

Polk State College Procedure

Subject	Reference	Date	Number
Faculty Senate Bylaws	Board Rule 2.24	12/16/11	6056

Polk State College cooperatively established participatory governance between its faculty and administration. The Faculty Senate shall constitute the primary channel for faculty-administration participatory governance. As the official voice of the faculty, the Faculty Senate has the duty of service to the College through the active study and debate of issues of mutual concern to the administration and faculty.

Procedure

Article I - Authority

These Bylaws are adopted under the authority of Article XIV of the Faculty Senate Constitution.

Article II - Membership

Section 1. Membership in the Senate shall be limited to personnel holding a full-time permanent faculty contract.

Section 2. Full-time permanent faculty shall elect members of the Senate from each of the following Departments:

- A. Arts
 - Humanities (Humanities, Art, Drama, Philosophy, Religion, Foreign Language)
 - Music
- B. Business and Technology
 - Business Administration
 - Computer Science
 - Criminal Justice
 - Digital Media/Multimedia
 - Early Childhood Education
 - Electrical Distribution
 - Fire Science
 - Military Science
 - Office Administration
- C. Charter Schools
- D. Letters
 - College Success
 - English (English, Speech, ESL/EAP)
 - Prep. Reading and Prep. Writing
- F. Mathematics
- G. Nursing and Allied Health
- H. Science
 - Science (Biology, Chemistry, Earth Science, Physics, Physical Science)
 - Physical Education (Physical Education, Health and Wellness)
- I. Social Sciences
 - Anthropology

Economics
Education
Geography
History
Political Science
Psychology
Sociology
Women's Studies

Any disputes concerning representation shall be settled by the Steering Committee as defined in Article VIII of these by-laws.

Section 3. Each campus (Lakeland and Winter Haven) of each Department will represent a faculty unit, and senators shall be elected from the full-time permanent faculty of the faculty unit they shall represent. Each faculty unit shall be represented on the Senate by a minimum of one Senator, but with one for each eight (8) full-time permanent faculty, or major fraction thereof. A faculty unit may choose to leave a seat vacant.

Article III - Election and Terms of Senators

Section 1. A senator shall serve a three-year term that will expire at the start of the first regular Senate meeting in November three years following the senator's election. The term for a senator shall commence at the start of the first regular Senate meeting in the month following the senator's election. Each senator shall serve until the start of the first regular Senate meeting after the election of the senator's successor or until the senator's resignation or removal as provided by the Constitution and these Bylaws.

Section 2. An election to fill the expiring term of a senator shall be held in October. The number of senators that a faculty unit is entitled to shall be determined by a head count of the full-time permanent faculty members of the faculty unit on the first workday in October of each year. However, should the number of senators to which a faculty unit is entitled decrease, it shall not cause a senator of that faculty unit to be removed or to resign. The faculty unit shall be entitled to its current representation until the first normal expiration of the term of a senator from that faculty unit. If a senator should resign or otherwise be removed from the Senate, the faculty unit shall be entitled to replace that senator. Any disputes concerning the number of senators that a faculty unit is allowed shall be settled by the Steering Committee.

Section 3. Each faculty unit shall elect one senator to a three-year term to succeed the senator whose term is expiring. The terms of senators of the faculty units that have more than one senator shall be staggered to ensure continuity of representation.

Section 4. The senator(s) for a faculty unit shall be nominated and elected by the procedure described below. When a vacancy occurs, the Senate President shall schedule the election of a new senator. Candidates may be nominated by any full-time permanent faculty member of their faculty unit. If there is more than one nominee, an election shall be conducted by secret ballot.

Section 5. A separate election shall be held for each vacancy. The candidate receiving the most votes shall win the election.

Article IV - Senators: Recall, Removal and Vacancies

Section 1. Any senator absent from two regular meetings during one year without providing an alternate or any senator who sends an alternate to three regular meetings during any term may be removed from the Senate by a

majority vote of a quorum at a regular meeting of the Senate. Any senator removed pursuant to this section may appeal to the Steering Committee for reinstatement and may be reinstated by the Steering Committee in cases of extraordinary mitigating circumstances provided no successor had been elected.

Section 2. Any senator shall be recalled upon presentation to the Senate President of a recall petition signed by a majority of the faculty of the senator's faculty unit.

