

Polk State College Procedure

Subject	Reference	Date	Number
Faculty Senate Bylaws	Board Rule 2.24	10/14/2014	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 who hold a full-time regular faculty contract.

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

- A. Arts
- B. Business and Technology
- C. Charter Schools
- D. Letters
- F. Mathematics
- G. Nursing and Allied Health
- H. Science
- I. Social Sciences

Section 3. Each department of each campus (Lakeland and Winter Haven) will represent a faculty unit. Senators shall be elected from the full-time regular faculty of the faculty unit they 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 regular 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 January 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 regular 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 a faculty unit is allowed shall be settled by the Faculty Senate.

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 department shall immediately call a special election to replace that senator. Candidates may be nominated by any full-time regular faculty member within 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 who has not provided 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 Faculty Senate for reinstatement and may be reinstated by the Faculty Senate in cases of extraordinary mitigating circumstances, provided no successor has 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 Faculty unit 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 August through May. 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 a half hours from the time the meeting is scheduled to start. However, 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 Faculty Senate President may call a special meeting at his or her discretion or at the request of the College President, 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 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 e-mailed 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 Vice Presidents, Secretary, and Parliamentarian shall be full-time regular faculty members at the College and members in good standing of the Senate. All officers 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 parliamentary procedures. The Parliamentarian shall decide matters concerning the application of the

Constitution and these Bylaws.

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.

Article VIII - Voting

Section 1. The Faculty Senate President shall be elected by secret ballot via the US postage service, electronically, or in person. The President shall be a full-time regular faculty member at the College holding a continuing contract and having previously served on the Senate. The President shall be nominated from the faculty at large by written petition of at least 10 full-time regular faculty members. The signatures on the petition may be hand-signed or transmitted through College e-mail to the Faculty Senate Secretary. 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 full-time regular faculty to complete the term of office.

Section 2. The Faculty Senate Presidential election will occur in October of each year. If voting is completed via US postal service or in person, ballots will be taken to the cashier's office on each campus (Winter Haven and Lakeland). Ballots will be collected by the Provost of each college campus. At an agreed-upon meeting time, the Provost of each campus plus two senators (one from each campus) will meet to count the ballots. The results will be tallied, and the winner will be announced on the designated date. If voting is completed electronically, all full-time regular faculty employed by Polk State College will receive the ballot and submit their vote.

Article IX - Steering Committee

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

- A. Faculty Senate President
- B. Faculty Senate Vice Presidents
- C. Faculty Senate Secretary
- D. Faculty Senate Parliamentarian
- E. One elected Senator (senator at large) from a faculty unit different from that of the President and Vice Presidents. The senator at large will be elected subsequent to the President and Vice Presidents.
- F. Administrative Liaison
- G. The President of the Senate may invite the most recent Senate President to act as a resource (Non-voting).

Section 2. The Steering Committee will meet immediately following the regularly-scheduled Senate meeting to determine the agenda for the next regular Senate meeting. A simple majority of the Steering Committee must be present to conduct business. If new items of interest for the agenda arise prior to the convention of the next regular Senate meeting, those items may be added under New Business before the agenda is adopted.

Section 3. Should an emergency meeting of the Senate be called by the President, said officer or his/her designee will convene the Steering Committee for the sole purpose of creating an agenda prior to the convention of the emergency Senate meeting.



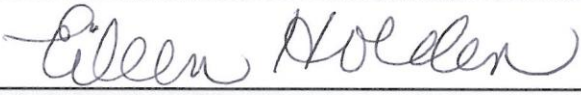
Article X - Amendments

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 Bylaws through a simple majority vote of the full-time regular faculty. The Senate shall adopt, alter, amend, or repeal 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 and access to the proposed change to the Bylaws shall accompany the notice of both meetings.

Section 3. Any change to the Bylaws adopted by a simple majority vote of the full-time regular 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; October 25, 2013; October 14, 2014

	10/14/14		10/14/14
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			10/14/14
President's Approval			Date