Approved: 24 August 2023

These Bylaws were approved by the GCC Faculty Senate on Thursday, August 24, 2023. Text in "red" remains part of the GCC Faculty Senate Constitution and cannot be changed without following proper procedures.

Article 1. Senate Roles and Responsibilities

A. Authority and Responsibility
   a. The Faculty Senate (indicated as "Senate" throughout these bylaws) shall, of its own determination, concern itself with any academic or professional matter that it deems important to the welfare of the college, faculty, staff, and the student body.
   b. The Senate shall act for and on behalf of Residential Faculty (as defined by the Residential Faculty Agreement) as a whole in exercising its primary responsibility for such matters as curriculum, subject matter and methods of instruction, faculty status (including appointments, evaluations, and dismissals), and those aspects of student life which relate to the educational process.
   c. The Senate may formulate recommendations on the selection of administrators of the college after due diligence has been conducted. On behalf of the Residential Faculty the Senate may forward its recommendations to the College President (indicated as "College President" throughout) as well as the Chancellor and the Governing Board of MCCCD.
   d. The Senate shall work jointly with administration officials on the appointment of Residential Faculty members to college committees, offices, and responsibilities.
   e. 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 may adopt formal resolutions and Statements of the Senate to identify and record the will and position of the Senate. The Senate shall elect the Treasurer and Secretary. The Senate shall provide regular meeting minutes to the Residential Faculty.

B. Composition
   a. The Senate shall be composed of nineteen (19) members consisting of fifteen (15) Senators, FEC reps (the number based upon allocation by the FEC), a President-elect (the year following their election), and a President.

C. Duties of a Senator
   a. Represent the interest of the Glendale Community College Residential Faculty
   b. Communicate to Residential Faculty within assigned zones by the Faculty Senate President (indicated as "President" throughout these bylaws), as necessary.
      i. Senators will be assigned to a Zone that includes one or more Departments depending on size.
      ii. Senator will be the contact person for information to and from the Senate to their respective Departments

c. Attend regular and special meetings of the Senate
d. Serve on committees as appointed by the Faculty Senate President (indicated as "President" throughout these bylaws)
e. Inform Residential Faculty of Senate matters on a monthly basis
f. Communicate the views and concerns of Residential Faculty to the Senators and Faculty Senate President
g. Attend meetings of the District and College, as required

D. Senate Meetings
   a. Notice – The calendar of regular monthly meetings shall be established in May by the newly elected Senate for the following academic year. The calendar will be posted to the Faculty Senate website, and this will serve as notice to the membership. Faculty shall be notified of any special meetings at least one week in advance along with the time, date, place, and purpose of the meeting, unless the purpose for the meeting is due to an emergency situation as determined by the President. In the case of an emergency, members will be given as much prior notice as reasonably possible.
   b. Senate meetings shall be open to all Residential Faculty. Individual faculty members may submit matters to the Senate and speak to the same at meetings according to the process established by the Senate.
   c. The President may invite non-faculty to attend and participate in regular or special meetings of the Senate. Such participation must be approved by the Senate when the agenda is adopted.
   d. Agenda – Any member of the Senate, or a minimum of ten percent of the Residential Faculty may place an item on the agenda of the Senate by written notice to the President of the Senate at least one week in advance of the meeting. The Senate President shall provide the faculty with an agenda at least three (3) business days in advance of all meetings except the executive sessions.
   e. Meetings - The Senate shall meet an average of once monthly during accountability or more often at the call of the President or by request of the Executive Committee. Senate meetings may be held in-person, virtually, or in a hybrid format, as circumstances dictate.
   f. Minutes - Senate meeting Minutes shall be taken by the Secretary (or designee), sent out electronically to be approved by the Senate, and then provided in electronic format to all Faculty via the Senate website and/or electronic communication, as soon as practicable after Senate meetings.

