Faculty Senate Meeting
23 March, 2018
HLC 2102
12:00 pm – 2:00 pm
Agenda

I.	Welcome & Introductions	Yam Tolan	12:00 - 12:05 pm
II.	Approval of Feb Senate Meeting Minutes	Kimberley Duren	12:05 - 12:10 pm
III.	Web Site Update	Brette Lea	12:10 – 12:20 pm
IV.	TLED Update	Susy Thomason	12:20 – 12:30pm
V.	Distance Learning Discussion	Erasmus Addai	12:30 – 1:00 pm
VI.	Gen Ed. Assessment Changes *A motion will be solicited for the Senate to adopt the newly revised general education competencies as crafted by the faculty of the Assessment Task Force, replacing ACC's current general education competencies.*	Ron Johns	1:00 – 1:10 pm
VII.	Senate Bylaws Changes	Larry Stephens	1:10– 1:30 pm
VIII.	Speed Updates on: ● Faculty Emergency Fund ● Nominating/Elections Work ● Convocation ● Library Search Engine Update A brief discussion of Library Search Interface ● Academic Affairs Committee: The FSAA would like to have the senate vote on the following issues: ○ A request that a full time administrative assistant is hired to be shared across all employee associations to help	Frank Cronin Jon Luckstead Beth Frye Linda Clement Yam Tolan and FSAA Committee Members Present	1:30 - 1:45 pm

	with communicating important issues to members and between associations ○ A request that the Faculty Senate President get Full course release for her/his term		
IX.	New Business	Yam Tolan	1:45 – 2:00 pm
X.	Adjournment	Yam Tolan	2:00 pm

Faculty Senate Meeting Minutes

Time/Location: 16 Feb, 2018 / HBC 301
President: Mark Butland
Attendance Sheets:
*See attachments

-See online version for name correction **Edgar Gran?...please advise**, Attendance change from Renee K to Renee Kuhles.

Meeting Materials: Agenda, December minutes,

Agenda Item:	I. Welcome and Introductions	**Presenter:**	Mark Butland
	Quorum Representation		

Agenda Item:	II. Approval of Minutes	**Presenter:**	Mark Butland
Discussion: Can we archive handouts from previous minutes to review along with official minutes?			

Motion to approve minutes:	**Motion to second approval:**
All if favor:	

Agenda Item:	V. University Partnership Summit	**Presenter:**	MaryJane McReynalds

Discussion: Reviewed how faculty can help share info about articulation agreements; improve course transferability to count towards a bachelor's degree. April 27 - Room 301 @ HBC to invite regional institutions' faculty education, science, business
General agreement that ACC can't solve this.

Agenda Item:	VI. Speed Updates - * amendment - Add President's report

- **Faculty Emergency Fund :** Frank Cronin-deferred
- **Nominating/Elections Work:** Mark Butland-John Luckstead reviewed nominating committee process
  **All accepted, Jordan seconded, voted up*
- **Faculty Core Values:** Suzanne Summers - Collaborate with TLED in articulation of our values process
- **Bylaws:** Ron Johns - Compared ACC Gen Ed outcomes to the CB Gen Ed competencies
- **Assessing Core Curriculum: -----**
- **Mention of AAS article to replace advisors clarifying**
- **President's report: See Item VIII below**
- **Along with notation of which agenda item the handout pertains to.**

Agenda Item:	VII. Administration on Future of ACC in Service of our mission	**Presenter:**	Richard Rhones, Charles Cook, Mike Midgley
Discussion: Dr. Rhodes and Dr. Cook websites have strategic plans and action plans; Mantra @ ACC Innovation Collaboration Transformation * New concern about lab hours for automotive, construction, biotech, etc. Get this to Terry Thomas for routing.			
Amend agenda to remove item VII. More to come in March			
Motion:	Al Purcell moved, Yam seconded		

Agenda Item:	VIII. New Business	**Presenter:**	Mark Butland
Discussion:			
Disappointment in the direction of the president's report as one-sided without opportunities for discussion and dialogue.			
Center for Entrepreneurship			

Spring Convocation - THANK YOU BETH!!
Counselor Librarians sub workgroups - Counselors work group focused Academic freedom statement
Emeritus Proposal - work with HR (Butland) - maybe coming back??
Disabilities Scholarships - please contribute

OTHER INFORMATION

Next Meeting Date:	Friday, March 23rd, 2018
Time:	12:00-2:00pm
Location:	HLC 2102
Special Notes:	

2/16/18

SIGN IN SHEET	DATE:	Campus:	If attending for a senator, please **print** your name beside the senator
SENATORS - Alphabetical			
Please sign			
	Anding, Denise	RIN	CAROL TOWNSEND
	Bohmfalk, Regina	EGN	
	Butland, Mark	HLC	
	Carrasco, Rosa		
	Chavez, David	Round Rock	DAVID CHAVEZ
	Clabes, Kris		
	Clement, Linda	CKP	
	Cronin, Frank	ARC	
	Decker, Julia		
	Duren, Kim		
	Dydek, Dan		
	Elizondo, Sandra		
	Forbes, Jordan	HYS	
	Frye, Elizabeth	SAC	
	Glenn, Theresa	NBG	
	Gruell, David	EVC	
	Haney, David P.	RRC	
	Johnson, Brenda		
	Lara, Rise		
	Lenker, Adam		
	Lynch, Jorge	RGC	
	Martinez, Dorothy		
	Merced, Pedro	TCC	
	Morgan, Kazel		
	Nighbert, Sean	Hays	
	Olson, Emily	NTG EGN	
	Purcell, Al	ROC	
	Singleton, Patti		
	Spear, Gale		
	Speetzen, Alexander	HLC	
	Stephens, James "Jed"		
	Stochstad, Kelly	CTP	
	Stringer, Jeff	ARC	
	Summers, Suzanne	HLC	
	Thomsen, Eva	HLC	
	Toland, Yam	WCT	
	VanSandt, Zoe Irene	SAC	
	Wong, Joansandy		

2/16/18

Please sign	Please print	Campus?
Guests:		
Terry Barksdale	Terry Barksdale	CYP
[illegible]	M J McReynolds	HRC - AUP
Ron Johns	for John	HLC
Jon Luckstead	Jon Luckstead	HLC
Julie C. Reck	Julie Reck	EGN

Revised General Education Competencies

At our first meeting, the Assessment Task Force voted to adopt the six Core Objectives of the Texas Higher Education Coordinating Board as ACC's own general education competencies. But there was concern about some differences between our current seven general education competencies and those of the Coordinating Board, so a General Education Subcommittee was formed to incorporate and adapt the language between the two sets of competencies to better align and clarify them. The subcommittee met and hashed these out, and their revisions were brought to the whole task force at the Dec. 15, 2017, meeting. After some discussion and further revision, most of the competencies listed below were approved for forwarding to the Curriculum & Programs Committee. The remaining competency, Social Responsibility, was more challenging to define, but the final wording was approved at the meeting on Feb. 2, 2018.

The decision was made to remove Technology Skills, which is not among the Core Objectives of the Coordinating Board.

The revised and approved competencies are given first, with the older (current) ACC competencies and the THECB's Core Objectives given in italics.

Critical Thinking Skills

- Gather, analyze, synthesize, evaluate and apply information for the purposes of innovation, inquiry, and creative thinking.

Critical Thinking (ACC)

- *Gathering, analyzing, synthesizing, evaluating and applying information*

Critical Thinking Skills (THECB)

- *to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.*

Communication Skills

- Develop, interpret, and express ideas and information through written, oral and visual communication that is adapted to purpose, structure, audience, and medium.

