

# **FACULTY SENATE CONSTITUTION**

## **CLARENDON COLLEGE**

**Approved by vote of Faculty Senate on 24 November 2020**

**CC Board of Regents approved 21 January 2021**

### **ARTICLE I**

#### **POWERS AND JURISDICTION**

##### **Section 1: Purpose**

The purpose of the Faculty Senate is to provide a forum for faculty to participate in institutional governance by providing input to the President and appropriate administration officials of Clarendon College and through the President to the Board of Regents on matters affecting the education, service activities, growth, and the general welfare of the college and its constituencies; and to promote the general welfare of the faculty.

##### **Section 2: Powers and Responsibilities**

- A. *Legislative Powers*** – The Faculty Senate shall serve as the legislative body of the faculty in all matters concerning the faculty.
  
- B. *Recommending Powers*** – The Faculty Senate shall provide input in relation to other matters of importance to the college by formulating recommendations to the President and appropriate administrative officials.

### **ARTICLE II**

#### **COMPOSITION**

##### **Section 1: Faculty Membership**

The Faculty Senate shall consist of all Clarendon College full-time contract faculty, LRC staff, and coaching staff.

## **Section 2: Ex Officio Members**

The President, Vice-President of Academic Affairs, Dean of Students, and the President and Vice-President of the Student Senate, shall be ex officio *non-voting* members of the Senate.

## **Section 3: Executive Session**

The provision for ex officio members shall not preclude the right of the voting members of the Senate to meet in executive session.

# **ARTICLE III ORGANIZATION**

## **Section 1: By-laws and Regulations**

The Senate shall have the power to organize itself and to make all by-laws and regulations necessary for its own proceedings.

## **Section 2: Officers**

- A. *Officers*- The officers of the Senate shall include a Chair, Vice-Chair, Secretary, and Sentinel.
- B. *Chair*- The Chair of the Senate shall be elected by and from the membership of the Senate. The Chair shall preside over meetings of the Senate.
- C. *Vice-Chair*- The Vice- Chair of the Senate shall be elected by and from the membership of the Senate. The Vice- Chair shall assume the duties of the Chair in the absence of the Chair.

- D. **Secretary**- The Secretary of the Senate shall be elected by and from the membership of the Senate. The Secretary's duties will include, but not be limited to, the preparation and distribution of agenda materials for the Senate, the certification of election results, the preparation and distribution of records of Senate actions, and the documentation of Senate meeting minutes.
- E. **Sentinel**- The Sentinel of the Senate shall be elected by and from the membership of the Senate. The Sentinel will govern over questions of parliamentary procedure and constitutionality of Senate actions.

### **FACULTY SENATE BY-LAWS**

#### **I. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Senate in all questions of parliamentary procedure with the Sentinel acting as interpreter.

#### **II. Meetings**

- 1) At the last regularly scheduled meeting of each academic year, the Senate shall establish frequency and regular time and location for its meetings to be held the following academic year.
- 2) Regular Senate meetings will be open to the community; however, the Senate reserves the right to meet in executive session.
- 3) At any meeting, the presence of 50% Senate membership shall constitute a quorum. The Secretary of the Senate shall take attendance of members present at each meeting to be documented in the minutes.
- 4) Proxy voting may be used to constitute a quorum. The assigned proxy must be written or electronically submitted to a member of the Faculty Senate.

- 5) The quorum shall not be decreased by the absence of a Faculty Senate member who submits a notice of absence by electronic or written statement.
- 6) Special meetings of the Senate may be called by the Chair or upon the request of at least 25% of membership. Announcement of special meetings must be made with sufficient time to develop an agenda.

### **III. Election of Officers**

- 1) No later than four weeks prior to the last regularly scheduled meeting of the academic year, the Senate members shall nominate three candidates each for office of Chair, Vice- Chair, Secretary, and Sentinel. These nominations will be selected from the entire Senate membership and will be selected by ballot.
- 2) Balloting may be cast either in written or electronic format as deemed appropriate by Faculty Senate vote.
- 3) All elections shall take place by a majority vote. If no candidate receives a majority, a run-off election shall be conducted between the two candidates with the highest number of votes.
- 4) One half of the Senate membership must vote for election results to be valid.
- 5) If a vacancy occurs in the office of the Chair, the Vice-Chair shall assume the office. The Senate shall then select a member to serve as Vice-Chair for the remainder of the academic year. This election will be conducted in the same manner as election of offices stated in paragraph 3 of this section, as will any other office vacancy other than the Chair.
- 6) Upon election, the Sentinel will also take responsibility as the Parliamentarian.

#### **IV. Assumption of Office**

- 1) Newly elected officers shall assume their duties in office at the first meeting following the election.
- 2) Outgoing officers shall transfer Faculty Senate documents to the newly elected officers.

#### **V. Action of the Senate**

- 1) Unless otherwise stipulated in the Constitution or By-laws, all actions of the Faculty Senate shall be adopted by a majority vote of those present and representing a quorum.
- 2) Only in the case of a tie vote shall the presiding officer vote. In this case, the presiding officer will cast the deciding vote.

#### **VI. Amendment of the By-laws**

- 1) Any member of the Senate may submit proposed amendments to the By-laws to Faculty Senate officers to be considered at the next regular meeting. This inclusion must be submitted in writing and in advance of the meeting.
- 2) Amendments presented must be adopted by a two-thirds majority of those present and representing a quorum.

## **GENERAL PROCEDURE FOR SENATE MEETINGS**

1) A notice announcing each meeting shall include the agenda for that meeting and the minutes for the previous meeting and shall be sent to each Senate member, to all Deans, the Vice President, and to the President. Minutes shall be made available to the Board of Regents upon request.

2) Order of Business

- I. Call to order
- II. Approval of minutes
- III. Announcements
- IV. Addition or changes to the agenda
- V. Consideration of agenda items
- VI. Adjournment

3) Agenda Formation

Items to be considered by the Senate should be submitted in advance to the Faculty Senate officers, which is responsible for setting Senate agenda. Items of business to be submitted for inclusion in the agenda shall be accompanied by documentation and explanation appropriate for the information of the Senate membership. It will be the responsibility of the Executive Committee to exclude from the agenda proposed items which, in its judgment, lack legitimate sponsorship or adequate documentation, and to defer items which are not urgent. Additions to or changes in the agenda may be proposed from the floor at a Senate meeting but must be approved by a majority vote of the membership present before an agenda item will be considered. All such business added to the agenda may be considered and acted upon at the same meeting except that business which the presiding officer judges to be minor in nature or requires an opportunity for investigation prior to final action.