E. Voting and Quorum
   a. A majority of the elected Senators and Executive Councilors -at-Large, not including the President and Past President (if any), shall be considered a quorum. When all positions are filled, this number should be 10 or more.
   b. The President of the Senate shall vote only in the event of a tie.

c. The Past-President (if any) is an ex officio member of the Senate and shall not have a vote.
d. All other members of the Senate, including the President-elect, Treasurer, Secretary, and Executive Councilor(s) at Large, shall have a vote.
e. Procedures
    i. Any member of the Senate may call for a motion to be considered.
    ii. 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. A senator may call for a vote if they receive a second.
    iii. Any Senate motion that has been called for a vote will require a vote from each individual Senator.
    iv. On all matters of internal functioning not otherwise covered by the Constitution of the Senate, Senate meeting procedures shall be governed by the most recent version of Robert's Rules of Order.
    v. Any motion that fails to receive a majority of affirmative votes shall have failed to pass.
f. A voting record shall be kept for every matter requiring a vote in the Senate, except for the election of Senate officers, and for customary meeting administration. Such voting records shall list each Senator's vote. Abstentions may be recorded at the request of the abstainer, but do not count as part of the total number of votes cast. In the event the President of the Senate is required to vote to break a tie, that vote of "yes" or "no" shall also be recorded.
g. Voting records shall be on file and available to all faculty upon request.

F. Executive Session
    a. By unanimous vote of the Senators, the Senate may resolve itself into an executive session where only members of the Senate may be present. Such sessions may be solely for the discussion of confidential/ personnel matters or for discussion or consultation for legal advice with attorneys.
    b. Executive session minutes (if taken) and proceedings shall be kept confidential except from Senate members.
    c. No votes shall be taken during executive sessions.

G. Term of Office
    a. Senators shall serve terms of three years. The terms shall be arranged so that one-third of the Senators are elected annually.
    b. There shall be no limitation on the number of terms which Senators may serve; however, they may serve only three terms (full or partial) consecutively, not counting any term(s) served as President, President-elect, or Executive Councilor-at-Large.

H. Regulation of Senate Membership/ Removal of Senator or Officer

a. Any member of the Senate (including its officers and FEC members) may be removed from office. Within two weeks of the receipt of a recall petition signed by one-third or more of the GCC faculty, the Senate will hold a recall election. Recall votes must be cast during the date of the recall election. On verification that two-thirds or more of the GCC faculty members voting in the recall election voted for recall, the Senate member will be removed from office.

I. All Faculty Meetings
   a. Regular Meetings – One (1) meeting per semester of GCC Faculty shall be held at such time and place as determined by the Senate President for communication purposes.
   b. Special Meetings – Special meetings of the GCC Residential Faculty members may be called at the request of the President, the Senate, or at the written request of a majority of the Residential Faculty at GCC. The time and place for holding special meetings shall be determined by the Senate.
      i. Notice – Notice of any regular or special meeting of the members shall state the time, date, place, and purpose of the meeting and shall be delivered no less than two (2) weeks prior to the date of such meeting, unless the purpose for the meeting is due to an emergency situation, as determined by the President. In the case of an emergency, members will be given as much prior notice as reasonably possible.
      ii. Voting Method – In addition to in person, voting by telephone or electronic means shall be permitted. A vote using any of these methods may be called by the Senate.

J. Inclusivity
   a. Notwithstanding any other provision of this Constitution or its Bylaws, no faculty member shall be denied the right to 1) vote for Senators, FEC representatives, or President-Elect, or 2) serve on the Senate, or 3) serve on the Faculty Executive Council based on their membership status in the MCCCD Faculty Association.

Article 2. Representation to District Faculty Executive Council and Faculty Association

A. All Residential Faculty members shall be eligible to vote in the election of and to serve as Faculty Executive Council members. The Faculty Senate President and President-elect, as well as the Executive Councilor(s)-at-Large shall, as part of their elected positions, shall be appointed and serve as members of the Faculty Executive Council (FEC). It is a one year appointment. The Executive Councilor(s)-at-Large may run for re-election.
B. The total number of Councilors-at-Large on the Senate shall equal the total number of FA membership-based "seats" on the FEC, as determined by the FEC in any given year, minus the President and (in years where one is serving) the President-elect.