Written, Oral and Visual Communication (ACC)

- *Communicating effectively, adapting to purpose, structure, audience, and medium.*

Communication Skills (THECB)

- *to include effective development, interpretation and expression of ideas through written, oral and visual communication.*

Empirical and Quantitative Skills

- Apply mathematical, logical and scientific principles and methods through the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Quantitative and Empirical Reasoning (ACC)

- *Applying mathematical, logical and scientific principles and methods*

Empirical and Quantitative Skills (THECB)

- *to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions*

Personal Responsibility

- Identify and apply ethical principles and practices to decision-making by connecting choices, actions and consequences

Personal Responsibility (ACC)

- *Identifying and applying ethical principles and practices; demonstrating effective learning, creative thinking, and personal responsibility*

Personal Responsibility (THECB)

- *to include the ability to connect choices, actions and consequences to ethical decision-making.*

Social Responsibility (Civic and Cultural Awareness)

- Analyze differences and commonalities among peoples, ideas, aesthetic traditions, and cultural practices to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Civic and Cultural Awareness (ACC)

- *Analyzing and critiquing competing perspectives in a democratic society; comparing, contrasting, and interpreting differences and commonalities among peoples, ideas, aesthetic traditions, and cultural practices*

Social Responsibility (THECB)

- *to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.*

Teamwork

- Consider different points of view to work collaboratively and effectively in pursuit of a shared purpose or goal.

Interpersonal Skills (ACC)

- *Interacting collaboratively to achieve common goals*

Teamwork (THECB)

- *to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.*

REMOVED FROM ACC'S GENERAL EDUCATION COMPETENCIES:

Technology Skills

- Using appropriate technology to retrieve, manage, analyze, and present information.

Technology Skills (ACC)

- *Using appropriate technology to retrieve, manage, analyze, and present information.*

No THECB equivalent.

Austin Community College

Full-Time Faculty Senate Bylaws

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Article I – Senate Name

The name of the organization shall be the Austin Community College Full-Time Faculty Senate, hereafter referred to as the Senate.

Article II – Purpose

~~*(Amended 2015)*~~ [The title page should show the last amended date for the full document. If the Senate wants records of the history of amendments, that should be kept in another form.)

The purpose of the Senate shall be to serve as a forum for the exchange of information and ideas among the faculty of Austin Community College District (hereinafter "ACC" or "the College") and between faculty and the administration of the College, in order advance effective instruction and student support services, to insure academic freedom, to further the legitimate interests of the full-time faculty, and to maintain professional standards.

~~In order to achieve these purposes, the Senate shall:~~
~~a) Present the views and recommendations of the college faculty to the administration and to the Board of Trustees of the Austin Community College District as they relate to policies of academic, instructional and professional matters;~~

~~b) Be an integral part of the instructional and student support programs, policy making, and growth plans of the College;~~

~~c) Advance effective faculty participation in College governance, and in academic, instructional, and student success policies;~~

~~d) Promote faculty primacy in the establishment and implementation of academic, student success, and faculty professional issues and policies;~~

~~e) Represent the full-time faculty perspective and interests in decision-making at the college;~~

~~f) Promote thoughtful discourse and deliberation that invites and incorporates diverse perspectives in College planning and governance;~~

~~g) Support and promote programs and activities that encourage and develop faculty accountability, leadership, professional development, and character;~~

~~h) Develop cooperation and fellowship among the instructional and non-instructional faculty and between the faculty and other constituencies of the College community;~~

~~i) Protect and promote academic freedom and the high academic standards that are the hallmark of excellence in education;~~

~~j) Appoint full-time faculty representatives to College governance committees and councils;~~

~~k) Adhere to the highest professional ethics and standards with respect to academic and professional issues.~~

[We recommend deleting the struck-through clauses above. The lead-in phrasing of this section makes explicit that the deleted isn't a statement of the purpose of the Senate (but the means by which to meet those purposes). Material like the deleted isn't typical for an organization's bylaws, which are usually limited to the mechanics of the organization (e.g., membership, elections, committees, etc.).]

Article III – ~~Roles and Responsibilities~~ Rights of Full-Time Faculty Related to the Senate

~~*(Amended May 2015)*~~

~~Section 1: Full-Time Faculty Members~~

Every full-time faculty member shall have the right ~~and responsibility~~ to: [The Senate lacks the authority to create or identify responsibilities for full-time faculty members.]

a) Participate in the nominating process for the President, President-Elect, and other Senators;

b) Vote for the President, President-Elect, and other Senators;

c) Vote on ~~any~~ proposed changes to ~~in~~ the Senate bylaws~~.~~;

d) ~~Vote on proposed significant changes in College policies and procedures which affect, or have the potential to affect, full-time faculty;~~ [this clause is very unclear; we presume it is meant to convey something like the following] Participate in the process through which the Senate comments on, or responds to, issues related to Board Policy, Administrative Rules, Guidelines and Procedures and other ACC governance issues;

e) Receive the minutes of Senate meetings within two weeks after the meeting, and receive agendas of Senate meetings within the week before the meeting;

f) Communicate ~~their~~ ideas and opinions to ~~their~~ Senators and to the officers on issues of concern to the faculty and to the Senate;

g) Propose items for the Senate agenda;

h) Speak to the Senate on issues as described in Article VII, Meetings;

i) Serve on shared governance councils, committees, workgroups, and all other collaborative decision-making bodies, with appointments limited by space availability and made in accordance with the relevant clauses of Article VIII.

~~Section 2: Senators~~ [this section is moved to be Article IV, Section 3 and renamed "Rights and Responsibilities of Senators"]

~~In addition to his or her responsibilities as a full-time faculty member, every Senator shall have the right and responsibility to:~~

~~a) Attend all meetings of the Senate, or to send a full-time faculty member from their campus as an alternate;~~

~~b) Participate in discussions and debate in the Senate;~~

~~c) Make decisions by considering what is in the best interests of the faculty, the students, and the College;~~

~~d) Serve as a liaison between full-time faculty and the Senate;~~

~~e) Communicate to the Senate the concerns of faculty constituents;~~

~~f) Make recommendations to the Senate President for committee appointments;~~

~~g) Be willing to serve on committees as assigned by the Senate President;~~

~~h) Adhere to the Senate Bylaws~~

Article IV – Senate Membership

~~*(Amended January 2004, April 2013, May 2015)*~~

Section 1: Composition~~, Allotment, and Eligibility~~ of the Senate

1. The membership of the Senate shall consist of a President, a President-Elect, an Immediate Past President, and thirty-one additional full-time faculty members.
2. The additional full-time faculty members will be allocated as follows:
    a. Each campus will have one slot allocated to it.
    b. Each division of the college, organized under a dean, and based on an area of study (e.g., Communications, Health Sciences, Business Studies, etc.) will have one slot allocated to it.
    c. Student Services and Library Services will each have one slot allocated.
    d. There will be exactly enough at-large slots to, when added to the slots allocated in accordance with a-c immediately above, make for 31 slots.
    e. If the person elected to be the incoming President-Elect is not currently a Senator, she or he shall immediately become a Senator for the remainder of the current year, thus increasing the number of Senators to 32 for the remainder of the year.
3. The Auditing and Elections Committee shall administer the process of electing Senators in accordance with Article VI below.

