

**MONROE COMMUNITY COLLEGE  
FACULTY SENATE BYLAWS**

**SECTION III**

*Amended*  
August 2005  
March 2011  
May 2010  
May 2014  
April 2016  
June 2016  
April 2017  
June 2019  
April 2021

**FACULTY SENATE  
SUMMARY OF RECENT BYLAWS CHANGES**

<b>Date</b>	<b>Bylaw</b>	<b>Topic</b>
March 17, 2011	Article IV/Sec 1 & 2	Section 1 – Add “technical assistants” Section 1 – Remove “technical
March 17, 2011	Article IX/Sec 2 (E)(2)	Replace conducting evaluations to conducting “elections:
March 17, 2011	Article IX/Sec 2 (F)(2)	Remove constituent areas and replace with “Constituent areas of representation are outlined in the Faculty Senate
March 17, 2011	Article X/Sec 1 (C)	“A quorum for each regular or special meeting of the faculty shall consist of two- fifths of the voting faculty.”
March 17, 2011	Article X/Sec 5	Add “electronic balloting” to the existing mail balloting method
May 2014	Article IV/ Sec. 2	Edited to reflect title changes (i.e. Director of Public Affairs, Director of Human Resources , etc.)
May 2014	Article V/Sec. 2.C(5)	Changed to add... “upon request”
May 2014	Article IX/ Sec 2.E	Changed to add “at least”
April 2016	Article X, Section 5	Section revised
June 2016	Article VI	Section revised
April 2017	Article V	Section revised
June 2019	Article IV	Section revised
April 2021	Document	Incorporation of inclusive pronouns
April 2021	Document	Replacement of the term “non-teaching staff” with “professional staff
April 2021	Article V, Section 1C	Reinstating Secretary Officer Position
April 2021	Article VI, Section 1C, 3(a)	Senator term of office length
April 2021	Article VI, Section 2A	Officer election years
April 2021	Article VIII Section 1A	Meeting frequency
April 2021	Article VIII Section 1D (1)	Document distribution list
April 2021	Article VIII, Section 2	Clarification of committee types
April 2021	Article X, Section 1A	Clarification of meeting types
April 2021	Article X, Section 5B	Clarification of terminology
April 2021	Article X, Section 7A and B	Vacancy succession

## **RATIONALE**

The Faculty Senate carries out the academic governance process through judicious and timely deliberations. It also ensures through the electoral process a broad participatory role from individual units in the initiation, development, implementation, and evaluation of the educational program at Monroe Community College. In addition, the Faculty Senate structure provides for an organized liaison between the faculty and the President of the College, other administrative officers, and the College Community at large.

## **FACULTY SENATE BYLAWS**

### **ARTICLE I NAME**

The name of this organization shall be the Faculty Senate.

### **ARTICLE II PURPOSE**

Section 1. The Faculty Senate shall be the representative governing body of the Faculty. It shall develop and recommend policies and guidelines in all areas of Faculty responsibility.

Section 2. The Faculty Senate shall, through its President, inform the President of the College of its recommendations.

Section 3. The Faculty Senate shall be the voice of the Faculty to the President of the College, to other administrative officers as appropriate, and to other faculties and groups.

### **ARTICLE III GOALS**

Section 1. The goals of the Faculty Senate shall be:

- A) To provide a mechanism for Faculty to fulfill its obligation to participate significantly in the initiation, development, implementation, and evaluation of the educational program.
- B) To provide a forum for communication and a mechanism for consultation between the President of the College and the Faculty.
- C) To provide an opportunity for the exchange of ideas of mutual interest and concern among members of the Faculty.
- D) To provide an opportunity for the exchange of ideas of mutual interest and concern to the Community College.
- E) To study problems and policies of the College and the State University as a whole.
- F) To take appropriate action to maintain an atmosphere of academic freedom, intellectual integrity, and cooperation in the pursuit of learning.
- G) To participate in the processes of goal setting and planning of the College.