Section 3. If a senator should resign or otherwise be removed from the Senate, the faculty unit that the senator represents shall hold an election to fill the vacancy. The Senate President shall schedule the election of a new senator. The new senator shall take office at the first meeting of the Senate following the election.

Article V - Alternates and Mandatory Resignations

Section 1. Any elected senator who must be absent from a Senate meeting shall designate an alternate, preferably from the senator's faculty unit, to attend the meeting. The alternate shall have full rights of the absent senator during the meeting. The senator or the alternate shall be responsible for notifying the Senate Secretary of the substitution.

Section 2. A current senator may not be an alternate for an absent senator.

Section 3. An alternate who is substituting for a senator who holds a position as an officer shall not fulfill the duties of the senator as an officer, but merely fulfill the duties of a senator.

Section 4. Any senator who receives approval of a leave request for a continuous period of six months or more shall resign effective no later than the date the leave begins.

Article VI - Senate Meetings

Section 1. The Senate shall hold at least one meeting each month from September through April. The day, time, and location of all meeting(s) shall be set by the Steering Committee and posted to the Polk State College website. Notice of the time, day, and location of the first Senate meeting of the academic year shall be announced at the general faculty meeting in August. Any change in scheduled meetings will be posted to the Polk State College website at least one (1) week prior to the originally scheduled meeting.

Section 2. Regular and special meetings of the Senate shall not last for more than one and one-half hours from the time the meeting is scheduled to start. However, the senators may extend the length of any regular or special meeting by a simple majority vote of those in attendance.

Section 3. The agenda for each regular Senate meeting shall be determined by the Steering Committee. The agenda shall include the following:

- Call to Order
- Committee Reports
- Old Business
- New Business (on agenda)
- New Business (from the floor)
- Adjournment

Any faculty member may submit an agenda item to the Steering Committee for consideration.

The agenda shall be posted to the Polk State College website at least four working days prior to the day of the meeting.

Discussion of committee reports and motions involving these reports shall occur at the time the committee report is presented.

Section 4. The President of the Faculty Senate may call a special meeting at his or her discretion or at the request of the President of the College, the Administrative Liaison, a majority of the Senate, or a petition of at least thirty percent (30%) of the faculty. Notice and the purpose of any special meeting of the Senate shall be posted to the Polk State College website at least three (3) working days prior to the day of the meeting.

Section 5. A quorum of the Senate shall consist of the presence of a simple majority of its membership. In the absence of a quorum, no official business shall be transacted except for a motion to recess to a designated time or to adjourn to a designated day.

Section 6. Unless otherwise provided in the Constitution or these Bylaws, all action taken by the Senate shall be approved by a simple majority vote of those senators in attendance at a meeting of the Senate at the time of the vote.

Section 7. All meetings of the Senate shall be open to observation by all members of the faculty of the College.

Section 8. Minutes of all meetings of the Senate shall be available to all College faculty, staff, administrators and members of the Board of Trustees within ten (10) working days after the day of any meeting. The minutes shall be approved via electronic communication between the Senate Secretary and the senators within one (1) week of the meeting. However, any senator may ask to withhold approval until the next Senate meeting. Copies of the approved minutes shall be emailed to each member of the District Board of Trustees and posted to the Polk State College website. The approved minutes shall also be electronically archived.

Article VII - Officers

Section 1. The officers of the Senate shall consist of a President, two Vice Presidents (one from each campus), a Secretary, and a Parliamentarian.

The President shall be a full-time permanent faculty member at the College holding a continuing contract. The President shall be nominated from the faculty at large by written petition of at least 10 full-time permanent faculty members and shall be elected by secret written ballot by the faculty in October of each year. The signatures on the petition may be hand signed or transmitted through college email to the Faculty Senate. The President shall serve a one-year term that shall start on January 1 following the election. The President shall be a member of the Senate and accorded the full rights and privileges bestowed upon any senator. Should the President fail to complete his or her term of office, a new President shall be elected by the full-time permanent faculty to complete the term of office. However, if less than four (4) months remain before the President's term of office expires, the senior Vice President shall complete the term of office.

The Vice Presidents, Secretary, and Parliamentarian shall be full-time permanent faculty members at the College and members in good standing of the Senate. The Vice Presidents must hold a continuing contract. The Vice Presidents, Secretary, and Parliamentarian shall be nominated from the floor and elected by senators at the regular December meeting of the Senate. Officers shall serve a one-year term that shall start on January 1 following the election. No senator shall hold two or more offices concurrently.