~~b) Each Campus shall have at least two Senators. The number of senators allotted to each campus shall be proportionate to the number of student contact hours taught at each Campus, as determined by the most recent fall semester contact hour data. The Senate, upon the advice of the Auditing and Elections Committee, shall, no later than its February meeting each year, determine the exact number of Senators to be allotted to each Campus.~~

~~c) The full-time faculty assigned to a Campus shall nominate and elect Senators for that campus, to the number determined by the Senate. A full-time faculty member's campus designation is determined by the College's Human Resources records. For full time faculty with no campus designation per Human Resources records, the home campus shall be the campus at which they are assigned to teach the majority of their courses in~~

~~the current academic year. For full-time faculty assigned to a non-campus teaching site, the designated campus shall be the campus to which the site is administratively related, if applicable. If none of the above campus designation conditions applies, the Senate shall determine a faculty member's campus designation~~

~~d) At those Campuses with at least three Senators, at least one of these shall be a member of the academic transfer area faculty; at least one of these shall be a member of the workforce area faculty; at least one shall be a counselor or librarian faculty member, presuming there are sufficient nominees in each category. At Campuses with two Senators, no more than one may be from any one of the three faculty categories specified above, presuming that there are sufficient nominees in at least two of the categories specified above.~~

~~e) The full-time faculty at-large shall nominate and select a president-elect. All Full-time faculty, regardless of the faculty member's campus designation, are eligible to serve as president-elect.~~

Section 2: Eligibility to Represent a Constituency

1. Members of the full-time faculty are eligible to represent any one of three constituencies: the entire full-time faculty, their home campus or their College division.
2. Every member of the full-time faculty is eligible to serve as the President-Elect or to fill an at-large Senate position and thus to serve the entire full-time faculty as her or his constituency.
3. Every member of the full-time faculty may hold a Senate position representing a home campus (whose full-time faculty constitute this Senator's constituency).
    a. A full-time faculty member's campus designation is determined by the College's Human Resources records.
    b. For full time faculty with no campus designation per Human Resources records, the home campus shall be the campus at which they are assigned to teach the majority of their courses in the current academic year.
    c. For full-time faculty assigned to a non-campus teaching site, the designated campus shall be the campus to which the site is administratively related, if applicable.
    d. If none of the above campus designation conditions applies, the Senate shall determine a faculty member's campus designation.
4. Every member of the full-time faculty may hold a Senate position representing a division of ACC (whose full-time faculty constitute this Senator's constituency). For the purposes of Senate composition, the current ACC divisions include the eight Dean divisions of instruction, Library Services and Student Services (the division

within which full-time faculty members employed as counselors serve). Changes in the number of Dean divisions of instruction to any number between 5 and 12 shall not require an amendment to these bylaws. Such a change will not result in a change in the number of Senators; rather, the number of at-large Senators will have an off-setting change in accordance with Section 1, Clause 2d, above.

a. A faculty member whose entire service as faculty falls within the Dean divisions of instruction will be considered a member of the division in which she or he teaches the most LEH (whose full-time faculty constitute this Senator's constituency).
b. A faculty member whose entire service as faculty is within Library Services will be considered a member of Library Services (whose full-time faculty constitute this Senator's constituency).
c. A faculty member whose entire service as faculty is within Student Services will be considered a member of Student Services (whose full-time faculty constitute this Senator's constituency).
d. Any faculty member whose division membership is not conclusively resolved by the above clause a-c will be assigned to a division by the Senate.

Section 3 ~~2~~: Terms of Service

A Senator shall be elected for a term of ~~one academic year~~ sixteen months, with a maximum of three consecutive terms. Terms are from the ~~beginning of the fall semester~~ May Senate meeting through the end of the following summer at the August meeting. Terms served as President, Immediate Past President, and President-Elect, shall not be considered as part of the limit to three consecutive terms nor as a break in service.

Section 4 ~~2~~: Senators' Rights and Responsibilities [This section is an edit of what had been Article III, Section 2]

In addition to the rights of ~~his or her responsibilities as~~ a full-time faculty member, every Senator shall have the right and/or responsibility to:

a) Attend all meetings of the Senate, or to send a full-time faculty member from their constituency ~~campus~~ as an alternate (in accordance with Section 7, below);

b) Participate in discussions and debate in the Senate;

c) Make decisions ~~by considering what is~~ in the best interests of the faculty, the students, and the College;

d) Serve as a liaison between full-time faculty and the Senate;

e) Communicate to the Senate the concerns of faculty constituents;

f) Make recommendations to the Senate President for committee appointments;

g) ~~Be willing to s~~ Serve on committees as assigned by the Senate President;

~~h) Adhere to the Senate Bylaws~~ [Accepting a role within an organization with bylaws, entails a commitment to conformity to those bylaws.]

Section 5 ~~3~~: Removal

A Senator shall be removed from office ~~/~~for the following reasons:

a) a senator is neither in attendance nor represented by a proper ~~faculty member serving as an~~ alternate, for three meetings during an academic year;

b) after due process, a two-thirds majority of the voting full-time faculty represented by that Senator voted for the Senator's removal in a recall election. ~~a Senator is removed from office as the result of a recall election.~~ A recall election is initiated by a petition signed by twenty percent of the full-time faculty members ~~at the senator's Campus~~ represented by that Senator. Upon receiving a petition, the President shall call a meeting of all full-time faculty represented by that Senator ~~at that Campus to discuss the removal~~. Following this meeting, if the removal petition has not been withdrawn, a recall election will be ~~at the senator's designated campus is~~ conducted by the Auditing and Elections Committee. ~~A two-thirds majority of voting full-time faculty at the senator's designated campus is required to remove the Senator~~ [without such a revision, clause (b) doesn't follow logically/grammatically from the introductory phrase of the paragraph.]

Section 6 ~~4~~: Replacement

If a Senat~~e~~or position becomes vacant after the start of the academic year term, the position shall be filled temporarily by the Senate president. A permanent replacement shall be selected at the next special election or regular election.

Section ~~7~~ ~~5~~: Alternate

A Senator who must miss a Senate meeting may send ~~a full-time faculty member from the senator's campus to the meeting as~~ an alternate.

1. The alternate must be a member of the same constituency group represented by the Senator.
2. The alternate must submit written or electronic authorization from the Senator to the Senate Parliamentarian.
3. The alternate counts towards ~~is counted in establishing~~ a quorum and has all the rights and responsibilities of a Senator, ~~full voting privileges, in Senate business conducted at~~ for the duration of that meeting.

Article V – Officers

~~*(Amended April 2001, January 2004, and February 2012)*~~

Section 1. Composition

1. The officers of the Senate are ~~in order of rank shall be~~ the following: President, President-Elect, Immediate Past President, Secretary, Parliamentarian, Treasurer, and Communications Officer. Officers of the Senate are included in all references to Senators in these bylaws except where the context or a specific clause reveals otherwise. [The issue of order here is relevant (by these bylaws) only for who presides over a meeting. This issue is addressed in the new Section 3 of Article VII, which covers a number of issues related to the presiding officer for meetings.]
2. No person may hold more than one office simultaneously.
3. The President-Elect shall be elected by a vote of the entire full-time faculty for a one-year term to be followed by a one-year term as President and a one-year term as Immediate Past President.
4. The Secretary, Parliamentarian, Treasurer, and Communications Officer shall be elected for a one-year term by the Senate from members of the Senate at ~~the first Senate meeting of the academic year~~ the August Senate meeting.

~~The Secretary and Parliamentarian shall not be from the same campus.~~ [Why? If this is important, it would seem to be yet more important not to permit the Pres, PE, and/or PP to be from the same campus.]