## **ARTICLE IV MEMBERSHIP**

### Section 1. Senators

Senators are the voting members of the Faculty Senate, and shall be eligible full- or part-time teaching and non- teaching faculty members elected from the Voting Faculty as defined in Article IV, Section 2.

### Section 2. Voting Faculty

The Voting Faculty shall include the following: full- and part-time teaching faculty with academic rank (excluding adjunct faculty); and full- and part-time non-teaching faculty in the following categories: advisors, assistant directors, associate directors, coaches, clinical supervisors, coordinators, counselors, directors (except those not covered by the Faculty Association contract), lecturers, librarians, managers, specialists, and technical assistants. Part-time status is defined in the Faculty Association contract as currently amended. Grant-funded personnel with the above-listed job titles or who hold academic rank are also included as voting faculty.

### Section 3. Verification of Voting Status

It shall be the responsibility of the Nominations, Elections, and Governance (NEG) Committee to verify voting status based upon the criteria specified in Sections 1 and 2.

## **ARTICLE V OFFICERS**

### Section 1. Officers.

The officers of the Faculty Senate shall be a President and two Vice Presidents. Section 2. Offices and Duties

#### A) President

- (1) The President may be any member of the voting faculty, elected by the entire voting faculty to serve according to the provisions included in Article VI, and the Faculty Senate Resolutions;
- (2) Act as official liaison between the Faculty Senate and the President of the College;
- (3) Represent the entire faculty at appropriate College functions;
- (4) Prepare, with input from the Executive Committee, the agendas for all EC and Faculty Senate meetings.
- (5) Appoint, with the advice and consent of the Executive Committee, all chairpersons of Standing Committees of the Faculty Senate;
- (6) Convene and preside over all meetings of the Faculty Senate, the Executive Committee of the Faculty Senate, and the Faculty, except those meetings of the Faculty convened by the President of the College.
- (7) Deliver an annual message to all voting faculty at the beginning of each Fall Semester.
- (8) Select and authorize the dates and times of Faculty Senate meetings for the academic year.

## B) Vice Presidents

- (1) The Vice President, Teaching Faculty, may be any member of the full-time teaching faculty as defined by the FA contract, elected by the entire voting faculty to serve according to the provisions included in Article VI, and the Faculty Senate Resolutions;
- (2) The Vice President, Professional Staff, may be any member of the full-time professional staff as defined by the FA contract, elected by the entire voting faculty to serve according to the provisions included in Article VI, and the Faculty Senate Resolutions;
- (3) Duties assigned specifically to the Vice President, Teaching Faculty include:
  - a. In the absence of the President, Vice President, Teaching Faculty assumes the President's responsibilities;
  - b. Shall represent, inasmuch as is possible, the aggregate concerns and perspectives of the teaching faculty in Executive Committee meetings;
  - c. Shall convene at least once per academic year a meeting of the senators representing the academic departments ("Teaching Faculty Caucus") to address any specialized concerns of those constituencies;
- (4) Duties assigned specifically to the Vice President, Professional Staff include:
  - a. In the absence of the President and the Vice President, Teaching Faculty, the Vice President, Professional Staff assumes the President's responsibilities;
  - b. Shall represent, inasmuch as is possible, the aggregate concerns and perspectives of the professional staff in Executive Committee meetings;
  - c. Shall convene at least once per academic year a meeting of the senators representing the professional staff offices, departments, and divisional areas ("Professional Staff Caucus") to address any specialized concerns of those constituencies;
- (5) Duties that shall be assigned to a single Vice President, or may be shared, include:
  - a. Maintain the records of the Senate, as historian and archivist, to ensure competency, accuracy, and continuity of the Senate's business;
  - b. Lead and maintain the Faculty Senate's online community presence by coordinating with the EC Secretary and the Executive Committee the content and messaging of the site;
  - c. Advise and assist the President and the EC on follow-up governance processes, to ensure constant and accurate communication with faculty and administration on approved Senate actions;
  - d. Act as parliamentarian, for Faculty Senate and/or EC meetings;
  - e. Assist the EC Secretary on an as-needed basis in the fulfillment of duties;
  - f. Other duties, as assigned by the Faculty Senate President.

