

## E-1: CONSTITUTION OF THE FACULTY SENATE

### Article I. PREAMBLE

In keeping with the Institutional Goals of Cisco College, we the faculty join together in professional association to create the Cisco College Faculty Senate. (Updated 5/09)

### Article II. PURPOSE

The purposes of the Faculty Senate (Senate) are as follows: to ensure that the faculty has appropriate input into the College's planning, policymaking and operation; to support the right of all colleagues to academic freedom and due process; to ensure a channel of reciprocal communication between the faculty and administration; to promote quality instruction; to promote professional integrity; to promote policies and practices that affect the welfare of the faculty; to represent the views of the faculty in collegiate matters.

### Article III. MEMBERSHIP AND STRUCTURE

For the purpose of creating the Senate, the terms faculty and electorate shall include all full time academic and technical faculty, counselors and librarians, at the division chair level and below. Each faculty member shall be part of a constituency represented by a member (senator) of the Senate. (Amended 4/09)

The Senate shall be composed of thirteen (13) members, including a president, vice-president (president-elect), and eleven (11) senators. (Amended 2/18) The president and vice-president shall be elected faculty-wide (at large). Each senator shall be elected by a designated constituency, apportioned by academic, technical and staff divisions. For the purposes of initial organization and elections, the following constituencies will elect one senator each:

- English and Foreign Language departments– 1
- Psychology, Sociology, Philosophy, Education, Arts departments - 1
- Government & History departments - 1
- Mathematics department – 1
- Natural and Behavioral Sciences departments – 1
- Performing Arts departments – 1
- Kinesiology department - 1
- Health Sciences departments - 1
- Industrial Technologies departments - 1

- Counseling department- 1
- Library department – 1 (Amended 4/09; Updated 10/10; Updated 2/18)

The Senate may reapportion constituency representation as needed. Reapportionment will require a 2/3 (9/13) vote of Senate members and a subsequent majority vote (50% + 1) of all faculty votes cast. (Amended 4/09; Updated 2/18)

#### Article IV. OFFICERS AND OFFICERS' DUTIES

The officers of the Senate shall include a president, a vice-president (president-elect), and a secretary.

The president and vice-president may not have the same primary teaching or work location. If the president's primary location is Cisco, the vice-president's primary location must be Abilene. If the president's primary location is Abilene, the vice-president's primary location must be Cisco. If equal time, office hours and teaching load, is spent at both campuses, the officer can designate which campus they will represent. (Amended 2/18)

The Senate, by majority vote, shall elect from its membership a secretary. The secretary shall keep complete minutes of each meeting, both open and executive session, and ensure the prompt publication and distribution of the minutes by electronic mail to all faculty and also by electronically posting the minutes to the Instructional Services folder. The secretary will be responsible for creating and updating the Faculty Senate webpage. (Amended 4/09)

The president of the Senate shall serve a one-year term. (Amended 4/09) The president shall be responsible for:

- scheduling Senate meetings;
- setting the agenda of Senate meetings and distributing the agenda to each Senate member at least one week prior to the meeting;
- announcing Senate meetings to the Senate and faculty at least fourteen days prior to the meeting; presiding at Senate meetings;
- communicating the resolutions, suggestions, and recommendations of the Senate to the college president attending meetings of the Cisco College Board of Regents
- performing other duties as necessitated by the office

The president of the Senate shall meet with the college president a minimum of three times during the August through May academic year and at other times as necessary. The purpose of the meetings will include:

- to communicate the resolutions, suggestions, and recommendations of the Senate and faculty;
- to make input as to long-range college planning and allocation of resources;
- to promote the purposes of the Senate as stated in this constitution.

The vice-president of the Senate shall also be the president-elect. The vice-president shall serve a one-year term, and on the completion of the president's term serve a one-year term as president. (Amended 4/09) The vice-president shall:

- preside at Senate meetings when the president is unable to attend or preside.
- attend meetings of the Cisco College Board of Regents when the president is unable to attend perform other duties as necessitated by the office.

#### Article V. ELECTIONS AND TERMS OF OFFICE

Senators shall be elected by constituencies. Only faculty members as designated in Article III will be eligible to vote. The electorate will be apportioned into constituencies based on academic and technical departments or combinations thereof; each constituency will select one senator.