Section 2: Duties

1. Senate officers shall meet with College administrators on a regularly scheduled basis.
2. Senate officers ~~One or more officer(s)~~ may speak for the Senate ~~group~~ in meetings with administrators and/or Board Members ~~with the general authorization of the Senate~~. [The last phrase is deleted to eliminate the sense that these officers speak on such occasions with the same authority as they would if the communication was subsequent to a Senate resolution.]
3. Senate ~~O~~officers are to report to the Senate members the proceedings of any consultations, meetings, or conferences, either scheduled or impromptu, that they attend as representatives of the Senate, before or at the next regularly scheduled meeting.
4. Senate ~~O~~officers shall make all requested Senate documents (including financial statements, meeting agendas and minutes, etc.) available to the Auditing and Elections Committee within seventy-two hours of receipt of a written request from the chairperson of ~~to~~ the Auditing and Elections Committee.
5. Senate Officers shall preside over Senate meetings in accordance with Article VII, Section 3.
6. Senate officers shall perform the duties of their office as enumerated below:

~~The officers shall perform the following duties:~~

[Throughout the remainder of this Section, I renumber clauses related to duties, and I rephrase clauses from the form, say, "serves as…" to the form "to serve…," without showing so with strikethrough and underline.]

~~A.~~ President

~~The president conducts regular and special Senate meetings, signs documents necessary to conduct Senate business, makes appointments to Senate and selected college-wide committees, serves as spokesperson for the Senate and full-time faculty, and disseminates Senate related documents and information. The President and Senate officers are required to meet with College administrators on a regularly scheduled basis.~~ [All of the content of this paragraph, and of the analogous paragraph for the other

officers, either appears above in this section or has been incorporated into the enumeration of duties following.]

~~**Responsibilities:**~~

1. To consult with Senate officers concerning Senate business and meeting agendas.
2. To schedule ~~and conducts~~ regular and special Senate meetings and to conduct them when available. ["Available" means both present and able—for example, no laryngitis.]
3. ~~be familiar with the standard code of parliamentary procedure and to work cooperatively with the parliamentarian to ensure meetings are conducted in a fair and orderly manner.~~
4. ~~stimulates and encourages discussion, ensures that all sides of a controversial question are presented, and refrains from advancing own point of view as part of discussion.~~ [These two clauses, deleted here, have been moved to Article VII, Section 3, which address presiding over meetings.]
5. To authenticate, by signature if necessary, all acts, orders and proceedings of the Senate, and to sign any documents necessary to conduct Senate business.
6. To serve as mentor to the President-Elect.
7. To fill seats on College-wide councils, committees, task forces, etc. upon request by College administrators and as approved by a majority of the other Senate officers. When time permits and circumstances warrant, the President will seek recommendations for representatives from the Committee on Faculty Participation and the Senators generally as well as self-nominations from members of the full-time faculty.
8. ~~petitions Senate for nominations to standing or ad hoc Senate committees as needed throughout the fiscal year. Appoints, with the approval of a majority of other Senate officers, members to Senate standing committees.~~ [With respect to standing committees, this is inconsistent with what is currently in Article VIII, and the matter is now fully addressed there. As to ad hoc committees, see immediately below.]
9. To create ~~determines the need for~~ ad hoc Senate committees, as warranted, with the approval of a majority of the other Senate officers. [The approval clause wasn't here in the current bylaws, but it was in Article VIII, Section 2—and it seems more consistent with the rest of the bylaws.]
10. To ~~A~~appoint~~s~~ members to ad hoc committees ~~with the approval of~~ as approved by a majority of the other Senate officers. When time permits and circumstances warrant, the President will seek recommendations for representatives from the Committee on Faculty Participation and the Senators generally as well as self-nominations from members of the full-time faculty.
11. ~~petitions full-time faculty senate for nominations to College-wide task forces, committees, councils, etc., upon requests by College administrators. Appoints members with the approval of a majority of other Senate officers.~~ [now in Clause 7 above.]

12. To fill vacancies that arise on standing Senate committees after their membership is established in accordance with Article VIII, Section 1, Clause 2c, and as approved by a majority of the other Senate officers. When time permits and circumstances warrant, the President will seek recommendations for representatives from the Committee on Faculty Participation and the Senators generally as well as self-nominations from members of the full-time faculty. [Currently article VIII, Section 1, Clause C says this is done by Senate officers, and this didn't seem to fit the more common pattern that now appears in this clause.]
13. To serve as an ex officio member of all Senate committees except the Nominating Committee and the Auditing and Elections Committee. [The former exclusion is very standard and the latter seems similarly warranted.]
14. To serve as the Senate liaison to the College administration and the Board of Trustees~~. President and Senate officers are required to meet with College administrators on a regularly scheduled basis and with the Board as needed.~~
15. ~~reports on meetings with administrators and on board activities.~~ [See clause (c) above.]
16. To represent the full-time faculty and act as its spokesperson to media.
17. To notify the Senate and the full-time faculty about new postings on the Senate's website ~~Web site~~, including agendas, minutes, relevant reports, etc.
18. To communicate in a timely manner, via e-mail, any new information pertinent to full-time faculty.
19. To assure that all Senate documents are provided to the Auditing and Elections Committee in accordance with Section 2, Clause 4, above ~~a timely manner~~.

~~**Rights:**~~

~~The President holds all the rights and liabilities outlined in a standard code of parliamentary procedure.~~

- ~~To vote in the event of a tie.~~
- ~~To fill officer vacancies in consensus with other officers.~~ [All now addressed elsewhere.]

~~B.~~ President-E~~e~~lect

~~The President-elect serves in the absence of the elected President and automatically becomes President at the end of his/her term as President-elect. Senate officers and the President are required to meet with College administrators on a regularly scheduled basis.~~ [All now addressed elsewhere.]

~~**Responsibilities:**~~

1. To become President at the completion of the term of the President, including if the President's term ends prematurely for whatever reason.
2. To conduct the regular business of the Senate for the President if the President is absent or otherwise cannot.
3. ~~To schedule and conduct regular and special Senate meetings in the absence of the President.~~ [covered by the new clause 2, and the entire succession of presiding officers is discussed in Article VII, Section 3 (new).]
4. ~~To assume authority of President in emergency.~~ [What is an emergency? How about….] To Temporally assume the authority of the President when all of the following conditions are met:
    a) The President is unavailable. The President-Elect has tried in good faith to contact the President, but has been unsuccessful.
    b) In judgment of the President-Elect, failure to act in a timely manner (prior to the availability of the President) will be detrimental to ACC or some portion of its constituency.
    c) At least one officer contacted, and a majority of officers contacted, agree that the President-Elect should assume this authority (which is not a requirement that they agree with how the President-Elect intends to exercise that authority).
    d) This authority will last only until the President has been made aware of the circumstances.
5. ~~automatically becomes President if the elected President vacates the office.~~
6. ~~petitions full-time faculty for interest in serving on standing Senate committees for the upcoming fiscal year. At the beginning of term as President, appoints, with the approval of a majority of other Senate officers, members to Senate standing committees.~~
7. To chair the ~~ad hoc~~ Committee on Faculty Participation ~~Standing Senate Committees~~. [This committee is not *ad hoc*. It is a standing committee that meets annually (once or a few times during the summer and other times as needed), typically with changing membership (except that one year's incoming President-elect is the next year's President-Elect.] [In this role, the P-E will complete (6) above and appointments will be made in accordance with Article VIII.]
8. ~~automatically becomes President upon the completion of term as President-Elect.~~

~~**Rights:**~~

- ~~Has the same voting privileges as other Senators.~~

~~C.~~ Immediate Past President

~~The Immediate Past President shares experience to provide continuity and support the newly-elected Senate representatives and officers, including the new President. Senate~~

~~officers and the President are required to meet with College administrators on a regularly scheduled basis.~~