## C) Secretary

- (1) The Faculty Senate Secretary shall support the ongoing function and operation of the Executive Committee and of the Faculty Senate.
- (2) Duties. The Secretary shall:
  - a. Record and maintain the minutes of all Executive Committee (EC) meetings, Faculty Senate meetings, and All College meetings

- b. Carry on the correspondence of the Faculty Senate under the aegis of the President
- c. Publish dates and times of Faculty Senate meetings for the academic year
- d. Distribute minutes and notices of EC and Faculty Senate meetings at least two full working days prior to each meeting
- e. Maintain and distribute a list of respective constituents to Senators each year, and upon request
- f. Assist in the management of the Faculty Senate online presence
- g. Provide additional support and assistance to the EC as requested

(3) Service

- a. The Secretary shall serve as a non-voting officer of the Faculty Senate
- b. Elected Senators may not serve as Secretary

D) Rules of service. Officers shall perform other duties described by these bylaws and by parliamentary authority contained in the current edition of Robert's Rules of Order, Newly Revised.

## ARTICLE VI ELECTIONS

### Section 1. Senators.

A) Constituencies. Senate membership shall be drawn from defined constituencies as follows:

- (1) Academic departments. Defined as teaching faculty and supporting professional staff organized collectively and managed by a department chair.
- (2) Eligible professional staff departments/offices. Defined as including professional staff, with or without academic rank, organized collectively by an identifiable common function, with six or more voting members.
- (3) Divisional areas. Defined as including teaching faculty and professional staff, with or without academic rank, serving in various departments, offices and functions from a common college division and excluded by Section 1.A.(2).

B) Representation. Senate membership shall be determined in the following way:

- (1) Academic departments with 6 to 15 voting members shall elect or appoint one senator; with 16 to 25 voting members shall elect or appoint two senators; with 26 or more voting members shall elect three senators.
- (2) Professional staff departments/offices with 6 to 15 voting members shall elect or appoint one senator; with 16 to 25 voting members shall elect or appoint two senators; with 26 or more voting members shall elect or appoint three senators.
- (3) Academic departments or professional staff departments/offices with fewer than 6 voting members shall be combined together into divisional areas that best represent the College's current management structure.
- (4) Divisional areas with 15 or fewer voting members shall elect one senator; with 16 to 25 voting members shall elect two senators; with 26 or more voting members shall elect three senators.

C) Terms of Office

- (1) Senators shall be elected or appointed from their respective constituencies for three-year terms.
- (2) Approximately one-third shall be elected each year. It shall be the responsibility of the Nominations, Elections, and Governance (NEG) Committee to monitor changes in Senate representation and periodically make adjustments to the allocation of Faculty Senate seats.
- (3) Senators may serve no more than two consecutive three-year terms, with the following exceptions:
  - a. a senator who has completed two or more terms may serve additional consecutive term(s) if there is no other candidate to fill that Senate seat; this subsequent consecutive term(s) will be for one year.
  - b. a senator who first serves to complete the term of another senator or fill a vacancy may serve for a total of up to 8 consecutive years.
- (4) One year after leaving office a senator may serve again under all of the other conditions outlined in Section 1.C. of this article.
- (5) The terms of Student representatives to Faculty Senate committees shall run from September through June.

#### Section 2. Officers of the Faculty Senate.

- A) **Constituency.** The officers of the Faculty Senate shall be elected from the Faculty at Large in a process outlined in the Faculty Senate Resolutions. President and Secretary elections will be held in odd years and Vice Presidents elections will be held in even years.
- B) **Terms of Office.** The officers of the Faculty Senate shall be elected to terms of two years. Officers may serve no more than two consecutive two-year terms, except that a current officer may serve additional consecutive terms if there is no other candidate to fill that Senate office. One year after leaving office an officer may serve again as an officer.