Article 3. Officers

A. President
   a. Qualifications: To serve as Faculty Senate President, the following qualifications must be met
      i. Residential Faculty Member, AND
      ii. EITHER has served a full term (or partial term, in case of resignation or recall of sitting President) as President-elect OR, if there is no current President-elect, a current member of the Senate (including any currently serving Past-President) who has been chosen by a majority vote of the Senate, during a regular or specially-called senate meeting, to serve as interim President until the next regular election cycle
   b. Duties: The President is the presiding officer of the Senate and conducts meetings of the Senate and the Executive Committee. Other duties include:
      i. Appointment of faculty members to serve on committees subject to Senate approval
      ii. At the start of each academic year, assigning Senators and FEC Representatives to campus Zones into which Residential Faculty have been divided. Zones will be used to facilitate individualized contact and the dissemination of information
      iii. Ex-officio membership on all Senate committees
      iv. Convocation of special meetings of the Senate or the Executive Committee
      v. Official representation of the Senate and the Faculty Association
      vi. Communication between the Senate and other groups or individuals
      vii. Maintaining appropriate correspondence files
      viii. Serving as Chair of the Faculty Staffing Advisory Committee,
      ix. Serving as (or appointing) the co-Chair of the Integrated Resources Planning Committee (IRPC),Serving on the Faculty Executive Council and Council of Presidents
      x. Calling a general faculty meeting once each semester (and other general meetings when needed)
      xi. Appointments to MCCCD committees shall be determined by the Senate President.They may be Senate members or other qualified faculty. All appointments shall be confirmed by the Senate.
      xii. Serve as Tri-Chair on the Shared Governance Council
   c. Term: The term of office for the President of the Senate shall be two years. The President may run for re-election at the time of the President-elect election. Should a sitting president be re-elected, there will be no President-elect for the following two-year election cycle.

B. President- Elect
   a. Qualifications: To serve as Faculty Senate President, the individual must be a Residential Faculty Member.

b. Duties: The President-elect shall serve on the Faculty Executive Council and shall perform such duties as may be assigned by the President or the Faculty Executive Council. In addition, the President-elect shall preside in the absence of the President, and shall succeed the President should the President vacate the office prior to expiration of the term of office.
c. Term: The term of Office for the President-elect of the Senate shall be one year. The term of office for the President-elect shall begin at the April Faculty Senate meeting immediately following their election. The President-elect shall become the President at the April Senate meeting one year after they became President-elect.

C. Past President
   a. Qualifications: A Past-President may, at the discretion of the newly installed President, be appointed from among any Residential faculty at the College who have served as President of the Senate within the previous 6 years, and who are not currently serving as President-elect or any of the other officers of the Senate.
   b. Duties: The purpose of the Past President position is to provide assistance and counsel to the Senate President, as deemed necessary and appropriate by the Senate.
   c. Term: The term of Office for Past President shall not exceed the term of the President that assigned them.

D. Secretary
   a. Qualifications: This position must be held by a current Senator.
   b. Duties: The Secretary shall keep an updated roster of Senate membership, the minutes of the meetings of the Senate, a common repository of anything the Senate creates, and any reports/presentations provided to the Senate. The Secretary shall be responsible for a written report to the faculty at large, concerning actions and activities of the Senate that haven't been deemed confidential, following each meeting of the Senate.
   c. Term: The term of office for Secretary shall be one year. The Senate Secretary shall be eligible for re-election, so long as they have not reached their term limit as Senators.

E. Treasurer

   a. Qualifications: This position must be held by a current Senator.
   b. Duties: The Treasurer shall be responsible for the collection of assessments, overseeing all Senate expenditures, the keeping of all financial records and making periodic financial reports to the Senate.
   c. Term: The term of office for Treasurer shall be one year. The Senate Treasurer shall be eligible for re-election, so long as they have not reached their term limit as Senators.

