



# ESTRELLA MOUNTAIN COMMUNITY COLLEGE

## RESIDENTIAL FACULTY SENATE

### BYLAWS

Dated: November 19, 2021

#### Article I: Senate Roles and Responsibilities

##### Section A: Authority and Responsibility

The Estrella Mountain Community College (EMCC) Residential Faculty Senate shall have supervision, control, and direction of the Senate, determine its business policies or changes therein within the limits of these Bylaws, and shall actively promote its purposes. The Senate shall act for and on behalf of the Residential Faculty. The Senate may adopt such rules and regulations for the conduct of its business as shall be deemed advisable and may, in the execution of the powers granted, appoint such agents as it may consider necessary. The Senate shall provide reports to the Residential Faculty, as necessary. Until such time as the Senate deems otherwise, the Senate shall consist of the elected Senators and EMCC Executive Committee.

##### Section B: Duties of Senators

1. Represent the interests of the EMCC Residential Faculty.
2. Attend regular and special meetings of the Senate.
3. Serve on committees as appointed by the President.
4. Inform Residential Faculty of Senate matters on a monthly basis.
5. Communicate the views and concerns of Residential Faculty to the Senate.
6. Attend meetings of the District and College, as required.
7. At the beginning of the academic year, each Senator will designate an alternate. In the event that a Senator must miss a Senate Meeting, it will be the responsibility of the Senator to send the alternate from the division to the meeting.

##### Section C: Senate Meetings

1. The calendar of regular monthly meetings on the first and third Friday of the month shall be announced and published, and this will serve as notice to the Senate and Residential Faculty.
2. The Senate shall meet at the call of the President, or by request of the Executive Committee or as established by Senate resolution.
3. Senate members may invite non-Faculty members for official business.
4. Any member of the Senate or any non-member who secures a Senator to sponsor it, may place an item on the agenda of the Senate by written notification to the Senate President. The President shall provide Senators with an agenda at least 24 hours prior to each meeting.
5. Senate meetings shall be open to all EMCC Residential Faculty.

## **Section D: Quorum**

Quorum – The majority (50% plus one) of Senators shall be considered a quorum; the quorum count does not include the members of the Executive Committee or vacant Senator positions.

## **Section E: Voting**

1. Senate Voting Members shall consist of all elected Senators; the Senate President shall vote only in the event of a tie and other members of the Executive Committee will not vote.
2. A simple majority is here defined as more than half the votes cast.
3. A two-thirds majority is here defined as at least two-thirds of the votes cast.
4. A simple or two-thirds majority does not include Senate members who abstain, are absent, or do not vote.
5. An abstention vote counts toward the number required to meet quorum, but will not count toward the number required to have a simple or two-thirds majority.
6. Votes considered by all Residential Faculty will be done electronically and anonymously.
7. Votes considered by the Senate can be either in-person or electronically.

## **Section F: Procedures**

1. Any member of the Senate may call for a motion to be considered.
2. Any Senate motion will require a second before opening for discussion. A call for a vote will be recommended by the Senate President after appropriate discussion.
3. Any Senate motion that has been called for a vote will require a vote from each individual Senator.

## **Section G: Election of Senators**

1. Senators are elected from each college division by its faculty ranks as described in each division's Charter.
2. The Senator at-Large will be nominated from and elected by a simple majority of all Residential Faculty members.
3. Nominations for elected Senators will be called for by April 15 of each academic year.
4. Senators are elected by the May Senate meeting of each year to serve during the next academic year.
5. If a division does not or cannot elect a senator, then that seat in the Senate becomes an additional at-Large seat for the current academic year. The Senate Executive Committee will call for nominations from Residential Faculty members to fill the seat. All Residential Faculty will elect the additional at-Large senators by a simple majority, if required, by September 15th.

## **Section H: Terms of Office**

All Senators will serve for one academic year

## **Article II: Officers and Duties**

The Executive Committee shall be composed of the President, President-Elect, Past-President, and Secretary. It shall act as a steering committee for the Senate by preparing the priority agenda for Senate meetings and recommending actions to the Senate. It shall have access to all documents and records for the purposes of maintenance and organization.

