I. Membership, Election Procedure, and Terms:
   A. Full-time Faculty: Each division, department, or program with faculty will be represented by a Senator. The Senator is to be elected by vote among the full-time faculty members of the division, department, or program.
   B. A campus senator will be elected if that campus is not already represented by an existing division, department, or program Senator. The campus full-time faculty will elect the Senator by vote.
   C. Adjuncts: Two adjunct faculty members will be elected as voting members of the Faculty Senate. Candidates will provide an item for a ballot and the ballot will be sent out to all adjunct faculty members to vote.
   D. Senators shall serve two-year terms and have no restrictions on the number of terms they serve.
   E. The regular election for full-time faculty and adjunct faculty members for the Faculty Senate, including officers, shall be held in March/April with the understanding that newly elected members will take office in August.
   F. President and Vice President elections will take place every two years. The presiding President will collect nominations from the Faculty at large and be responsible for setting election deadlines.
   G. The candidate for President who receives 50% plus one of the votes cast will take office. If no candidate receives 50% plus one of the votes cast, a run-off election will take place the following week between the top two candidates.
   H. The election for Vice President will follow the President’s election. The candidate for Vice President who receives 50% plus one of the votes cast will take office. If no candidate receives 50% plus one of the votes cast, a run-off election will take place the following week between the top two candidates.
   I. The Secretary and Treasurer will be elected by the Faculty Senate, from its members, at the first meeting of the new academic year.
   J. Any Officer of the Senate may be recalled/removed from that position with a majority vote of the full Senate.
   K. A Senator may be recalled by a majority vote of the division, department, or program which he/she represents.
   L. A Senator may send a proxy if s/he/they cannot attend a regular meeting; a proxy may be used up to three meetings; after that, refer to Section I, Letter O.
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M. If the office of President is vacated, the Vice President automatically becomes the President for the remainder of the President’s term. If the offices of both President and Vice President are vacant, the Senate shall fill the positions for the remainder of the terms from the current Senate members.

N. Vacancies for a Senator shall be filled by election/appointment by the division, department, or program which he/she represents.

O. Special Circumstances of Membership:
   1. In the event of a member’s transfer to a different division, department or administrative unit of the College, a new person will be elected/appointed to fill the vacated position by the division, department or program.
   2. If a Senator is unable to regularly attend Senate Meetings for a given semester,
      a) a “co-representative” may be determined by the division, department, or program s/he/they represents. Co-representatives will share one Senate vote.
      b) an “interim Senator” may be determined by the division, department, or program s/he/they represents. The Interim Senator will serve as Senator in the division for one semester.

II. Officers:

A. PRESIDENT
   1. The President will:
      a) Chair/facilitate Senate meetings and any open meetings of the faculty called by the Senate leadership.
      b) Work with officers and chairpersons of any committees, which may be established by the Senate, to develop the agenda.
      c) Work collaboratively with Senators to reach established goals.
      d) Serve as ex-officio member on all Faculty Senate committees.
      e) Distribute the meeting agenda 3 days prior to each meeting.
      f) Set the calendar for all Faculty Senate meetings.
      g) Keep all full-time and adjunct faculty and the Faculty Senate informed of issues and information from the college administration.
      h) Run Faculty Senate officer elections.
      i) Meet regularly with the College President.
      j) Represent the faculty by attendance at Governing Board meetings.
      k) Represent the faculty by attendance at Academic Leadership meetings.
m) Represent the faculty by attendance at Cabinet meetings.
l) Represent Faculty at graduation(s).
m) Meet with other constituency group Officers as needed.

2. The Senate President has the authority to appoint temporary replacements for short-term vacancies.

B. VICE PRESIDENT
   1. The Vice President will:
      a) Work with the President to create the Senate meeting agenda.
      b) Ensure the Senate roster is complete and contact Senators who are not attending on a regular basis.
      c) Keep all full-time, adjunct faculty, and the Faculty Senate informed of issues and information from the college administration.
      d) Maintain documentation of all Faculty Senate actions and accomplishments in a specialized Faculty-only virtual meeting area (like Blackboard or another college-supported LMS).
      e) Support and assist the President in all Senate matters.
      f) Fill in for the President as needed.

C. SECRETARY
   1. The Secretary will:
      a) Record and maintain the minutes for all Senate meetings, including creating accurate summary notes of major points and discussions.
      b) Post meeting minutes to be available to all faculty members.

D. TREASURER, as needed
   1. The Treasurer will:
      a) Maintain and monitor Senate accounts.
      b) Manage all monetary transaction for the Senate.
      c) Provide regular updates to the Senate on account activity.

E. OFFICER TEAM
   1. The Officer Team will coordinate one Faculty Development Day per academic year as needed.
F. SENATORS
   1. Senators will:
      
      a) Solicit input from their constituents, represent them at Senate meetings, and report back to them.
      
      b) Provide clear and timely information (via email, meetings, etc.) to their constituents on all Faculty Senate matters.
      
      c) Attend Senate meetings on a regular basis and have a proxy attend those meetings that they are unable to attend.

III. Committees/Task Forces
   A. The Senate may, by successful motion or demonstrated need, establish any standing or ad hoc committees/task forces it deems appropriate. Any such committee shall be responsible for electing its own chair and determining its meeting schedule. Upon request of the Senate President or Vice President, the chair of any Senate committee/task force shall report to the Senate about its progress or its findings.

IV. Meetings
   A. All-Faculty Meetings
      1. The Faculty should meet at least two times during the nine-month academic year (i.e., Development Day and All-College Day).
      