Any member of a constituency may be selected by that constituency as senator from that constituency. The Faculty Senate President/Secretary will ask for all nominations to be made to the Division Chairs a minimum of two calendar weeks prior to the election and, upon receiving the nomination the Division Chairs will contact the nominee to see if they accept or decline the nomination. Those candidates names who accepted the nomination will then be placed on the ballot. Each ballot must include all of the candidates for Department Representative. The Division Chair will then collect the ballots to determine who will represent the department. (Amended 4/09)

Any member of a constituency may be elected president or vice-president of the Senate. The Faculty Senate President will ask for nominations to be made to him/her a minimum of two calendar weeks prior to the election and, upon receiving the nomination, the president will contact the nominee to see if they accept or decline the nomination. Those candidates' names who accepted the nomination will then be placed on the ballot. Each ballot must include all of the candidates for president and or vice-president. (Amended 4/09)

Elections will be held during the second full week of April. (Amended 4/09) The week after spring break the president and secretary of the Senate shall:

- announce to each constituency a call for elections;
- certify which faculty members are eligible to vote and the faculty members' constituencies;
- announce to each constituency a call for elections;
- certify which faculty members are eligible to vote and the faculty members' constituencies;
- make electronic ballot
- distribute one electronic to each eligible voter
- evaluate data collected electronically
- and, make the data available to the vice-president, assess data and certify winners. (Updated 2/18)

To be elected senator a faculty member must receive a majority of votes cast from the constituency represented. If no majority is achieved, a runoff among the two candidates with the most votes will be held.

To be elected president, the initial office holder must receive a majority of all votes cast. If no candidate receives a majority, a runoff between the two candidates receiving the most votes will be held.

To be elected vice-president a candidate must receive a majority of all votes cast. If no candidate receives a majority, a runoff between the two candidates receiving the most votes will be held.

The term of office for all members of the Senate will be two years. Terms will begin August 1 st and end July 31st. Members will serve two-year staggered terms. One-half (five) of the senators will be elected each April.

The initial term of office for senators from the following constituencies will be one year after which the term will be two years:

- Psychology, Sociology, Philosophy, Education, Arts department, Government & History department, Natural and Behavioral Sciences department, Kinesiology department, and Industrial Technologies department. (Updated 2/18)

The initial term of office for senators from the following constituencies will be two years:

- English and Foreign Language department, Mathematics department, Performing Arts department, Allied Health department, Nursing department, Counseling department, and Library department. (Updated 10/09; Updated 2/18)

A faculty member may be elected to an unlimited number of two-year terms but no more than three consecutive two-year terms.

A replacement election shall be held if a senator resigns or is recalled. The replacement election will be held within 10 working days of the resignation or recall. The president shall announce the election. The president, vice-president, and secretary will be responsible for printing, distributing, collecting, and counting the ballots and announcing the results. A replacement senator's term of office shall expire at the time the term of the senator being replaced would have expired. (Amended 4/09)

A senator may be recalled (removed from office) by the constituency upon a two-thirds (2/3) vote of the constituency. Recall shall require the presentation of a petition to the president (or the vice-president if the president is being recalled) signed by at least a minimum of one-third (1/3) of the constituency. The president shall schedule the recall election within seven calendar days of receipt of the petition. The president and secretary (or the vice-president if either the president or secretary is being recalled) will print (create an electronic ballot), distribute, collect, and count the ballots and announce the results. (Updated 2/18)

If the President resigns or is recalled, the Vice-President will serve out the remainder of the term as President and would then become President at the beginning of the next school year and serve out their full year as President.

In the event that the Vice-President resigns or is recalled during their term an election would be held where a current Senator would be voted in as the replacement for the remainder of the year by the faculty at large. This person would then become the President at the beginning of the next school year and serve out their full year as President. (Amended 4/09)

#### Article VI. DUTIES AND RESPONSIBILITIES OF THE SENATE

In accordance with the purposes as stated in Article II, the Senate shall fulfill the following duties and responsibilities:

- to review and make recommendations to the administration in all areas involved with academic and professional policy, including but not limited to curriculum, instruction, student evaluation, communication, and professional faculty matters;
- at the request of the College president, to consult on matters concerning the College's mission, goals or policies;
- in the event widespread faculty dissatisfaction results from an administrative decision, consult with the College president in an effort to reach a mutually acceptable accommodation;
- to take the necessary and appropriate action to ensure the accurate expression of College faculty opinion including but not limited to surveys and referenda;
- to take the necessary and appropriate action to ensure that the College faculty is informed on matters of open discussion and study by the College administration and the Senate.
- to communicate the opinion and concern of the College faculty
- to accept matters of college concern from any constituent, review the concern and, if necessary, make recommendations to resolve the concern.
- to ensure the creation and maintenance of a Senate web page link from the Cisco College website
- perform other duties and responsibilities as necessary (Amended 4/09)

## Article VII. BYLAWS

The following bylaws shall govern the operation of the Senate.

