

# Luna Community College Faculty Senate

## Charter and Bylaws

Adopted by LCC Board of Trustees- October 2012

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#### **Article I- Name**

The name of the organization shall be the Luna Community College (LCC) 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, 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 administration support as they pertain to the instructional mission of the college.
15. Faculty handbook update and revision.
16. Participate in the Faculty hiring process.
17. 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 (full-time instructors)

*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 a referendum on proposed major changes in policies and procedures affecting faculty, if such referenda 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 access to minutes of senate meetings from the LCC Faculty Senate page on the LCC website within two days of the adoption of those minutes at the next Faculty Senate meeting, and receive agendas of senate meetings within 24 hours 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 on *ad hoc* committees of the Senate.

B. Associate Members (part-time instructors)

*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 access to minutes of senate meetings from the LCC Faculty Senate page on the LCC website within two days of the adoption of those minutes at the next Faculty Senate meeting, and receive agendas of senate meetings within 24 hours before the meeting.
3. Communicate ideas and opinions to associate senators 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 at least 80% of all meetings, and at least two LLC Board of Trustees meetings 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 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 (\$1,100) not to exceed the equivalent of a two-credit hour supplemental contract if deemed an active participant by elected representatives of the Senate. A vote by the elected representatives will occur at the end of each Spring semester to determine the participation status of each elected representative. Prior to this vote, each elected representative of the Senate will present and provide documentation to substantiate his/her participation status. The Chair will provide the results of this vote to the Human Resources director.
- H. Fulfill the responsibilities and duties of the Senator position contained in these Bylaws to be considered an active participant.

Section 3: Officers

- A. Attend at least 80% of meetings of the Senate and at least two LCC Board of Trustees meetings each academic year.
- B. Participate in discussions and debate in the Senate.
- C. Make decisions in the spirit of what is best for faculty and the college as a whole.
- D. Serve as a liaison among faculty, the senators, the LCC administration, and the Board of Trustees.
- E. Serve on senate committees as assigned by the senate Chair.
- F. Receive an honorarium not to exceed the equivalent of a three-credit hour supplemental contract if deemed an active participant by elected representatives of the Senate. A vote

by the elected representatives will occur at the end of each Spring semester to determine the participation status of each elected representative. Prior to this vote, each elected representative of the Senate will present and provide documentation to substantiate his/her participation status. The Chair will provide the results of this vote to the Human Resources Director.

G. Comply with additional duties of individual offices, as stated in Article V, Section 3.

H. Fulfill the responsibilities and duties of the officer position contained in these Bylaws to be considered an active participant.

#### **Article IV- Senate Membership Composition**

The Senate shall consist of the following groups:

- A. Officers- There are three Senate officers: the Senate Chair, the Senate Vice Chair, and a Senate Secretary. All three shall be selected from the seven elected Senate positions and carry the expectations of the office and the senator position for which they were elected.
- B. Senators. Senators are elected by and represent individual faculty groups. There are seven senatorial positions; each one is selected from one of the following groups:
  - 1. Humanities
  - 2. CTE (Trades)
  - 3. Allied Health
  - 4. Science, Math, Engineering and Technology (STEM)
  - 5. Mora, Springer, Santa Rosa satellites, Education and Adult Basic Education, and Business
  - 6. Associate Faculty
  - 7. Head Librarian- Ex-Officio
- C. Full Members include all full-time faculty.
- D. Associate Members which include all adjunct faculty who teach fewer than nine credit hours per semester (exclusive of summer semester).

#### **Article V- Officers**

##### Section 1: Composition

The officers in order of rank shall be the following: Chair, Vice Chair, and Secretary. No person may hold more than one office simultaneously. The Chair, Vice Chair, and Secretary positions shall be selected at the first Senate meeting of the academic year from the seven elected Senate positions by the seven elected senators. All individuals in these positions shall serve for one-year, but may be reelected in subsequent years.

##### Section 2: Term

Senator and Senate officers, with the exception of the Chair, shall begin their term of service on the first day of the new academic year and end on the last day of the spring semester. The Head Librarian serves as a Senator in perpetuity and this Ex-Officio individual is in charge of conducting annual elections. There are no term limits on Senators and Senate Officers.

### Section 3: Duties

One or more Officer(s) may speak for the group in meetings with administrators and /or board members with 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. 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 the Senate and selected college-wide committees, serves as the spokesperson for the Senate, and disseminates Senate-related documents and information.