~~Responsibilities:~~

1. To share her or his experience and insight to
    a) assist the President and the Senate officers generally,
    b) support newly elected Senators, and
    c) promote continuity within the Senate leadership and the Senate as a body.
2. To help to mentor the President-Elect.
3. To assist the President with assigned duties.
4. ~~ensures continuity to the Senate as a body.~~
5. ~~presides in absence of President and President-Elect.~~

~~Rights:~~

- ~~Has the same voting privileges as other Senators.~~

~~D.~~ Secretary

~~The Secretary serves as the chief recording office for the Senate. The Secretary also preserves and maintains Senate documents except those specifically assigned to other officers; and ensures print copies are permanently retained for Auditing and Elections Committee review. These documents and records include, but are not limited to: agendas, minutes, and record of attendance of all Senate meetings, membership rolls of the Senate and full-time faculty, previous years' audit reports, and information pertinent to the college budget (especially regarding salaries). Senate officers and the President are required to meet with College administrators on a regularly scheduled basis.~~

~~Responsibilities:~~

1. To create and maintain records of all proceedings of the Senate that~~, for example regular or special meetings.~~
    a) ~~ensures that minutes and reports for regular or special meetings~~ accurately represent the Senate proceedings
    b) include the meeting date and time, and the members and alternates ~~assigned substitutes~~ present,
    c) ~~and~~ are prepared and corrected according to standard parliamentary procedure~~.~~, and
    d) are recorded in the notebook and posted to the Senate's website within ~~Web site in~~ a week ~~timely manner~~.
2. ~~ensures that minutes and reports for regular or special meetings include meeting date and time, members and assigned substitutes present, and other information as outlined by standard parliamentary procedure.~~

3. ~~ensures Senate meeting minutes are recorded in the notebook and posted to the Senate Web site in a timely manner.~~
4. To maintain complete rolls of the membership of the Senate and of the full-time faculty.
5. ~~To document members' attendance or absence from regular and special meetings and records in minutes.~~
6. To ~~works cooperatively with the Parliamentarian in~~ maintain~~ing~~ a single, unified record of Senator ~~member~~ attendance for all meetings.
7. To report to the president if a Senator has missed three meetings within one academic year without being represented by a proper alternate, but only after gaining confirmation of this from the Parliamentarian.
8. To provide all documents maintained by the Secretary to the Auditing and Elections Committee in accordance with Section 2, Clause 4, above ~~a timely manner~~.

~~E.~~ Parliamentarian

~~The Parliamentarian is a source of information on parliamentary procedure, but has no authority to make rulings or enforce them. At the beginning of the term, the Parliamentarian will ensure that a standard set of rules of parliamentary procedures are available for all new officers, and that a copy is available at each regular or special meeting. The Senate shall conduct its meetings in accordance with Sturgis' Standard Code of Parliamentary Procedure, a modernization of Robert's Rules of Order. Senate officers and the President are required to meet with College administrators on a regularly scheduled basis.~~

~~Responsibilities:~~

1. To ensure, at the beginning of the term, that a copy of *The Standard Code of Parliamentary Procedure*, by Alice Sturgis, (latest edition) is available for all new officers, and that a copy is present at all Senate meetings.
2. To advise the presiding officer and other Senators present ~~President and members~~ on all questions of parliamentary procedure which arise during meetings.
3. To assist the presiding officer ~~President~~ in maintaining order during meetings.
4. To inform the presiding officer ~~President~~ when time has expired for discussion of agenda items.
5. To determine whether ~~if~~ a quorum is present at Senate meetings.
6. To confirm ~~consults~~ with the Secretary that a ~~on attendance and reports to the President when any~~ Senator has missed three meetings within one academic year without being represented by a~~n~~ proper alternate, prior to the Secretary so reporting to the President.

~~F.~~ Treasurer

~~Responsibilities:~~

1. To maintain all of the Faculty Senate's financial records.
2. To assist in the coordination of raising scholarship funds.
3. To assist in the coordination of Faulty Emergency Funds.
4. ~~Presides in the absence of the President, President-Elect, Immediate Past-President and Secretary.~~
5. To receive and disburse ~~all~~ funds, with the President's approval.
6. To make financial reports to the Senate as necessary, but no less than once each semester.
7. To provide all documents and financial records maintained by the Treasurer to the ~~Senate~~ Auditing and Elections Committee in accordance with Section 2, Clause 4, above ~~a timely manner~~. [Following the form in many past locations, we substituted the "Auditing and Elections Committee" for the "Senate."]

~~G.~~ Communications Officer

~~Responsibilities:~~

1. Coordinates the dissemination of information for the Faculty Senate, including:

   a) outreach/retention
   b) website maintenance
   c) marketing
   d) surveys and polls

~~2. Presides in the absence of the President, President-Elect, Immediate Past-President, Secretary and Treasurer.~~

Section 3: Removal

1. ~~If t~~The President, Immediate Past President, or President-Elect ~~should abuse the privileges of his or her office or fail to carry out the responsibilities of his or her office, he or she~~ may be removed from office according to the following procedure~~s~~:
   a) A petition containing the signatures of five Senators (representing at least four constituencies ~~three Campuses~~), asking for the question of whether to remove this Senate officer from her of his office ~~item~~ to be placed on the agenda of the next Senate meeting, shall be given to the Secretary of the Senate ~~at least two weeks before the Senate meeting~~.
   b) The Secretary shall add this item to the written agenda of the next Senate meeting to be held at least two weeks subsequent to receipt of the petition.

c) The Secretary shall preside over the portion of the Senate meeting during which this question is addressed ~~for discussion of this item~~.
d) If a two-thirds majority of Senators vote to remove this Senator from her or his office, the Senator is immediately removed from that office. ~~The Senate shall vote on whether to recommend removal of the President, Immediate Past President, or President-Elect from office. If removal is recommended, the Audit and Elections committee shall conduct an election by the entire full-time faculty.~~ [Removal from office probably should also entail removal from the Senate.]
e) ~~A two-thirds majority of those voting shall be required to remove the officer.~~

2. ~~If t~~The Secretary, Parliamentarian, Treasurer or Communications Officer ~~should abuse the privileges of his or her office or fail to carry out the responsibilities of his or her office, he or she~~ may be removed from office according to the following procedure~~s~~:
   a) A petition containing the signatures of five Senators (representing at least four constituencies ~~three Campuses~~), asking for the question of whether to remove this Senate officer from her of his office ~~item~~ to be placed on the agenda of the next Senate meeting, shall ~~must~~ be given to the President ~~at least two weeks before the Senate meeting~~.
   b) The President shall place the item on the written agenda of the next Senate meeting to be held at least two weeks subsequent to receipt of the petition.
   c) If a two-thirds majority of Senators vote to remove this Senator from her or his office, the Senator is immediately removed from that office. ~~A two-thirds majority of the Senators present and voting shall be required to remove the officer.~~

Section 4: Replacement [formatting changes within this section aren't indicated here]

1. **Temporary Replacement**
   a) If the President takes leave from the College for one semester or less, the President-Elect becomes Acting President until the President returns.
      i. If the President-Elect is currently on leave from the college, the Immediate Past President becomes Acting President until the President returns.
      ii. If both the President-Elect and the Immediate Past President are currently on leave from the college, the position of Acting President will devolve to the Secretary or, if unavailable, the Treasurer, or, if unavailable, the Parliamentarian or, if unavailable, the Communications Officer.
   b) If the Secretary, Parliamentarian, Treasurer, or Communications Officer take leave from the College for one semester or less, the President shall select a temporary replacement from the Senate membership.