#### Section 3. Election Regulations.

- A) **Timing.** All elections shall be held in May of each year, the term of office to begin September 1 of the same year.
- B) **Balloting.** Elections will be by secret ballot in accordance with a process outlined in the Faculty Senate Resolutions.
- C) **Determining Election Winners.** The winner of all elections shall be the candidate receiving the most votes cast, except in officer elections. In officer elections the winner is the candidate with the majority of votes cast. If there is no majority there will be one run-off election of the top two candidates. The winner will be the one receiving the most votes cast.

### **ARTICLE VII DUTIES**

#### Section 1. Senators. The duties and responsibilities of Senators shall include the following:

- A) To attend all meetings of the Faculty Senate;
- B) To determine the opinion of their constituents before meetings of the Faculty Senate;
- C) To present the concerns of their constituencies at meetings of the Faculty Senate;

- D) To represent their constituencies at meetings of the Faculty Senate;
- E) To report fully and regularly to their constituencies on the activities of the Faculty Senate;
- F) To serve on standing committees as designated by the Executive Committee;
- G) To attend all general Faculty meetings.

## **ARTICLE VIII CONDUCT OF BUSINESS**

### Section 1. Meetings.

- A) Regular meetings of the Faculty Senate shall be held at least monthly September through June.
- B) The business of the Faculty Senate shall be conducted in accordance with the provisions of the bylaws. All conduct of business within the Faculty Senate not otherwise provided for in the bylaws shall be in accordance with Robert's Rules of Order, Newly Revised. To this end, a parliamentarian shall be appointed by the President.
- C) The Faculty Senate shall pass normal business by majority vote. Majority vote is defined as the majority of votes cast, excluding abstentions. Faculty Senate business shall always be handled by open ballot. The President may reserve the casting of their vote until the announcement of votes, at which time they may vote in order to create or break a tie.
- D) Faculty Senate documents shall be distributed as follows:
  - (1) Executive Committee minutes shall be distributed to all Senators, Committee Liaisons, and Student Committee members.
  - (2) Senate agendas and minutes approved by the Executive Committee shall be distributed to all Voting Faculty and Student Committee members.

### Section 2. Committees.

The Faculty Senate shall recommend the formulation of new committees and subcommittees, be them standing, permanent or ad hoc, as the need arises.

### Section 3. Quorum.

The quorum for meetings of the Faculty Senate and all committees shall be a simple majority of the total membership.

## **ARTICLE IX COMMITTEES**

### Section 1. Executive Committee.

- A) Membership  
Membership of this Committee shall consist of the officers of the Faculty Senate and the Chairpersons of all standing committees.
- B) Duties  
The duties of this Committee shall be:
  - (1) To receive reports from all standing committees;
  - (2) To apportion the business of the Faculty Senate to the appropriate standing or ad hoc Committees;

- (3) To appoint Senators to standing committees of the Faculty Senate;
- (4) To appoint and charge ad hoc Committees from the Faculty as needed;
- (5) To carry on Faculty Senate business between regular meetings of the full Faculty Senate;
- (6) To call special meetings of the Faculty Senate;
- (7) To meet at least once a week between September and June, and once a month during July and August.
- (8) To periodically review its structure, function, and composition, and to make recommendations for changes to the Faculty Senate.
- (9) To review and approve procedural changes to the faculty senate resolutions as presented by the appropriate standing committee.

## Section 2. Standing Committees.

Committees shall submit to the Faculty Senate all recommendations made by the Committees, both standing and ad hoc.

Committees shall receive requests from and make reports only through the Executive Committee of the Faculty Senate.