##### Responsibilities:

1. Consults with Senate officers concerning Senate business and meeting agendas.
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 and ensures that all sides of a controversial question are presented, and refrains from promoting his/her own opinions above other points of view.
5. Authenticates, by signature if necessary, all acts, orders, and proceedings of The Senate.
6. Petitions Senate for nominations to standing or *ad hoc* Senate committees as needed throughout the academic fiscal year.
7. 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 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.
11. Serves as Senate liaison to the college administration and Board of Trustees. Additionally, the Chair, along with Senate Officers, meets with college administrators on an *ad hoc* basis during the regular academic year and with the board as needed.
12. Provides monthly reports to Shared Governance.
13. Represents faculty and acts as spokesperson for them.
14. Notifies Senate and full-time faculty, via email, about new postings on Senate website, including agendas, minutes, relevant reports, etc.
15. Reports Senate activities to the Chair of Shared Governance so this information can be shared at monthly Board Meetings.
16. Assures that all Senate documents are provided to the Elections Committee in a timely manner.
17. Completes Temporary Employee Request Forms (TERFs) for elected representatives of the Senate at the end of each academic year.
18. The Chair will continue to serve after their tenure as immediate past chair, and as such their position will not be available for nomination for one year post tenure. If

the current chair cannot serve as the immediate past chair, their position will be open for election.

Rights:

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

1. Has the same voting privileges as other Senators.
2. To fill officer vacancies in consensus with other Senators.
3. Receives an honorarium of a \$1,900 contract for their service for the academic year paid once all duties are fulfilled.

B. Vice Chair

The Vice Chair serves in the absence of the Chair. Senate Officers and the Vice Chair are required to meet with college administrators on an *ad hoc* basis.

Responsibilities:

1. Schedules and conducts regular and special senate meetings in the absence of the Chair.
2. Assumes authority of the Chair in an emergency.
3. Automatically becomes the Chair if the sitting Chair vacates the office.
4. Petitions full-time faculty for interest in serving on standing committees for the upcoming fiscal year.
5. Chairs *ad hoc* committees.
6. Along with the other officers, meets with college administrators on a regular basis during the regular academic year and with the board as needed.

Rights:

1. Has the same voting privileges as other senators.
2. Receives an honorarium of a \$1,700 contract for their service for the academic year paid.

C. 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 files are permanently retained for Senate, committee, and public 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.

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 are present, and other information as outlined by standard parliamentary procedure.
4. Ensures Senate meeting minutes are recorded and distributed to Officers and Senators to review within two weeks of a regular or special meeting. Once approved at the next Senate meeting, posts minutes to the Luna website in a timely manner.
5. Maintains complete roll of membership of the Senate, full-time faculty and eligible adjunct faculty.
6. Maintains record of member attendance and notes the absence of elected representatives from regular and special meetings and records this information in meeting minutes.
7. Provides roll of eligible voting faculty to the Elections Committee in a timely manner.
8. Continues to represent his/her faculty constituency (as outlined in Article IV, Part B) in his/her role as Senator.
9. Assists Chair in maintaining order.
10. Informs Chair when time has expired for discussion of agenda items.
11. Determines if quorum is present.

Rights:

1. Has the same voting privileges as other Senators.
2. Receives an honorarium of a \$1,500 contract for their service for the academic year paid.

Section 4: Removal of Officers

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

A petition containing the signatures 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 this portion of the Senate meeting for discussion of this item. The Senate shall vote on whether to recommend removal of the Chair or Vice Chair from office. If removal is recommended, the Elections Committee shall conduct an election by the eligible voting faculty. A two-thirds majority of those voting shall be required to remove an Officer.

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

A petition containing the signatures of majority Senators asking for the item to be placed on the agenda of the next Senate meeting shall be given to the Chair of the Senate at least two weeks before the Senate meeting. The Chair shall add this item to the written agenda of the next Senate meeting. A two-thirds majority of the Senators present and voting shall be required to remove an 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 Vice Chair or 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.

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, one of the remaining Senators shall be elected to take his/her place, and a special election shall be held to fill the vacant Senate position.

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 and hold an election to fill the vacant Senator position..

## **Article VI- Elections**

### Section 1: Regular Elections

In March, the Election Committee headed by the Ex-Officio Senator of Faculty Senate and whatever committee members s/he deems necessary to conduct the election, shall solicit nominees for Senators. The Elections Committee shall ensure that the ballot shall have nominations in conformity with Article IV (Senate Membership Composition) of these Bylaws.

The slate of nominees shall be announced to Full Members no later than April 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 no later than April 15. 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 Ex Officio Senator and his/her appointed members of the 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. If no nominee receives a majority, a runoff election shall be held. Voting shall be done via Google Form..