2. Permanent Replacement

a) If the President takes leave from the College for more than one semester, resigns, or is removed from office, the President-Elect becomes President. If there are six months or fewer of the term of the President remaining, the President-Elect shall serve the remainder of that term and continue to serve the next entire term as President.

i. If the President-Elect is currently on leave from the college for one semester or less, the Immediate Past President becomes Acting President until the President-Elect returns, at which point the President-Elect shall become President in accordance with the first paragraph of this clause.

ii. If both the President-Elect and the Immediate Past President are currently on leave from the college for one semester or less, the position of Acting President will devolve to the Secretary or, if unavailable, the Treasurer, or, if unavailable, the Parliamentarian or, if unavailable, the Communications Officer until the President-Elect returns, at which point the President-Elect shall become President in accordance with the first paragraph of this clause.

b) If the President-Elect takes leave from the College for more than one semester, resigns, assumes the office of President upon that office becoming vacant, or is removed from office, a special election shall be held to fill the position. If the person elected is currently a Senator, ~~that Senate seat becomes vacant.~~ the vacated position shall be filled temporarily by the Senate president. A permanent replacement shall be selected at the next special election or regular election. [This clause now parallels what happens any time a Senator vacates a position.]

c) If the Secretary, Parliamentarian, Treasurer or Communications Officer takes leave from the College for more than one semester, resigns or is removed from office ~~or from the Senate~~, the Senate shall elect a permanent replacement from the Senate membership.

Article VI – Elections

~~*(Amended January 2004, and February 2012)*~~

1) All elections of people to, or votes to remove people from, the Senate shall be conducted by the Auditing and Elections Committee in accordance with these bylaws.
2) All elections of people to, or votes to remove people from, the Senate shall be conducted by electronic vote in accordance with the most recent relevant resolutions of the full Senate.

Section 1: Regular Elections

1. Nominations:
    a) In ~~February~~ December the Nominating Committee shall solicit the entire full-time faculty for nominees for the Senate, including for the position of President-Elect ~~from each Campus for the position of President-Elect~~. This solicitation will include information as to how to submit a nomination electronically.
    b) One may nominate oneself or another for any position representing a constituency of which you are a member.
    c) All nominations must:
        i. Be delivered to the Nominating Committee,
        ii. Identify both the nominee and the one making the nomination, and
        iii. Identify the slot (constituency) for which the person is nominated. ~~The Nominating Committee shall ensure that the ballot for each campus shall have nominations in conformity with Article IV (Senate Membership), Section 1 (Composition) of these Bylaws.~~
    d) Anyone nominated for an at-large slot will be moved to a slot for a narrower constituency of which they are a member if that constituency would otherwise have no candidate. If subsequently there is another nomination to that slot, the first nominee will be returned to the at-large slots.
    e) Anyone nominated to a Senate position other than by themselves will be informed of their nomination by an email to their ACC email address, and they may request, by return email, to be removed from the slate of candidates if they wish.
    f) The slate of ~~nominees~~ candidates as of the ~~Monday before spring break~~ first Monday in February shall be emailed ~~announced~~ to the full-time faculty on or before the ~~Friday before spring break~~ ~~no later than March 10~~ second Friday in February.
    g) To fill blanks on the slate, or to contest for any position that already has a nominee, any additional nominations must be made prior to February 28. ~~the Friday following the end of spring break shall be added to the slate of nominees. If any faculty member, for any reason, wishes to make nominations in addition to those on the slate presented by the Nominating Committee, such must be submitted to the Nominating Committee by March 25. All additional nominations shall be added to the ballot~~.

    ~~All names placed on the ballot must be accompanied by a written consent to serve.~~
2. Conducting Elections:
    a) Separate ballots shall be prepared for each constituency, listing the nominees for that specific constituency, but also including the nominees for the College-wide at-large Senate positions and ~~Campus, listing the Campus' nominees and College-wide nominees~~ for the position of President-Elect.

b) Faculty members shall cast one vote for each position appearing on their ballot, except that, for the at-large Senate positions, faculty members may vote for up to the number of nominees that there are available at-large positions. ~~votes for no more than **one half of the number of Senators allotted for that campus, casting one vote for each nominee, and shall vote for one nominee for President-Elect. **see explanation about voting. The Auditing and Elections Committee may elect to conduct electronic voting.~~

c) The Auditing and Elections Committee shall conduct and complete the election ~~by the third Friday of April~~ by April 1 and present the results to the President by ~~the fourth Friday of~~ April 10 ~~23~~.

d) The President shall announce the results to the full-time faculty and the Senate.

3. To be elected ~~The~~ President-Elect, one must receive a majority of the votes cast for that position. ~~shall be elected by a simple majority of members voting.~~ If no nominee receives a majority of the votes cast, a runoff election shall be held between the two highest vote getters (or among the three in the case of a tie for second). Whoever receives the most votes in a runoff election will be the winner of the election. In the case of a tie in a runoff election, the election will be decided by a coin-toss conducted by the President, verified by at least two other officers and held during a Regular Senate meeting. ~~Voting shall be by written ballot (distributed by CAPS) following procedures established by the Auditing and Elections Committee.~~
4. To be elected Senator for other than an at-large slot, one much have received the largest number of votes from among the candidates for that position. In the case of a tie, it will be resolved by the same kind of coin-toss described in clause (3) above.
5. The at-large slots will be filled by the top vote-getters down to the number of available slots. In the case of a tie for the last position, it will be resolved by the same kind of coin-toss described in clause (3) above.

~~The Auditing and Elections Committee shall tally the vote for Senate nominees by Campus and shall determine those Senators elected in conformity with Section 1 (Composition) of Article IV (Senate Membership) of these Bylaws.~~

Section 2: Special Elections

1. The Senate may ~~set~~ vote to hold a special election at any time that there is a position to fill, but will seek to hold ~~it is needed. However, elections during the summer should be avoided, if possible, and there should be~~ no more than one ~~special election~~ per year and to avoid the summer., ~~if possible. In normal circumstances,~~ ["vote to" hold was added because otherwise there was no mention of how the Senate comes to hold a special election]
2. Generally, there will be a ~~the one~~ special election ~~per year should be scheduled~~ in early ~~December~~ September, to fill any vacant ~~positions that have become vacant by that time~~. Any slot to represent a given constituency that receives no nominee from that constituency shall become an at-large slot.

3. All of the clauses of Section 1 immediately above apply to special elections, except that all dates shall be set by the Senate (or delegated to the Nominations Committee and/or the Auditing and Elections Committee).

Section 3: Recall Elections

1. If a recall election is warranted under Article IV, Section 5, the ballot for that election shall state no more than the name of the Senator in question and ~~The Ballot for any recall election shall simply state the name of the Senator, President, or President-Elect;~~ the statement, "Resolved: That this person be removed from the Senate ~~position of _____~~"; and two choices: For Removal and Against Removal.
2. The Senator is recalled, effective immediately upon the Auditing and Election Committee report of the election result, if a two-thirds majority of the voting full-time faculty represented by that Senator vote "For Removal." ~~For recall of a President or President-Elect the ballot is presented to the entire full-time faculty. For recall of a Senator the ballot is presented only to the full-time faculty at that Campus. A two-thirds majority of those voting shall be required for removal.~~
3. If the Senator in question is also an officer of the Senate, the Senator vacates the office immediately upon being recalled.

~~Section 4: Election of Other Senate Officers~~

~~The Secretary, Parliamentarian, Treasurer, and Communications Officer shall be elected by a simple majority of Senators voting at the first Senate meeting of the academic year.~~ [This was rightly addressed in Article V, Section 1 (Officers, Composition) and doesn't fit here with the very different sort of elections otherwise addressed in this Article.]