      2. A special meeting of the Faculty must be held if twenty percent of the faculty requests such meeting in writing.
      
      3. Notification and agenda for the meeting will be available in writing to all members three days in advance of all meetings (see E.1.a.).
   B. Faculty Senate Meetings
      1. Faculty Senate shall meet at least once a month during the nine-month academic year.
      
      2. In order to foster effective and collegial discussion and communication, Senate meetings are open to all faculty and attendance is encouraged. The meeting schedule will be posted on a specialized Faculty-only virtual meeting area (like Blackboard or another college-supported LMS).
      
      3. A special meeting of the Senate shall be called if requested by forty percent of the senators or by the President.
      
      4. Notification and agenda for the meeting will be available in writing to all members three days in advance (see E.1.a.).
C. Closed Meetings for Faculty
   1. The Senate shall have the right to issue a call for closed meetings for the Faculty or for the Faculty Senate.
   2. Only faculty will be allowed to attend a closed meeting.

D. Decisions of the Faculty Senate, including any requests for the use of faculty Senate funds, will require a majority vote of members in attendance.

E. Senators may, by successful motion, request an Executive Session to be held directly after adjournment of the Faculty Senate meeting or at a time and place of the Senate’s choosing. Participation during the Executive Session is limited to Senators.

F. Quorum
   1. A quorum for all meetings of the Senate shall consist of a majority of Senators and Officers (50% plus 1). If a quorum is not achieved 15 minutes after the scheduled meeting time, the meeting will be canceled.

G. Voting
   1. All voting by the Faculty Senate shall be based on the One-Person-One-Vote principle.
   2. All voting by the Faculty Senate may be by voice, show of hands, e-mail, or online by E-voting survey (electronic ballot).
   3. The Faculty Senate president shall be responsible for setting dates and deadlines for responses to electronic voting.

V. Commendations, Recommendations, Proposals, and Resolutions

A. The work of the Senate often results in decisions and declarations that represent the interests of faculty at large and should be communicated to the appropriate stakeholders by means of formal Commendations, Recommendations, Proposals, and Resolutions as defined below. The underlying structure of these communication tools is one of increasing difficulty designed to ensure an increasing level of consideration relative to the desired outcome.

1. **Commendations.** A Commendation is issued by the Senate to any person(s) or groups within the organization that the Senate wishes to express gratitude or congratulations to.
   i. Approval is obtained by a simple majority of quorum at the meeting where the Commendation is first proposed.
   ii. Electronic voting on Commendations is permissible.
   iii. The Senate President shall deliver the Commendation to all appropriate parties.
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2. **Recommendations.** A Recommendation is a means by which the Senate expresses its interest in a desired outcome. It is non-binding on the parties communicated with and is designed to simply make a request known.

   i. Approval is obtained by a two-thirds majority vote of quorum at the meeting where the Recommendation is first proposed.

   ii. There shall be a minimum 7-day review period where all faculty have a chance to review the Recommendation and critique it with their Senators. The Senate may choose to extend the review period or set a longer timeframe for review.

   iii. Electronic voting on Recommendations is permissible.

   iv. The Senate President shall deliver the Recommendation to all appropriate parties.

3. **Proposals.** A Proposal is essentially a longer, more complicated version of a Proposal representing the final outcome of a Task Force or something similar where a significant workflow was expected to produce a final result that is ready for deployment.

   i. The Senate shall proceed with the issuance of a Proposal if and only if the following elements have been obtained.

   ii. Two-thirds majority vote of quorum at the regular meeting where the Proposal is first proposed.

   iii. There shall be a minimum 10-day review period where all Senators review the Resolution. The Senate may choose to extend the review period or set a longer timeframe for review.

   iv. Once the review period has expired, or at the next regularly scheduled meeting, the Senate shall then meet and confer on the outcome of the review process.

   v. Should the Senate choose to proceed with a final form of the Resolution, it will require two-thirds majority consent of all current Senators.

   vi. Electronic voting on Proposals is permissible.

   vii. The Senate President shall deliver the Proposal to all appropriate parties.

4. **Resolutions.** A Resolution is the strongest method of communication within the Senate’s Communication Plan and should be used sparingly and only to resolve issues of grave and/or extraordinary circumstance.

   i. To this end, the Senate shall proceed with the issuance of a Resolution if and only if the following elements have been obtained.
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ii. One or more Recommendations addressing the same issue were not accepted.

iii. Two-thirds majority vote of quorum at the regular meeting where the Resolution is first proposed.

iv. There shall be a minimum 10-day review period where all faculty have a chance to review the Resolution and critique it with their Senators. The Senate may choose to extend the review period or set a longer timeframe for review.

v. Once the review period has expired, the Senate shall then meet and confer in special session on the outcome of the review process.

vi. Should the Senate choose to proceed with a final form of the Resolution, it will require four-fifths consent of all current Senators.

vii. Electronic voting on Resolutions is not permitted. It must be a live meeting where Resolutions receive final approval.

viii. The Senate President shall deliver the Resolution to all appropriate parties.

VI. Changes to the Faculty Senate

A. The Senate Constitution and/or Bylaws may only be amended by a formal vote of the Faculty Senate. The changes to the Constitution and/or Bylaws must be studied and discussed in one Executive Session. If the proposed changes are deemed acceptable to a majority of those in attendance, the proposed changes shall then be discussed and voted upon in a subsequent regular Senate meeting. To approve the proposed changes, two thirds of those in attendance will have to vote in the affirmative.

VII. Parliamentary Authority

G. Procedures not included in this Constitution will be resolved according to Robert’s Rules of Order.

Revised/Approved 4/24/18