## 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, 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 the recall of an Officer, the ballot is presented to the eligible voting 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 Meetings**

### Section 1: Regular and Special Meetings

The Senate will meet at least three times during each fall and spring semester either in person or via Google Meet, Zoom or some other appropriate virtual format, and at special times according to the following circumstances: when called for by a majority of Senate Officers, by the written request of one-third of the Senators, or by the written request of ten percent of full-time faculty.

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

Meetings shall be open to all faculty members who wish to attend. If an attendee wants to speak during the meeting, a time limit of 3 minutes per individual on the agenda item will be allowed. The time limit may be extended by a majority vote of Senators present.

### Section 2: Quorum

To conduct business of the Senate, a simple majority of elected representatives must be present to establish quorum. The Secretary shall determine if a quorum is present.

### Section 3: Order of Business

A majority of the Officers, including the Chair, will prepare the agenda for Senate meetings. The agenda for Senate meetings must be prepared in a timely manner to allow all faculty to receive it at least 72 hours before a Senate meeting. Agendas will include reports from each

senator from each 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, and/or other documents to be discussed, and possibly acted upon, at the meeting.

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

Members 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 elected representatives 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 those wishing to speak on the item.

An item may be placed on, or added to the agenda in one of the following ways: Senators or any Committee Chairperson may submit an item to the Chair no later than two working days before the meeting. The Officers shall prepare the agenda. If the Officers decide not to place the 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 the Senate meeting and no later than 72 hours before the call to order of a Senate meeting.

or

A group of five faculty members may present a petition with a description of the proposed agenda item and their signatures no later than 72 hours before the Call to Order of a Senate meeting. The item will be added to the agenda.

#### Section 4: Attendance

A. Every elected representative is expected to regularly attend Senate meetings. In case of a professional, medical, or personal conflict that prevents attendance by an elected representative, the Chair should be notified before the meeting, and the absent representative should make a reasonable effort to send a stand-in to the meeting. Senators are expected to attend at least 80% of meetings called.

B. Meetings shall be open to all faculty members. Stakeholders and administrators who wish to attend a Faculty Senate meeting must be invited by the faculty senate or have cleared their attendance with officers before hand.

#### Section 5: Disputed Minutes:

Any LCC faculty member, officer, administrator, or community stakeholder who disputes reporting in the Faculty Senate meeting minutes is required to give written notice of such

dispute to the Chair at least 72 hours before the next Faculty Senate meeting. This ensures that the matter will be included on the Senate meeting agenda

## **Article VIII- Committees**

Faculty wishing to be on any standing committee of Faculty Senate should let a member of the Faculty Senate know.

### Section 1: Standing Committees

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

##### 1. Elections Committee:

- The Ex-Officio Senator heads this committee and s/he will recruit one or two people outside of the senate to help carry out the election.
- If a member of this committee becomes a nominee for Chair (i.e. listed on the ballot), he/she must resign from the committee.
- Conducts 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 72 hours prior to the election deadline.

##### 2. In-Service Week Committee:

- Faculty Senate will host one faculty in-service week per year that is meant to focus on professional development.

##### 3. Curriculum Committee:

- Voting membership consists of one faculty member from each department, to be selected by the Academic Directors during the first week of each fall semester. The Registrar, and Financial Aid Director are permanent non-voting members. Vice-President of Instruction and Student Services will be invited upon the request of curriculum committee chair and is responsible for advise and consent and will not be a voting member, to ensure free flow of ideas and to maintain academic freedom.
- Members will be responsible for attending all meetings of the committee, obtaining familiarity with committee documents and procedures, and attending training as necessary.
- The committee will meet once per 8-week term in the spring and fall semesters, with additional meetings as necessary to meet the needs of the institution. At meetings, the committee will review, revise, and vote to approve appropriate curriculum changes which have been previously screened by the relevant Faculty, Department Director(s), and the Registrar.
- Proposed curriculum changes must be approved by a majority vote of members. In order for a vote to take place, a simple majority of the voting members, including the Chair and the Registrar must be present.
- The LCC Faculty Senate Chair will appoint the Curriculum Committee Chair from among the members of the Faculty Senate. The Committee Chair will be responsible for

setting meeting dates in consultation with the membership, creating and posting agendas for meetings no less than ten days before the meeting is to occur, posting meeting minutes in a timely manner once they are approved, and appointing a Secretary from among the membership.

- The Secretary shall be responsible for taking minutes at each meeting, distributing finished minutes to the membership for approval within five working days of each meeting, and submitting the approved minutes to the Chair within five working days of those being sent out.
- In the interest in Shared Governance

#### 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 approved 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 (51%) of the membership of a standing or *ad hoc* committee will constitute a quorum to carry 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 Officers approve the change(s), 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 at the next regularly scheduled meeting.

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