Article VII – Meetings

~~*(Amended January 2004,and February 2012)*~~

Section 1: Regular and Special Meetings

1. The Senate will meet at least seven times during fall and spring semesters, at least two times during the summer, and at special times ~~according to the following~~ when:
    a) Called for by a majority of the Senate Officers~~.~~,
    b) ~~By written r~~Requested in writing by ~~of~~ one-third of the Senators~~.~~, or
    c) ~~By written r~~Requested in writing by ~~of~~ ten percent of full-time faculty.

~~*The Standard Code of Parliamentary Procedure* by Alice Sturgis (latest edition) shall be the parliamentary authority of the Senate.~~ [Moved to the new Section 3: Presiding over Senate Meetings.]

2. Meetings shall be open to all full-time faculty who wish to attend. If a faculty member (who is not a Senator) wants to speak during a meeting, he or she shall sign up at the beginning of the meeting to speak on any agenda item(s). The time shall be limited to three minutes per individual on an agenda item. The time may be extended for an individual by the majority vote of the Senators present.
3. Others may attend Senate meetings only by invitation or permission of the President or presiding officer.

Section 2: Quorum

To conduct the business of the Senate, a simple majority of Senators must be present to establish a quorum. ~~The President, Immediate Past President and the President-Elect shall be considered as part of a quorum.~~ [This sentence is now unnecessary given the second sentence of Article 5, Section 1, Clause 1.] Alternates with written authorization are counted in establishing a quorum. The Parliamentarian shall determine whether ~~if~~ a quorum is present.

Presiding

20. ~~be familiar with the standard code of parliamentary procedure and to work cooperatively with the parliamentarian to ensure meetings are conducted in a fair and orderly manner.~~

~~stimulates and encourages discussion, ensures that all sides of a controversial question are presented, and refrains from advancing own point of view as part of discussion~~

The President holds all the rights and liabilities outlined in a standard code of parliamentary procedure.

The Senate shall conduct its meetings in accordance with Sturgis' Standard Code of Parliamentary Procedure, a modernization of Robert's Rules of Order.

Pres conducts when available (there and able—no laryngitis)

Section 3: Presiding Over Senate Meetings

1. The President shall preside over Senate meetings unless unavailable.
2. If the President is unavailable, the order of priority for which officer shall preside is as follows: President-Elect, Immediate Past President, Secretary, Parliamentarian, Treasurer, Communications Officer.
3. Senate meetings shall be conducted in accordance with *The Standard Code of Parliamentary Procedure* by Alice Sturgis (latest edition), a modernization of Robert's Rules of Order.
4. The presiding officer shall work with the parliamentarian to ensure meetings are conducted in a fair and orderly manner, in accordance with *The Standard Code of Parliamentary Procedure* by Alice Sturgis (latest edition).
5. The presiding officer shall work to stimulate and encourage discussion, ensure that all sides of a controversial question are presented, and refrain from advancing her or his own point of view.
6. The presiding officer holds all the rights and responsibilities identified in *The Standard Code of Parliamentary Procedure* by Alice Sturgis (latest edition).

Section 43: Order of Business

1. A majority of the Senate officers, ~~to~~ includeing the President (or the President-Elect if the President is incapacitated or unavailable ~~who will chair the meeting~~), will prepare the agenda for Senate meetings. The agenda for Senate meetings must be ~~prepared in a timely manner to allow all~~ distributed to the full-time faculty ~~to receive it~~ at least 72 hours before a Senate meeting.
2. An item may be placed on, or added to, the agenda in one of three ~~four~~ ways:
    a) The set of officers preparing the agenda may place any items on the agenda that they think appropriate. [this is new, but seems appropriate]
    b) A Senator, ~~or~~ any Senate Committee Chairperson, or any member of the full-time faculty may submit an item to the President no later than ten working days before the meeting. ~~The officers shall prepare the agenda.~~ If the officers preparing the agenda decide not to place the ~~an~~ item ~~submitted by a Senator or Committee Chairperson~~ on the agenda, the item may still be added to the agenda in accordance with paragraph immediately below~~Article VII, Section 3~~. ~~c or d. would be the only means of adding the item to the agenda~~.
    c) ~~A full-time faculty member who is not a Senator may submit agenda items to any Senator for addition to the agenda. The procedure above would then be followed.~~ [now fully covered by the clause immediately above]
    d) A group of three Senators or of ten full-time faculty members may petition the President for the inclusion of an agenda item any time prior to ~~submit an item in writing (with their signatures) to the President at any time during the period of ten days before a Senate meeting and no later than~~ the call to order of a Senate meeting. The item's inclusion on the agenda shall be subject to ~~the approval of~~ a majority vote of the Senate ~~ors present at the meeting~~. If the item is added to the agenda, it will automatically be given ten minutes of

agenda time, and there will be a ~~Such approval carries with it an automatic~~ ten-minute extension of the total agenda time.

e) ~~A group of ten full-time faculty members may present a petition with a description of the proposed agenda item and their signatures at any time before the call to order of the meeting. The item will be added to the agenda with an initial ten minute limit on the issue.~~

3. Insofar as possible, the President shall attach to the agenda copies of draft policies, resolutions, or other documents to be discussed and possibly acted upon at the meeting.
4. At ~~the~~ Senate meetings, the adoption of the agenda, after an opportunity for amendments, shall be the first order of business.
5. Time limits for the discussion of agenda items shall be handled as follows:
    a) The agenda shall include time limits for the discussion of ~~on~~ each item.
    b) At the end of the allotted time, ~~limit~~ the Senator~~s~~ shall vote on any motion or amendments under consideration.
    c) A ~~member~~ Senator may request an extension of time for further discussion of any item, but ~~. This action~~ this extension must be approved by a majority vote of the Senate ~~ors in attendance~~.
    d) The total time allowed for the agenda shall not exceed one and one-half hours, except that ~~unless~~
        i. additional time may be ~~is~~ approved by a majority vote of the Senate~~.~~,
        ii. additional time may be added in accordance with Clause 2c of this Section,
        iii. additional ~~At the beginning of a Senate meeting, the~~ time shall ~~be~~ automatically be ~~extended for~~ added to each agenda item to the extent of three minutes for each faculty member who signed up to speak in accordance with Section 1, Clause 2 of this Article ~~as needed to accommodate faculty wishing to speak on the item~~.

~~Section 4: Attendance~~

~~Every Senator is expected to attend all Senate meetings or give written authorization to a full-time faculty member alternate from the Senator's umbrella who may attend. While serving as an alternate, one has full voting privileges.~~

~~Meetings shall be open for all full-time faculty members who wish to attend. Other persons may attend by invitation or permission of the President or presiding officer.~~

[all addressed elsewhere]

Article VIII – Senate Committees

~~*(Amended February 2012)*~~

~~During the month of April, The President-Elect of the Senate shall solicit from full-time faculty the names of those faculty members wishing to serve on any of the standing committees of the Senate. This information shall be compiled and during the summer an ad hoc committee shall establish a recommended list of committee members. This ad hoc committee shall be composed of the incoming President and President-Elect and three incoming Senators (chosen from three different campuses) selected by the incoming President. The list of committee members shall be submitted to the Senate for approval at the first meeting of the fall semester. The final list of committee members shall then be submitted to the entire full-time faculty as soon as possible.~~
~~Each committee should include at least one Senator, and the chairperson should not be a Senator. If a committee member resigns, the officers may appoint a replacement.~~

[This content is incorporated into Section 1, Clause 2 and Clause 3 (Committee on Standing Committee Membership, below]

