I. Membership, Election Procedure, and Terms:

A. Membership defined: All members of CAC faculty are represented through the Faculty Senate, and all voices are valued. Representation on the Senate is as follows:
   a. Full-time Faculty: Each division 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. Campus Senator: Each campus (AVC, MAR, SMC, SPC, STC) will be represented by a Senator. The Senator is to be elected by vote among the campus full-time faculty. (Please note: the campus and division must be represented by different faculty members.)
   c. Adjuncts: Adjuncts will be represented by two adjunct faculty Senators. The Senators will be elected by vote among part-time faculty.
   d. Senators shall serve two-year terms and have no restrictions on the number of terms they serve.
   e. A Senator may send a proxy if s/he/they cannot attend a regular meeting; if a division Senator is not present for three consecutive meetings, refer to section “h” below.
   f. Vacancies for a Senator shall be filled by election/appointment by the division, department, or program which he/she represents.
   g. Special Circumstances of Membership:
      i. 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.
   h. If a Senator is unable to regularly attend Senate Meetings for a given semester,
      i. a “co-representative” may be determined by the division, department, or program s/he/they represents. Co-representatives will share one Senate vote.
      ii. 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.

B. Elections & Participation
   a. 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.
   b. President and Vice President elections will take place every two years. The presiding President will collect nominations from the Faculty at large on Development Day and be responsible for setting election deadlines. (Please note: full-time and part-time faculty are eligible to run for the president and vice president positions.)
      i. The Officer Team will conduct an electronic vote among all full-time and part-time faculty, tabulate the votes, and announce the newly elected President and Vice President.
   c. The candidate for President who receives the majority vote will take office.
      i. The candidate must have served on the Faculty Senate for at least one year.
      ii. In the event that no Senator runs for the presidency, the Senators will appoint by majority vote (among the Senators) a current Senator to serve as interim President for one year.
      iii. The former President, if willing and able, will serve as an advisor to the incoming President.
iv. If the office of President is vacated, the Vice President automatically becomes the President for the remainder of the President’s term.

v. 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 by majority vote of the Senate.

d. The election for Vice President will follow the President’s election. The candidate for Vice President who receives the majority will take office.
   i. The candidate must have served on the Faculty Senate for at least one year.
   ii. In the event that no Senator runs for the vice-presidency, the Senators will appoint by majority vote (among the Senators) a current Senator to serve as interim Vice President for one year.
   iii. The former Vice-President will serve as an advisor to the incoming Vice-President.
   iv. If the office of the Vice-President is vacated, the Senators will appoint by majority vote (among the Senators) a current Senator to serve as interim Vice President for the remainder of the 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.

e. The Secretary will be elected by the Faculty Senate, from its members, at the first meeting of the new academic year.

f. The Treasurer will be elected by the Faculty Senate, from its members, at the first meeting of the new academic year.

C. Recalling/Removing Officers and Senators

a. A Senator may be recalled by a majority vote of the division, department, or program which he/she represents.

b. A member of the Senate, including its Officers, may be removed from office through the initiation of a recall petition by any member of faculty. Within two weeks of the receipt of a recall petition signed by one third of the faculty, the Senator or Officer can recalled/removed from that position with a majority vote of the Senate.

II. Voting

i. The President will not be a voting member.

ii. The Vice-President will only vote with the occurrence of a tie among the Senators.

iii. All voting by the Faculty Senate shall be based on the One-Person-One-Vote principle.

iv. All voting by the Faculty Senate may be by voice, show of hands, e-mail, or online by E-voting survey (electronic ballot).

v. The Faculty Senate president shall be responsible for setting dates and deadlines for responses to electronic voting.
A. All proposals, recommendations, and resolutions that are not deemed significant issues will be voted on by the Senate; these items will move forward after a two-thirds majority vote of Senators (note: quorum must be established for all voting).

B. All proposals, recommendations, and resolutions that are deemed significant issues (see Section VI, B) will be move forward after a majority vote of all-faculty (participating in the vote).

III. Officers:

A. PRESIDENT
   1. The President will:
      i. Chair/facilitate Senate meetings and any open meetings of the faculty called by the Senate leadership.
      ii. Work collaboratively with Senators to reach established goals.
      iii. Serve as ex-officio member on all Faculty Senate committees.
      iv. Distribute the meeting agenda three days prior to each meeting.
      v. Set the calendar for all Faculty Senate meetings.
      vi. Keep all full-time and adjunct faculty and the Faculty Senate informed of issues and information from the college administration.
      vii. Meet regularly with the College President.
      viii. Represent the faculty at Cabinet meetings or send a proxy if unable to attend.
      ix. May also attend Governing Board meetings and Academic Leadership meetings.
      x. Represent Faculty at graduation(s).
      xi. Meet with other constituency group Officers as needed.

B. VICE PRESIDENT
   1. The Vice President will:
      i. Work with the President to create the Senate meeting agenda.
      ii. Ensure the Senate roster is complete and contact Senators who are not attending on a regular basis.
      iii. Keep all full-time, adjunct faculty, and the Faculty Senate informed of issues and information from the college administration.
      iv. Maintain documentation of all Faculty Senate actions and accomplishments in a specialized Faculty-only virtual meeting area (like Blackboard or another college-supported LMS).
      v. Support and assist the President in all Senate matters.
      vi. Fill in for the President as needed.
      vii. In instances where voting on a resolution or proposal is tied, the VP will cast the deciding ballot.