Committees shall keep records of their proceedings, operations, and attendance. Annual reports shall be submitted in writing to the President of the Faculty Senate no later than the end of the spring semester. Upon request of the Faculty Senate or the Executive Committee, committees shall conduct special investigations in the areas which are properly within their jurisdiction.

Each Committee shall periodically review its structure, function, and composition, and shall make recommendations for changes to the Faculty Senate. Regular reports shall be made to the Executive Committee.

Committees shall be composed of representatives in accordance with Article IX, Section 2.A-F; however, the Executive Committee may appoint non-senators to Committees, but no more than one per Committee, and only when confirmed by a majority vote of the Senate.

### A) Academic Policies

#### (1) Membership

The voting members of this Committee shall be seven Senators, at least four of whom must be teaching faculty, with one Senator from each area, in so far as is possible, and two Student Representatives. The Vice President of Academic Services, or their designee, designee and the Vice President of Student Services, or their designee, shall be non-voting members of this Committee.

#### (2) Duties

It shall be the responsibility of this Committee to review all policies pertaining to the academic standards and educational policies of the College and to make recommendations to the Faculty Senate. This shall include, but not be limited to, policies related to advising, admission, registration, scheduling, grading, probation, suspension, student withdrawal from classes, student academic grievance procedures, the academic calendar, and the student evaluation of faculty questionnaire.

### B) Curriculum

(1) Membership

Membership of this Committee shall be four to seven Senators, at least four of whom must be teaching faculty, and one Student Representative. The non-voting members of this Committee shall be the Vice President of Academic Services, or their designee, and a second Student Representative.

(2) Duties

It shall be the responsibility of this Committee to review all proposals for changes in the curricular offerings of the College, including new curricula and courses and major revisions or deletions of existing curricula, and courses, and to recommend appropriate action to the Faculty Senate. It shall review the College's general education requirements and recommend any changes. It shall review the philosophy of the academic programs, and it may consider changes in courses and programs in all Divisions of the College. It may review all programs for the purpose of evaluation.

C) Planning

(1) Membership

Membership of this Committee shall be four to seven Senators, one Student Representative, and the Executive Assistant to the President, or their designee, with non-voting status. One non-voting Student Representative shall also serve with full responsibility.

(2) Duties

It shall be the responsibility of this Committee to participate with the College in all aspects of long range strategic planning including cultural changes, building programs, budgets, accreditation and other matters relating to a master plan. As part of the planning process, this Committee shall review and develop proposals for submission to the President of the College through the Faculty Senate. It shall review and recommend to the Faculty Senate a statement of philosophy, goals and priorities of the College. It shall continually assess these areas to see how well the College is meeting its mission and commitment to the community.

D) Professional Development

(1) Membership

Membership of this Committee shall be four to seven Senators, and the Executive Assistant to the President, or their designee, with non-voting status.

(2) Duties

It shall be the responsibility of this Committee to promote Faculty vitality and continued growth through the development and coordination of programs related to the improvement of teaching and learning, and of general interest to the Faculty. The Committee shall work closely with the College's Professional Development Officer in this endeavor. This Committee shall seek applications for Leaves for Professional Advancement and after careful review make recommendations to the College President concerning these leaves. The Committee shall act as the steering committee for all Faculty awards.

(E) Special Committee on Administrative Affairs

(1) Membership

Membership of this Committee shall be at least seven senators who are tenured faculty or non-probationary professional staff. In so far as possible, there should be a senator from each area. Constituent areas of representation are outlined in the Faculty Senate Resolutions.

(2) Duties

It shall be the responsibility of this Committee to make recommendations to the appropriate administrative officers regarding the selection and/or appointment of the following administrative officers, specifically: President, Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents, Deans, Executive Deans and Directors; and for conducting elections of Department Chairpersons. The Committee shall be informed with five weeks advance notice of the creation or redefinition of administrative offices and departments, and of vacancies, and shall respond expeditiously to the appropriate Vice President.