### **Section A: Duties of the President**

1. Call and preside at all Senate meetings.
2. Appoint members to serve on all Special Committees subject to the approval of the Senate.
3. Be an ex-officio member on all Senate committees.
4. Have the right to call special meetings of all Residential Faculty and the Senate.
5. Be the official representative for the Senate.
6. Represent the Senate on the District Faculty Executive Council and Council of Presidents.
7. Meet regularly with the President and Vice President of Academic Affairs of the College.
8. Represent the Senate on EMCC's President's Cabinet and other official college bodies that call for Senate representation.

### **Section B: Duties of the President-Elect**

1. Act as the Parliamentarian at all Senate meetings.
2. Perform such duties as may be assigned by the President.
3. Preside in the absence of the President at Senate meetings.
4. Represent the Senate on the District Faculty Executive Council.
5. Responsible for the MCCCCD Faculty Association membership drive.
6. Represent the Senate on EMCC's President's Cabinet and other official college bodies that call for Senate representation.

### **Section C: Duties of the Past President**

1. Preside in the absence of the President and President-Elect at Senate meetings.
2. Work as a liaison for probationary faculty that get a Renew with Development during the previous academic year.
3. Perform such duties as may be assigned by the President.

### **Section D: Duties of the Secretary**

1. Writes and records minutes of the Senate meetings.
2. Responsible for the correspondence files.
3. In charge of communications between the Senate and any other person or organizations.
4. Maintains current and archived documents and records on the Senate site for Senate access.
5. Perform such duties as may be assigned by the President.

### **Section E: Term of Office**

All Officers will serve for one academic year.

## **Section F: Election Procedures**

1. A call for nominations from all Residential Faculty for Senate President-Elect and Secretary will occur no later than September 1st and nominations will close on September 15th.
2. An Election will be held in October of each year for the President-Elect and Secretary positions.
3. The President-Elect and Secretary shall be elected by a simple majority vote of all Residential Faculty.
4. The President's position shall be filled by the person holding the President-Elect position the preceding year. If the President-Elect cannot take the role of President in the subsequent year there will be a callout and election within 2 weeks of notification that the President-Elect cannot serve

## **ARTICLE III: GOVERNANCE DURING NON-ACCOUNTABILITY**

During Faculty non-accountability days, the Senate President shall be the official representative for the Senate in consultation with the Senate.

In the absence of the President, the Senate President shall appoint the President-Elect to represent the Senate as designated Acting President for issues that arise during non-accountability days in consultation with the Senate President. If the President-Elect is unavailable, the Senate President shall appoint a Senator to represent the Senate. Finally, if neither the President-Elect nor a Senator is available, the Senate President shall appoint a Residential Faculty member to represent the Senate.

During non-accountability days the Senate President may call an emergency meeting if the need arises for a decision from the Senate. If a decision requires a vote of the Senate, a simple majority vote will suffice for approval.

At the request of any member of the Senate, the President or designee will provide written justification for any decisions made or actions taken during non-accountability days, explaining the issues and the reasons for the decisions or actions.

## **ARTICLE IV: COMMITTEES**

1. Special Committees may be established by simple majority approval of the Senate.
2. Special Committees shall exist for no more than one year unless reaffirmed by vote of each succeeding Senate.
3. The size, purpose, and membership of Special Committees shall be determined or modified by the Senate.
4. The chair and members of each Special Committee shall be appointed by the Senate President subject to the approval of the Senate.
5. Vacancies on Special Committees shall be appointed by the Senate President subject to the approval of the Senate.
6. Special Committees shall report and be responsible to the Senate.

## **ARTICLE V: EXECUTIVE SESSIONS**

1. An Executive Session is a meeting of only the Executive Committee and Senators.
2. By simple majority vote of the Senate, the Senate may resolve itself into an executive session and is to be held after all agenda items have been addressed.
3. No record shall be kept of debate, except that which is ordered by the Senate, and no Senator shall reveal the nature of executive proceedings to any person without the permission of the Senate.
4. No recommendations either to the college administration or the MCCCDC Governing Board Members shall be enacted except personnel matters.

## **Article VI: Amendments to Bylaws**

Any member of the Senate may propose an amendment to the Bylaws at any time by informing the Faculty Senate President in writing (written or electronic) that they would like to present their proposed amendment(s) at a regularly scheduled Senate meeting.

The proposed amendment(s) will be presented at the next regularly scheduled Senate meeting. A vote will be called at the subsequent Senate meeting. To be approved, the Senate vote requires a quorum of Senate as established per the Bylaws with a two-thirds approval. If approved, the Bylaws with amendment(s) will become effective.