Article 4. Election Procedures

A. Senators
   a. The election of Senators shall be held prior to the second Wednesday in April, and the Senators shall serve from the April meeting convening the new year's Senate. In the event a special election for a replacement Senator is necessary, the newly elected Senator will take office immediately and serve out the unexpired term of the predecessor.
   b. A Nominating Committee composed of two non-officer Senate members and three non-Senate residential faculty shall be established by February 15 of each year. The President, in consultation with the Senate as a whole, shall select the members of the Nominating committee.
   c. The Nominating Committee shall encourage submission of names of faculty members who have agreed to be candidates for the Senate. In March, the committee shall announce to the Senate a slate of candidates for the positions that will become vacant.
   d. The nominees receiving the greatest number of votes cast for the existing vacancies will be elected. In case of a tie which would cause the number of elected Senators to exceed the number of existing vacancies, a run-off election will be required.
   e. The Nominating Committee may choose to conduct the election balloting by preferential voting, as described in Robert's Rules of Order and adapted to local needs.
   f. Only full-time faculty members shall be eligible to vote in the election of Senators, President of the Senate, President-elect of the Senate; and in amending the Senate Constitution. These Senate positions can be sought and held only by faculty who have completed at least one full semester.

B. Officers (Executive Council) shall include, but shall not be restricted to, the President, President-elect, Secretary, and Treasurer.
   1. In the spring of each odd-numbered calendar year, the GCC faculty shall elect the President-elect of the Senate at the same time as the regular Senate elections.
   2. Candidacy for the Senate or incumbency on the Senate shall not disqualify a member of the faculty to stand for election as President-elect of the Senate.
   3. The President-elect shall be elected by a simple majority of the votes cast. If no candidate receives a simple majority of the votes cast, a runoff election will be required between the two candidates who received the most votes in the first election. In the event a special election for President-elect is necessary, the newly elected President-elect will take office immediately and serve out the unexpired term of the predecessor.

4. Officers, other than the President-elect, shall be elected from among the Senators by a simple majority of the members of the Senate present. This election shall take place at the first meeting following the election of the Senators.

C. Vacancies shall be declared by the President upon direction of the Senate.
   a. Senator(s) Pro-Tempore shall be elected by the Senate to serve until the next regular Senate Election.
   b. The President shall declare vacancies when a Senator has been absent three consecutive times or four total times during the academic year, a Senator resigns, or a Senator is unable to complete all or part of an elected term for any reason.
   c. The Senate shall nominate faculty member(s) to fill any declared vacancy(ies); those nominees are subject to approval by the Senate by a majority vote of a quorum of Senators present at the meeting where such nomination is made by the President. Alternatively, the Senate by its action may elect to leave a vacancy unfilled until the next election.

Article 5. Committees

A. Committees
   1. Senate committees may be established by simple majority approval of the Senate.
   2. Senate committees shall exist at the pleasure of the Senate.
   3. The size, purpose, and membership of a committee shall be determined or modified by the Senate. Non-Senate membership on committees may be permitted by the enabling action of the Senate with specification concerning a non-Senate member's right to vote in committee. Non-Senate membership on any such committees shall be limited to faculty.
   4. Vacancies on standing, ad hoc, and college wide committees that include senate representation shall be filled by direction of the President of the Senate, in consultation with the Senate membership.
   5. Membership on continuing Senate committees shall be reconfirmed or modified by the Senate prior to October of each academic year.
   6. Senate committees shall report and be responsible to the Senate.