Additional charges to the Committee may be made by the Executive Committee of the Faculty Senate or by the President of the College. The President of the College shall make charges through the Faculty Senate. The Executive Committee of the Faculty Senate shall review any final written recommendation to be submitted to administrative officers by the Special Committee.

(F) Nominations, Elections & Governance

(1) Membership

Membership of this Committee shall be four to seven Senators.

(2) Duties

It shall be the responsibility of this Committee to prepare a slate of candidates for the following positions in the Faculty Senate: President, Vice President, Secretary, and Senators. This Committee shall be responsible for reviewing and adjusting the distribution of representatives among departments or units, and the determination of eligibility for voting membership in accordance with Article IV, Section 1. This Committee shall make recommendations to fill vacancies as they occur on Committees and in the Faculty Senate. It will supervise all elections and examine all procedures to make sure they are in keeping with the Faculty Senate Bylaws. It will review the bylaws at least once every three years and make recommendations for changes to the President of the Senate. This Committee shall also be charged with insuring that principles of democratic governance are being followed in all constituent areas of the governance system. The Nominations, Elections & Governance Committee will oversee update of the Resolutions of the Faculty Senate to reflect all policy changes.

## **ARTICLE X FACULTY RIGHTS**

### Section 1. Faculty Meetings.

#### A) Regular and Special Meetings

The President shall call an All College meeting of the Faculty once each semester. The President may call other meetings at their discretion, or when petitioned in writing by at least 15% of the Faculty.

B) Agenda

The agenda for each regular or special Faculty meeting must be announced and proposals for action must be distributed to the Faculty at least 48 hours prior to the meeting.

C) Quorum

A quorum for each regular or special meeting of the faculty shall consist of two-fifths of the voting faculty.

D) Faculty Secretary

The Secretary of the Faculty Senate shall serve as secretary at all general faculty meetings.

E) Procedure

Procedure of the faculty meetings shall conform to Robert's Rules of Order, Newly Revised and may be amended by the voting Faculty.

### Section 2. Individual Right of Address.

Any individual faculty member may address the Faculty Senate, providing that the subject matter is submitted in writing to the President of the Faculty Senate five working days prior to the next meeting of the Faculty Senate.

### Section 3. Departmental Right of Address.

New academic departments, or administrative units or departments, or units whose representation is affected by personnel changes, may petition to have such changes recognized by the Faculty Senate through the Faculty Senate Committee on Nominations, Elections & Governance.

### Section 4. Faculty Prerogatives.

Any action of the Faculty Senate may be rescinded, repealed, or amended by the voting faculty, provided that:

- A) A motion to consider an action of the Faculty Senate carries by a majority vote of the voting faculty present at any faculty meeting.
- B) Thereafter, a substantive proposal concerning the action being considered shall be discussed, after which mail ballots and copies of the proposal will be distributed to the entire voting Faculty.
- C) A simple majority of those voting shall approve the proposal, provided that at least two-thirds of the voting Faculty vote.
- D) Nothing in this section abrogates the power of the Faculty Senate to rescind, repeal, or amend its own actions.

### Section 5. Amending the Bylaws.

- A) Proposals to amend the Faculty Senate bylaws may originate from any individual member of the Faculty, any department or office represented in the Faculty Senate, or any committee or subcommittee organized by the Faculty Senate. Proposed amendments shall be directed to the Nominations, Elections, and Governance (NEG) Committee, which will review these proposals.