Section 1: Standing Committees

1. Standing Committee Membership: ~~**A. Committee Titles, Membership, and Responsibilities**~~
    a) ~~Membership Size:~~ All standing Senate committees~~, including the Auditing and Elections, Bylaws, Policy and Procedure, Academic Affairs, and Facilities Committees,~~ will have at least three members ~~representatives~~. Additionally, the Committee on Faculty Participation, ~~T~~theNominating Committee and the Salary and Benefits Committee~~s~~ will ~~would have the added stipulation that each would~~ have representation from at least three different constituencies ~~campuses~~.
    b) The Chairperson of each committee will be appointed by the President, with the approval of a majority of the other Senate officers, and will be a non-Senator, unless otherwise specified. [moved from below and modified to be consistent with the procedure applied in almost all other cases]
    c) The term of membership on all standing committees shall be for one year beginning with the fall semester, or, if filling a vacancy, until the end of the current academic year. [moved from below, but with the last clause added to resolve what would otherwise have been an inconsistency.]
2. Appointment to Standing Committees:

a) During the month of April, the Committee on Faculty Participation shall solicit from the full-time faculty the names of faculty members to serve on any of the standing committees of the Senate.
b) The Committee on Faculty Participation shall compile the information received and create a list of recommended standing committee members.
c) The list of recommended standing committee members shall be submitted to the Senate at the first meeting of the fall semester, and appointments are made by a majority vote of the Senate.
d) The list of standing committee members appointed shall then be submitted to the entire full-time faculty as soon as possible.
e) If a vacancy arises in a standing committee after membership is established in accordance with Clause c above, a replacement may be appointed by the President with the approval of a majority of the other Senate officers.
f) The procedure for appointing standing Senate Committee members is superseded by Clause 3a below.

3. The Standing Committees
   a) **Committee on Faculty Participation** – Promotes faculty participation in the Senate and in shared governance at ACC. Presents a list of recommended standing committee members to the Senate at the first meeting of the new academic year (in accordance with clause (2) immediately above). Makes recommendations to the President, when solicited, of representatives to serve on shared governance committees of ACC, of members to serve on ad hoc Senate committees, and to fill vacancies on standing Senate committees. The membership of this committee will be set upon the election of the incoming President-Elect for the coming year, with members serving until the next election of a President-Elect. It shall consist of the current President-Elect (the Chairperson), the incoming President-Elect, and three current Senators (representing different constituencies) who have been elected to terms for the coming year as well and are selected by the President-Elect. At the beginning of each new academic year, when the President-Elect becomes President, the new President will leave the committee, the new President-Elect will become the Chairperson, and the committee will continue with four members until a new incoming President-Elect is elected and new continuing Senators are selected as members upon the completion of that year's regular elections.
   b) ~~**a.**~~ **Nominating Committee** – Presents a ballot for the regular election and any special elections, within the time lines stated under the article on elections. The ballots shall include at least one nominee for each of the Senate positions and for President-Elect ~~officers~~. One of the members of the Nominating Committee shall be a current Senator. If a member of the Nominating Committee wishes to run for President-Elect, he or she must resign from the Committee: however, it will not be necessary to resign from the Committee to run for Senator. Upon election as Senator, he or she must resign from the Committee. ~~The Committee shall include representation from at least three campuses.~~

c) ~~**b.**~~ **Auditing and Elections Committee** – Audits all Senate documents and financial records before October 15 and at least one additional time to be determined by the Committee each year. Additional special audits may be conducted at any time that a majority of the Auditing and Elections Committee members deem necessary. Conducts all regular, special, and recall elections. Conducts any referenda and elections concerning amendments to bylaws called for by the Senate. Assures that all faculty members get ballots seventy-two hours prior to election deadline. ~~The Committee shall include faculty members representing at least three Campuses.~~ If a member of this committee becomes a nominee for President-Elect (i.e. listed on the ballot), he or she must resign from the Committee.

d) ~~**c.**~~ **Salary and Benefits Committee** – Studies matters relating to faculty salaries and non-salary employee benefits, brings recommendations to the February Senate meeting about such matters, and (if so directed by the Senate) communicates with appropriate administrators about the same. ~~The Committee shall include representation from at least three campuses.~~

e) ~~**d.**~~ **Bylaws Committee** – Considers Bylaws revisions as needed or requested and bring recommendations to the Senate about the same.

f) ~~**e.**~~ **Policy and Procedure Committee** – Considers policy and procedures affecting full-time faculty**,** ~~and~~ brings recommendations to the Senate about such matters, and (if so directed by the Senate) communicates with appropriate administrators about the same

g) ~~**f.**~~ **Academic Affairs Committee** – Considers curriculum and instructional matters**,** ~~and~~ brings recommendations to the Senate about such matters, and (if so directed by the Senate) communicates with appropriate administrators.

h) ~~**g.**~~ **Facilities Committee** – Considers matters relating to faculty concerns about the condition of the physical facilities of the College and also the long-range planning for future facilities.

i) **Convocation Committee** – Considers, and makes recommendations to the Senate related to, the organization of, and faculty participation in, convocation. [This addition to the bylaws was requested by Senate officers.]

~~**B. Term of membership** – Term of membership on all standing committees shall be for one year beginning with the fall semester.~~ [addressed above]

~~**C. Nomination and Approval of Members of Standing Committees**~~

~~Committee membership for the next academic year shall be solicited in the spring. A list of committee membership shall be presented at the first Senate meeting in the fall semester. Vacancies shall be filled by officers of the Senate. The Committee chairperson shall be appointed by the Senate officers.~~ [addressed above]

Section 2: Ad Hoc Committees

1. The Senate President, with the approval of ~~, subject to concurrence by~~ a majority of the other Senate officers, may create an ~~appoint~~ ad hoc committee~~s~~ to perform a specific task~~s~~ within a specific timeframe ~~limits~~.
2. Ad hoc Committee Membership
   a) All ad hoc Senate committees will have at least three members, including at least one Senator.
   b) The Chairperson of each committee will be appointed by the President, with the approval of a majority of the other Senate officers, and will be a non-Senator, unless otherwise specified in these bylaws.
   c) The term of membership on all ad hoc committees shall be for the duration of the life of the committee, unless decided otherwise by the President with the approval of a majority of the other Senate officers.

Section 3: Quorum for Committee Meetings

A simple majority of the membership of a Senate ~~standing or ad hoc~~ committee will constitute a quorum ~~carrying on the committee's business~~.

Article IX – Amendments

Proposed amendments to the Bylaws shall be presented in writing at a regular meeting of the Senate. Voting by Senators on such proposals cannot be conducted before the next regularly scheduled meeting. If a ~~two-thirds~~ majority of the Senate present and voting approve the change, the Auditing and Elections Committee will conduct a vote of the ~~proposal will be submitted to~~ full-time faculty before the next Senate meeting. For the amendments to be adopted, two-thirds or more of the faculty members who cast votes must cast votes in favor of adoption. ~~A two-thirds vote of the faculty shall be required to adopt an amendment to the bylaws.~~

The Auditing and Elections Committee shall report the ~~voting~~ results of the vote at the next regular ~~from that election back to the~~ Senate ~~at the next regularly scheduled~~ meeting. The President will notify the full-time faculty of the results of the election by email as soon as possible upon the adjournment of that Senate meeting. If the amendments received two-thirds or more of the votes of the faculty members who cast

votes, the amendments will go into effect immediately upon the reporting of the voting results to the full-time faculty, unless the amendments specifically state otherwise.

[The faculty, not the Senate, is the owner of the Senate bylaws. It shouldn't require a super-majority of Senators for the faculty to have the opportunity to change them.]