Section 2. The officers shall attend all meetings of the Senate and the Steering Committee and will have the

following duties:

The President shall have the responsibility for assuring that all viewpoints are presented fairly. The President shall initiate action whenever appropriate on campus-wide committees and apprise committee members of the suggestions, reactions, or expressed concerns of the faculty.

The President shall report regularly to the Senate concerning the proceedings of College committees and management groups. The President shall preside at all meetings of the Senate and the Steering Committee.

The Vice Presidents will, in the event of the absence or inability of the President to perform his or her duties, assume the duties of the President with all the rights, privileges, and powers as if the Vice Presidents had been duly elected President.

The Secretary shall provide a record of the proceedings of the Senate and Steering Committee, inform the faculty, in writing, of all action taken by the Senate and Steering Committee, and publish the date, time, and location of scheduled meetings. In accordance with Procedure 6063, the secretary shall maintain a record book of all correspondence between the Senate and the College President concerning issues within the provisions stated in Board Rule 2.24.

The Parliamentarian shall advise the President on matters concerning the parliamentary procedures. The Parliamentarian shall decide matters concerning the application of the Constitution and these Bylaws of Senate meetings.

Section 3. Any officer may be removed from office by a two-thirds vote of a quorum at any regular meeting of the Senate.

Section 4. If an officer should resign or otherwise be removed from office, the Senate shall hold an election to fill the vacancy at the next meeting of the Senate. The new officer shall take office immediately following the election.

Section 5. To establish the first full Faculty Senate, each faculty unit will establish its Senators prior to December 1, 1989. That Faculty Senate shall oversee the election of the Senate officers by December 15, 1989.

Article VIII -Steering Committee

Section 1. The Steering Committee shall include the following members:

- A. President of the Faculty Senate
- B. Vice Presidents of the Faculty Senate
- C. Secretary of the Faculty Senate
- D. Parliamentarian of the Faculty Senate
- E. At least one elected Senator from a faculty unit different from that of the President and Vice President. If more than one Senator is elected, each must represent different faculty units.
- F. The most recent Faculty Senate past President who is a member of the Faculty Senate and who does not currently hold office in the Senate. This individual shall be given the option to serve on the Steering Committee.
- G. The Administrative Liaison, ex-officio, non-voting.

Section 2. The President will set a specific day, time and location for regular meetings of the Steering Committee. The President may call a special meeting of the Steering Committee upon three (3) working day's notice of the time, day, place, and the purpose of the meeting. A simple majority must be present to conduct business.

Section 3. Any member of the Steering Committee may designate a member of the Senate to attend a meeting of the Steering Committee on his/her behalf, with full voting rights of the absent member.

Section 4. The Steering Committee may meet and make decisions on behalf of the full Senate when the Senate is not in session.

Article IX - Amendments

Section 1. The power to adopt, alter, amend or repeal Bylaws shall be vested in the faculty and the Senate.

The faculty shall adopt, alter, amend or repeal the Bylaws through a simple majority vote of the full-time permanent faculty.

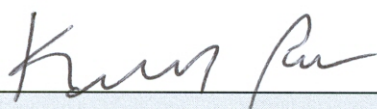
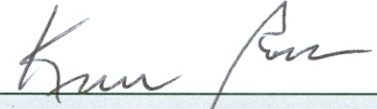

The Senate shall adopt, alter, amend or repeal the Bylaws by a two-thirds vote of the Senate. The senators' vote must be at two separate meetings, each vote having a two-thirds majority of the Senate.

Section 2. No change to the Bylaws shall be effective unless notice is given to the senators that a change is being proposed to the Bylaws. Notice of the proposed change of the Bylaws shall accompany the notice of the meeting.

Section 3. Any change to the Bylaws adopted by a simple majority vote of the full-time permanent faculty shall be binding on the Senate. The Senate may not subsequently change any such Bylaw provision through its own action.

History: Adopted: January 10, 1990.
 Revised: December 5, 1994; November 2, 1998; April 23, 2001; November 15, 2005;
 September 19, 2006; May 1, 2008; December 16, 2011

Distribution: All Holders of Polk State College Procedures Manual

	12/16/11		12/16/11
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			12/16/11
President's Approval			Date