. The time may be extended for an individual by the majority vote of the Senators present.

### **Section 2: Quorum**

To conduct the business of the Senate, a simple majority of Senators must be present to establish a quorum. The Chair, Immediate Past Chair and the Vice Chair shall be considered as part of a quorum. The Secretary shall determine if a quorum is present.

### **Section 3: Order of Business**

A majority of the officers, to include the Chair, will prepare the agenda for Senate meetings. The agenda for Senate meetings must be prepared in a timely manner to allow all full-time faculty to receive it at least 72 hours before a Senate meeting. Agendas will include reports from each Standing and *Ad Hoc* Committee and automatically include consideration of issues regarding Senate Bylaws, College Policies and Procedures, and facilities.

Insofar as possible, the Chair shall attach to the agenda copies of draft policies, resolutions, or other documents to be discussed and possibly acted upon at the meeting.

At the Senate meeting, the adoption of the agenda, after opportunity for amendment, shall be the first order of business.

The agenda shall include time limits for discussion on each item. At the end of the time limit Senators shall vote on any motion or amendments under consideration. A member may request an extension of time for further discussion. This action must be approved by a majority of the Senators in

attendance. The total time allowed for the agenda shall not exceed one and one-half hours, unless additional time is approved by majority vote.

At the beginning of a Senate meeting, the time shall be automatically extended for each agenda item as needed to accommodate faculty wishing to speak on the item.

An item may be placed on or added to the agenda in one of three ways:

Senators or any Committee Chairperson may submit an item to the Chair no later than ten working days before the meeting. The officers shall prepare the agenda. If the officers decide not to place an item submitted by a Senator or Committee Chairperson on the agenda, the following may occur:

A group of three Senators may submit an item in writing (with their signatures) to the Chair at any time during the period of ten days before a Senate meeting and no later than the call to order of a Senate meeting. The item's inclusion on the agenda shall be subject to the approval of a majority of the Senators present at the meeting.

-or-

A group of five Full Members may present a petition with a description of the proposed agenda item and their signatures at any time before the call to order of the meeting. The item will be added to the agenda.

#### **Section 4: Attendance**

Every Senator is expected to attend all Senate meetings. Meetings shall be open to all faculty members who wish to attend. Other persons may attend by invitation or permission of the Chair or presiding officer.

#### **Article VIII Committees**

During the month of April, The Vice Chair of the Senate shall solicit from full-time faculty the names of those faculty members wishing to serve on any of the standing committees of the Senate. The list of committee members shall be submitted to the Senate for approval at the first meeting of the fall semester. The final list of committee members shall then be submitted to the entire full-time faculty as soon as possible.

#### **Section 1: Standing Committees**

##### **A. Committee Titles, Membership, and Responsibilities**

1. **Auditing and Elections Committee - three members. Audits all Senate documents and financial records before October 15 and at least one additional time to be determined by the Committee each year. Additional special audits may be conducted at any time that a majority of the Auditing and Elections Committee members deem**

necessary. Conducts all regular, special, and recall elections. Conducts any referenda and elections concerning amendments to bylaws called for by the Senate. Assures that all faculty members get ballots seventy-two hours prior to election deadline. If a member of this committee becomes a nominee for Vice Chair (i.e. listed on the ballot), he or she must resign from the Committee.

2. **Curriculum Committee - three members. Considers curriculum and instructional matters and brings recommendations to the Senate about such matters, and (if so directed by the Senate) communicates with appropriate administrators. Adopts and follows Committee policies and procedures for recommending new programs and changes to existing programs according to the mission and goals of the college.**
3. **Faculty Professional Development Committee- five members. Considers policies and procedures regarding professional development for the faculty. Organizes faculty development presentations during in-service weeks and at other times during the semester, as needed. Manages Faculty Professional Development budget and approves disbursement of Professional Development expenditures according to Committee policies and procedures and in accordance with the mission and goals of the college.**
4. **Hiring Committee- three members. Appoints faculty members to assist Human Resources in interviewing and recommending applicants to be hired for faculty positions. Appointees will consist of two faculty members within the applicant's field and one member from the general pool of Full Members of the Senate.**

#### **B. Nomination and Approval of Members of Standing Committees**

**Committee membership for the next academic year shall be solicited in the spring. A list of committee membership shall be presented at the first Senate meeting in the fall semester. Vacancies shall be filled by officers of the Senate. The Committee chairperson shall be appointed by the Chair.**

#### **Section 2: *Ad Hoc* Committees**

**The Senate Chair, subject to concurrence by a majority of the officers, may appoint *ad hoc* committees to perform specific tasks within specific time limits.**

#### **Section 3: Quorum for Committee Meetings**

**A simple majority of the membership of a standing or *ad hoc* committee will constitute a quorum carrying on the committee's business.**

**Article IX  
Amendments**

**Proposed amendments to the Bylaws shall be presented in writing at a regular meeting of the Senate. Voting by Senators on such proposals cannot be conducted before the next regularly scheduled meeting. If a two-thirds majority of the Senate present and voting approve the change, the proposal will be submitted before the next Senate meeting. A two-thirds vote of the faculty shall be required to adopt an amendment to the bylaws. The Audit and Elections Committee shall report voting results from that election back to the Senate at the next regularly scheduled meeting.**