Section 1. The Senate shall meet a minimum of three times per academic year. One of the meetings must be during the week of the in-service period at the start of the Fall semester. One of the meetings must be during the week of the in-service period at the start of the Spring semester.

Section 2. A quorum of two-thirds (10 of 15) of the membership must be present for the Senate to conduct business. (Amended 4/09; Updated 2/18)

Section 3. The Senate may meet in closed (executive) session at the request of the president and a majority vote of the members present.

Section 4. Senate meetings will be conducted according to Robert's Rules of Order.

Section 5. A majority vote shall decide issues and question before the Senate. At the discretion of the president, a voice vote or a show of hands may be used for voting. Any member may request that an issue be voted on by secret ballot and that request shall be honored.

Section 6. The president may appoint ad hoc study or research committees for the purpose of investigation and recommendation. Committees must include at least two (2) members of the Senate, excluding the president. (Amended 4/09)

Section 7. Members of the faculty may attend Senate meetings, but may speak only with the consent of the president or a majority of members of the Senate present. (Amended 4/09)

Section 8. Minutes of all Senate meetings will be taken and distributed to all faculty by electronic mail after meeting with the College President with resolutions. Minutes will also be electronically posted in the Instructional Services folder or Cisco College website. (Updated 2/18)

Section 9. Any member of the faculty may request an item be placed on the Senate agenda, but must use the Agenda Item form. The Agenda Item form will be distributed to the faculty by the Faculty Senate President. (Updated 2/18) To have an item placed on the Senate agenda the faculty member must notify the president in writing at least ten (10) days before any scheduled meeting.

Section 10. The president or a minimum of four members of the Senate may call an extraordinary meeting of the Senate with less than fourteen days notice but not with less than two working days notice.

Section 11. The Senate bylaws may be changed or amended by two-thirds (7 of 11) majority vote of all Senate members. Proposed changes or amendments to the bylaws must be presented to the Senate in writing at least two weeks prior to a regular meeting. (Amended 4/09)

#### Article VIII. AMENDMENT

This constitution may be amended by a sixty percent (60%) majority of votes cast by the faculty. All proposed Amendments must be presented to the president of the Senate supported by a petition signed by at least a minimum of twenty-five percent (25%) of the faculty. Within seven days the president will review and confirm the petition signatures. Upon review and confirmation of signatures the president will call a constitutional amendment election. The election must be held within twenty-one days. The Senate will be responsible for: sending a ballot via electronic mail to each eligible voter, evaluating the data collected electronically, assessing the data, and announcing the results. (Updated 2/18)

#### Article IX. RATIFICATION

A majority of the votes cast shall be sufficient for the ratification of this constitution and the creation of the Faculty Senate.

#### Article X. FACULTY SENATE ORGANIZING COMMITTEE

To organize and implement the procedures necessary to create the initial Senate, a Faculty Senate Organizing Committee (Committee) will be created. During the first faculty in-service meeting after the ratification of this constitution, each constituency, as listed in Article III, will select one temporary Senator to be a member of the Committee. The selection of the Committee member will be determined by each constituency for itself; however, only eligible faculty and electorate, as defined in Article III may be part of the selection process and only eligible faculty and electorate may be a Committee member.

The Committee's responsibilities will include:

- planning, preparation and execution of the first elections for senators, president and vice-president.
- receiving input from the faculty as to additions or alterations to the Senate bylaws.
- receiving input from the faculty as to additions or alterations to this Constitution

The ten (10) Committee members will meet within fifteen (15) days of election. The members will elect from among their membership a Committee chair and a secretary. The Committee chair shall assume the responsibilities of the president as listed in Articles III and IV of this constitution. The secretary shall assume the responsibilities of the secretary as listed in Articles III and IV of this constitution.

The Committee will have as many subsequent meetings as necessary to meet its responsibilities. Meetings will be called by the Committee chair or by the request of a minimum of four Committee members.

The Committee will cease to exist with the election of the first Faculty Senate president, vice-president (president-elect) and senators. The Committee may not alter in any way the apportionment of constituencies or senators.