C. SECRETARY
   1. The Secretary will:
      i. Collect and present agenda items at meetings.
ii. Record and maintain the minutes for all Senate meetings, including creating accurate summary notes of major points and discussions.

iii. Post meeting minutes to be available to all faculty members.

D. TREASURER

1. The Treasurer will:

   i. Maintain and monitor Senate accounts.

   ii. Manage all monetary transactions for the Senate.

   iii. Provide regular updates to the Senate on account activity.

   iv. Authorize and streamline the process of disseminating money from the Senate account to provide for funding faculty scholarship activities, student scholarships, and other Senate-approved initiatives.

E. OFFICER TEAM

1. The Officer Team will

   i. Coordinate one Faculty Development Day per academic year as needed.

   ii. Ensure the Faculty Senate officer elections occur according to Section IB of the Bylaws.

F. SENATORS

1. Senators will:

   i. Solicit input from their constituents, represent them at Senate meetings, and report back to them.

   ii. Provide clear and timely information (via email, meetings, etc.) to their constituents on all Faculty Senate matters.

   iii. Attend Senate meetings on a regular basis and have a proxy attend those meetings if they are unable to attend.

IV. 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.

V. Meetings

A. All-Faculty Meetings
The Faculty should meet at least two times during the nine-month academic year (i.e., Development Day and All-College Day).

A special meeting of the Faculty must be held if twenty percent of the faculty requests such meeting in writing.

Notification and agenda for the meeting will be available in writing to all members three days in advance of all meetings.

Faculty Senate Meetings

i. Faculty Senate shall meet at least once a month during the nine-month academic year.

ii. In order to foster effective and collegial discussion and communication, Senate meetings are open to all faculty and attendance is encouraged.

iii. The meeting schedule will be posted on a specialized Faculty-only virtual meeting area (like Blackboard or another college-supported LMS).

iv. Additional meetings of the Senate shall be called if requested by forty percent of the Senators or by the President. Notification and agenda for the meeting will be available in writing to all members three days in advance.

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

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

Quorum

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

Procedures for Bringing Issues to the Senate

As stated in Part IV of the Faculty Senate Constitution, agenda items, topics, issues, and concerns are brought to the Senate by the following methods:

i. To be sent to the Senate Secretary, via an electronic submittal form at least two weeks prior to the Senate meeting, or

ii. Communicated directly to a Senator who will relay the request to the Senate Secretary for formal processing. The Secretary will organize and distribute the items for the officers to prioritize and create the Senate agenda. Action or discussion agenda items may be requested from any current employee or student with the support of at least one faculty member.

Decision Making Process for Significant Issues

The Senate may, by formal motion, identify certain agenda items as “significant issues.” A significant issue is one that has either College-wide impact, affects a majority of faculty, or would be potentially divisive or highly controversial for the institution at large.
a. After the motion, a two-thirds majority vote of the Senate will be required to proceed with the significant issue (note: quorum must be established for all voting).
b. A majority vote of all-faculty (participating in the vote) is required to move a significant issue to the appropriate area of the college. (Please note: not every significant issue will be presented to Cabinet.)

ii. A significant issue will be addressed by an ad hoc committee (which includes at least one Senate member) as appropriate, through any or all of the following:
   a. By conducting research on the history of the issue at CAC.
   b. By conducting research on how the issue has surfaced and been handled elsewhere.
   c. By holding a public forum outside Faculty Senate meetings to collect data on the issue.
   d. By working with institutional research to design and conduct any surveys or questionnaires, which might be required.
   e. By writing up the results of all the above activities.
   f. By formulating a draft motion based on those results.
   g. By submitting the report and draft motion to the Senate before a decision is made.

C. Once such issues are identified, they shall be publicized as Senate agenda items and be the subject of at least two formal discussions, after any or all of the steps outlined above in section B are completed, at Faculty Senate meetings. If action is required on the part of Faculty Senate, it will be taken following the two formal discussions.

VII. 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. These communication tools are designed to ensure proactive 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.

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 Recommendation 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 Proposal. 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 Proposal, 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.
   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.

VIII. **Changes to the Faculty Senate**

A. Any faculty member may suggest a change to or amending of the Senate Constitution and/or Bylaws.
B. A task force may be formed to more efficiently develop/revise/amend the Senate Constitution and/or Bylaws.
C. The Senate Constitution and/or Bylaws may only be officially amended by a formal vote of the Faculty Senate.
   
i. The changes to the Constitution and/or Bylaws must be studied and discussed in at least one Faculty Senate meeting.
   
ii. The changed documents will be sent out to all faculty for a two-week feedback period.
   
iii. After the feedback period, the Senate will vote to approve the proposed changes; two thirds of those in attendance will have to vote in the affirmative (note: quorum must be established for all voting).

IX. Parliamentary Authority

A. Procedures not included in these bylaws will be resolved according to Robert’s Rules of Order.

Revised & Approved 5/4/21