B. Standing Committees
   1. There shall be no standing committees of the Senate other than the Executive committee and the Professional Rights and Responsibilities Committee.
   2. Executive Committee: The Executive Committee shall be composed of the officers of the Senate. It shall act to prepare the priority agenda for Senate meetings and to recommend actions to the Senate.
   3. Professional Rights and Responsibilities Committee:

C. Ad Hoc Committees

D. College Wide Committees with Senate Involvement
    1. College Plan Task Force
    2. College Faculty Staffing Advisory Committee
    3. Technology Advisory Committee
    4. Shared Governance Council
    5. Compliance Committee
    6. IRPC

E. Best Practices
    1. Responsibilities of the Committee/Subcommittee Members
        a. Committees/Subcommittees will share proposals, ideas, suggestions, and recommendations with Senators a minimum of 7-10 days prior to a scheduled Faculty Senate meeting through an electronic collaborative document. All Senators will have access to add comments in this document.
        b. Committee/Subcommittee members will respond to Senator comments, when possible, before the Faculty Senate meeting to resolve as many questions, clarifications, or other issues prior to the Senate discussion.
    2. Responsibilities of the Faculty Senate:
        a. Senators will access the provided document at least 5-7 days before the scheduled meeting and engage in discussion by adding and responding to questions, clarifications, or other feedback. Comments should be constructive in nature. When possible and appropriate, Senators should provide alternatives in response to the committee/subcommittee's recommendations to allow for productive discussion.
        b. During the Faculty Senate meeting, Senators should be prepared to discuss the committee/subcommittee's work as well as, when possible, vote on any related content (following a Faculty Senate discussion).

Article 6. Fiscal Matters

A. The Senate shall, via recommendations from the Treasurer, and subject to majority approval by a formal vote of the Senate, determine annual dues/assessments to be solicited from the faculty in order to support the financial requirements of conducting Senate business.

B. Such dues/assessments shall be collected annually from faculty by the Treasurer (and/or Faculty Senate designees) during the Fall semester. The results of such collection shall be reported to the Senate by the Treasurer during regular Senate meetings.

C. The Treasurer shall present to the Senate recommendations for any changes to annual assessments deemed necessary to allow for the successful conduct of Senate business, subject to approval by the Senate via a formal vote.

D. All such funds shall be kept in the official Faculty Senate account, the current balance of which shall be reported during Senate meetings and recorded as part of the official Senate minutes.

E. All expenditures shall require an official vote of the Senate.

Article 7. Formal Senate Resolutions and Statements

A. Formal Resolution: The Senate may, with approval by ⅔ of the voting Senate membership, adopt Formal Senate Resolutions to identify and record the will of the Senate in urging or recommending policy or action to the Senate President, College Administration, or College President.

B. Sense of the Senate: The Senate may, with approval by a simple majority of the voting Senate membership, adopt a Sense of the Senate to identify and record the position of the Senate on issues related to higher education.

C. The voting format for formal resolutions and Senses of the Senate shall be a roll call vote, publicly available, unless otherwise determined by the Senate through an official motion passed by a ⅔ majority vote.

Article 8. Amending Bylaws

A. The bylaws may be amended by a two-thirds vote of faculty members present at any general or specific faculty meeting called for that purpose or of those faculty returning a written ballot, provided that the proposed amendment shall have been presented in writing to each faculty member at least one week preceding the voting.

Appendix A. Statement of Professional Ethics

Senators will conduct themselves in accordance with the Statement of Professional Ethics as referenced in the Maricopa Community College District Residential Faculty Agreement.

Appendix B. Chicago Statement

The Chicago Principles, as they have come to be known, support free expression on college campuses and Universities. The Foundation for Individual Rights and Expression (FIRE) recently reported that over 90 colleges and universities have adopted the Chicago Principles or one substantially similar to the original. What initiated the University of Chicago to endorse

these Principles? In 2014, the Report of the Committee on Freedom of Expression began as follows:

> ***The Committee on Freedom of Expression at the University of Chicago was appointed in July 2014 by President Robert J. Zimmer and Provost Eric D. Isaacs "in light of recent events nationwide that have tested institutional commitments to free and open discourse." The Committee's charge was to draft a statement "articulating the University's overarching commitment to free, robust, and uninhibited debate and deliberation among all members of the University's community."***