- (1) As part of its review process, NEG reserves the right to consult directly with the proposer(s) to discuss and/or propose revisions to the original proposal.
  - (2) NEG may also include in its review of proposals its own research on the impact of proposed amendments on affected stakeholders.
  - (3) NEG will report its findings and recommendations to the Faculty Senate Executive Committee no later than two calendar months after first considering the proposed bylaws amendment.
  - (4) The Faculty Senate Executive Committee may take up to two regularly scheduled meetings of the EC to consider the NEG's findings and recommendations.
  - (5) The Faculty Senate Executive Committee (EC) will forward to the Faculty Senate for its consideration the original NEG report on any proposed bylaws amendment, along with any additional report of the EC's recommendations.
- B) The Faculty Senate is responsible for determining, by a majority vote, if a proposed bylaw amendment should be sent to the full Faculty membership for a vote. This vote must be taken within six weeks following the initial presentation of the proposal to the Senate (see Section 5. A) (5) ). The Faculty Senate shall not have the authority to amend or otherwise alter the wording of any proposed bylaws amendment, except for those cases where the Senate itself is the initial proposing body for the amendment under consideration.
- C) It shall be the responsibility of the Nominations, Elections, and Governance Committee to organize and execute the process for the Faculty vote on any proposed amendments to the bylaws. All proposed amendments qualifying for a Faculty vote must be presented in an open hearing, scheduled and organized by the NEG Committee, during any fall or spring semester. Advance written notice to all voting faculty of the open hearing is required five working days prior to its being held. Voting faculty will have at least ten working days to complete mail or electronic balloting.
- D) Of the Faculty casting ballots, a two-thirds vote in favor of any proposed amendment is required for adoption to the bylaws. Following the Faculty vote, the NEG Committee shall report the results at the next scheduled regular or special meeting of the Faculty Senate.
- E) Amendments earning the required supporting vote of the Faculty shall be formally submitted to the College President for approval, and then to the Board of Trustees for their vote and approval. bylaw proposals approved by the Board shall take effect immediately at the conclusion of the Board meeting, and shall be officially added to the Faculty Senate bylaws by no later than the next scheduled regular or special Faculty Senate meeting.
- F) All timelines indicated in this section of the bylaws should be understood to include periods that the Faculty Senate is engaged in ongoing business during fall and spring semesters only.

#### Section 6. Removal from Office.

An elected Senator may be recalled or removed from office for conduct detrimental to the Faculty Senate upon the presentation of a petition of twenty-five percent of their representative area and a subsequent vote of two-thirds of that representative area. An elected Senator may be removed from

office for cause by a two-thirds vote of the Faculty Senate. An officer may be removed from office for cause by two-thirds vote of the Faculty Senate.

#### Section 7. Vacancies.

Vacancies in any office or committee shall be filled for the remainder of the unexpired term accordingly:

- A) President. In the absence of the President, the Teaching Faculty Vice President assumes the President's responsibilities.
- B) A Vice President. This office shall be filled by the candidate receiving the greatest number of votes of the Senators present and voting at the next regular Faculty Senate meeting.
- C) Secretary. This office shall be filled by the candidate receiving the greatest number of votes of the Senators present and voting at the next regular Faculty Senate meeting.
- D) Senators. A slate of candidates should be submitted to the Executive Committee of the Faculty Senate by the area the Senator will represent within two weeks of the notification of the vacancy. When only one candidate is recommended, the Executive Committee will act on the recommendation. When more than one candidate is recommended the NEG Committee will conduct an election in the area.

#### Section 8. Leaves.

An elected Senator who is on leave from the college must choose to fulfill senatorial duties and responsibilities, resign, or take leave of Senate duties. When the choice is a leave from senatorial duties, the temporary vacancy shall be filled for the remainder of the leave or unexpired term, whichever comes first, in accordance with Article X, Section 7 Vacancies.

#### Revisions

Article IV Sect 1 9/30/91

Article IV Sect 1 10/30/91

Article V Sect 2.A (7) 9/30/91

Article V Sect 2.C (5) 9/30/91

Article IX Sect 1.B 9/30/91

Article IX Sect 2.A 9/30/91

Article V Sect 2.A 6/20/94

Article VI Sect 1.B (1) 6/20/94

Article VI Sect 1.B (2) 6/20/94

Article VI Sect 1.C 6/20/94

Article VIII Sect 1.C 6/20/94

Article IX Sect 2.E 6/20/94

Article IX Sect 1.A 6/20/94

Article X Sect 5 4/5/96

Article VI Sect 1.B (3) 6/3/97

Article IV Sect 1 and 2 6/3/97

Article V Sect 2.B 5/15/98

Article VIII Sect 1.D (1) 5/15/98

Article IX Sect 2 5/15/98

Article IX Sect 2.A 5/15/98

Article IX Sect 2.B 5/15/98

Article IX Sect 2.C 5/15/98

Article IX Sect 2.D 5/15/98

Article IX Sect 2.F (2) 5/15/98

Article X Sect. 8 5/15/98

Article V, Sect. 2.A (4) 09/18/01\*

Article V, Sect. 2.A (8) 09/15/01\*

Article V, Sect. 2.C 09/18/01\*

Article VII, Sect. 1.B 09/18/01\*

Article VIII Sect.1.A 09/18/01\*

Article VIII, Sect. 2 09/18/01\*

Article VIII, Sect. 3 09/18/01\*

Article VIII, Sect. 4 09/18/01\*

Article IX, Sect. 2 09/18/01\*

Article IX, Sect. 2.C (2) 09/18/01\*

Article X, Sect. 1.A 09/18/01\*

Article VI Sect. 1.B (1) 4/10/02

Article VI Sect. 1.B (2) 4/10/02

Article VI Sect. 1.C 4/10/02

Article IX Sect. 1.A 4/10/02

Article IV Sect. 1 passed by FS 6/05, approved by BOT 8/15/05

Article IV Sect. 2 passed by FS 6/05, approved by BOT 8/15/05

Article IV Sect. 3 passed by FS 6/05, approved by BOT 8/15/05  
Article IX Sect. 2.A. passed by FS 6/05, approved by BOT 8/15/05  
Article IX Sect. 2.B.1 passed by FS 6/05, approved by BOT 8/15/05  
Article V, Section 2 passed by Voting Faculty 5/2014 approved by Administration 9/5/2014  
Article V, Section 2.C(5) passed by Voting Faculty 5/2014 approved by Administration 9/5/2014  
Article IX, Section 2.E passed by Voting Faculty 5/2014 approved by Administration 9/5/2014  
Article X, Section 5, passed by Voting Faculty 4/2016 approved by BOT 04/04/2016  
Article VI, passed by Voting Faculty 6/2016 approved by BOT 10/03/2016  
Article V, passed by Voting Faculty 4/2017 approved by BOT 06/05/2017  
Article IV, passed by Voting Faculty 5/2019 approved by BOT 06/03/2019  
Incorporation of inclusive pronouns, passed by Voting Faculty 2/25/21, approved by BOT 4/12/21  
Replacement of the term “non-teaching staff” with “professional staff,” passed by Voting Faculty 2/25/21, approved by BOT 4/12/21  
Article V, Section 1.C, passed by Voting Faculty 2/25/21, approved by BOT 4/12/21  
Article VI, Section 1.C, 3(a), passed by Voting Faculty 2/25/21, approved by BOT 4/12/21  
Article VI, Section 2.A, passed by Voting Faculty 2/25/21, approved by BOT 4/12/21  
Article VIII, Section 1.A, passed by Voting Faculty 2/25/21, approved by BOT 4/12/21  
Article VIII, Section 1.D (1), passed by Voting Faculty 2/25/21, approved by BOT 4/12/21  
Article VIII, Section 2, passed by Voting Faculty 2/25/21, approved by BOT 4/12/21  
Article X, Section 1A, passed by Voting Faculty 2/25/21, approved by BOT 4/12/21  
Article X, Section 5A (5) and 5B, passed by Voting Faculty 2/25/21, approved by BOT 4/12/21  
Article X, Section 7A and B, passed by Voting Faculty 2/25/21, approved by BOT 4/12/21  
\* wording change approved by Executive Committee  
SUBJECT TO APPROVAL BY THE BOARD OF TRUSTEES