

Polk State College Procedure

Subject	Reference	Date	Number
Faculty Senate Bylaws	Board Rule 2.24	12/3/2019	6056

Polk State College has 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 a duty of service to the College through the active study and debate of issues of mutual concern to the administration and faculty.

Article I – Authority

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

Article II – Membership

Section 1.

Membership in the Faculty 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 Faculty Units:

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

Section 3.

- A. Each campus department (i.e., Lakeland or Winter Haven Campus) represents a Faculty Unit.
- B. Senators shall be elected from the Full-Time Regular Faculty members of the Faculty Unit they represent.
- C. Each Faculty Unit shall be represented on the Senate by a minimum of one Senator, with one Senate representative for each eight Full-Time Regular Faculty members (or major fraction thereof).
- D. If a Faculty Unit has more than one representative, at least one shall hold *Continuing Contract* (or have five complete years of satisfactory service for full-time faculty not eligible for a *Continuing Contract*).
- E. 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 expires at the start of the first regular Senate meeting in

January, three years following the senator's election.

Section 2.

- A. An election to fill the expiring term of a senator shall be held in October.
- B. The number of senators to which a Faculty Unit is entitled shall be determined by a head count of the Full-Time Regular Faculty members of the Faculty Unit on the first workday in August of each year.
 1. A decrease in the number of senators to which a Faculty Unit is entitled shall not cause a senator of that Faculty Unit to be removed or to resign.
 2. If there is a decrease in necessary representatives, 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.
- B. If a senator should resign or otherwise be removed from the Senate, the Faculty Unit is entitled to replace that senator.
- C. The Faculty Senate shall settle any disputes concerning the number of senators permitted for a given Faculty Unit.

Section 3.

- A. Each Faculty Unit shall elect one senator to a three-year term to succeed the senator whose term is expiring.
- B. The terms of senators from the Faculty Units that have more than one senator shall be staggered to ensure continuity of representation.

Section 4.

- A. The senator(s) for a Faculty Unit shall be nominated and elected by the procedure described below.
- B. When a vacancy occurs, the Faculty Unit shall immediately call a special election to replace that senator.
- C. Candidates may be nominated by any Full-Time Regular Faculty members within the Faculty Unit. If there is more than one nominee, an election shall be conducted by secret ballot. The candidate receiving the most votes shall win the election.
- D. A separate election shall be held for each vacancy.

Article IV – Senators: Recall, Removal, and Vacancies

Section 1.

- A. Any senator who is absent from two regular meetings during one year and 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. This is accomplished by a majority vote of a quorum at a regular meeting of the Senate.
- B. Any senator removed pursuant to this section may appeal to the Faculty Senate for reinstatement. Provided no successor has been elected, he or she may be reinstated by the Faculty Senate (e.g., in the case of extraordinary mitigating circumstances).

Section 2.

A senator shall be recalled upon presentation of a Recall Petition to the Faculty Senate President. This petition must be signed by a majority of the Full-Time Regular Faculty members in the senator's Faculty Unit.

Section 3.

- A. If a senator should resign or otherwise be removed from the Senate, the Faculty Unit that the senator represents shall schedule and hold an election to fill the vacancy.

- B. The new senator shall take office at the first meeting of the Faculty Senate following the election.

Article V – Alternates and Mandatory Resignations

Section 1.

- A. 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.
- B. The alternate shall have full rights of the absent senator during the meeting.
- C. The senator sending an 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 Senate officer (i.e., President, Vice President, Secretary, Parliamentarian, or Member at Large) shall not fulfill the duties of the officer, but merely fulfill the duties of a senator.

Section 4.

Any senator who receives approval of a leave request from the College for a continuous period of six months or more shall resign from the Faculty Senate no later than the date the leave begins.

Article VI – Senate Meetings

Section 1.

- A. The Senate shall hold at least one meeting each month from August through May. The day, time, and location of each meeting shall be set by the Steering Committee and posted to the Polk State College website.
- B. 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 (i.e., at Convocation).
- C. Any change in scheduled meetings shall be posted to the Polk State College website at least one 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.

- A. The agenda for each regular Senate meeting shall be determined by the Steering Committee and include the following:
 - 1. Call to Order
 - 2. Approval of Minutes
 - 3. Approval of the Agenda
 - 4. Officer Reports (i.e., President, Vice Presidents, Administrative Liaison)
 - 5. Committee Reports
 - 6. Old Business
 - 7. New Business (on the agenda)
 - 8. New Business (from the floor)
 - 9. Adjournment

- B. Any faculty member may submit an agenda item to the Steering Committee for consideration.
- C. The agenda shall be posted electronically and be available to all Full-Time Regular Faculty members at least four working days prior to the date of the meeting.
- D. Discussion of committee reports (and motions involving these reports) shall occur at the time the committee report is presented.

Section 4.

- A. 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 of the faculty.
- B. Notice and the purpose of any special meeting of the Senate shall be posted to the Polk State College website at least three working days prior to the day of the meeting.

Section 5.

- A. A quorum of the Senate shall consist of the presence of a simple majority of its membership.
- B. 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 *Faculty Senate Constitution* or these Bylaws, all actions taken by the Senate shall be approved by a simple majority vote of those senators in attendance at a Senate meeting during the vote.

Section 7.

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

Section 8.

- A. Minutes of all meetings of the Senate shall be available to all College faculty members, staff members, administrators, and the District Board of Trustees within ten working days after approval by the Faculty Senate.
- B. The minutes shall be approved during the subsequent meeting from which the minutes were produced.
- C. 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.

- A. The officers of the Senate shall consist of a President, two Vice Presidents (i.e., 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.
- B. All officers must hold a *Continuing Contract* (or have five complete years of satisfactory service for full-time faculty not eligible for a *Continuing Contract*).
- C. The Vice Presidents, Secretary, and Parliamentarian shall be nominated from the floor and elected by senators at the regular November meeting of the Senate.
- D. Officers shall serve a one-year term that shall start on January 1 in the year following the election.
- E. 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 have the following duties:

- A. The Faculty Senate President shall have the responsibility for ensuring that all viewpoints are presented fairly. The Senate President shall initiate action whenever appropriate on district- and campus-wide committees, as well as the College President's Staff, and apprise the respective committee members of the suggestions, reactions, or expressed concerns of the faculty.
- B. The Faculty Senate President shall report regularly to the Senate concerning the proceedings of College committees and management groups. The Senate President shall preside at all meetings of the Senate and the Steering Committee.
- C. The Faculty Senate Vice Presidents shall, in the event of the absence or inability of the Senate President to perform his or her duties, assume the duties of the President with all the rights, privileges, and powers of the President.
- D. The Faculty Senate Secretary shall provide a record of the proceedings of the Senate and its 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 *Polk State Procedure 6063: Procedure to Implement Article VI of the Faculty Senate Constitution*, the Secretary shall maintain a record book of all correspondence between the Senate and the College President concerning issues within the provisions stated in *Polk State College District Board of Trustees Rule 2.24: Faculty Senate Constitution*.
- E. The Faculty Senate Parliamentarian shall advise the Senate President on matters concerning parliamentary procedures. The Parliamentarian shall decide matters concerning the application of the *Faculty Senate 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.

- A. 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.
- B. The new officer shall take office immediately following the election.

Article VIII – Voting

Section 1.

- A. The Faculty Senate President shall be elected by secret ballot via the US Postal Service, electronic ballot, or in-person voting.
- B. The President shall be a Full-Time Regular Faculty member at the College holding a *Continuing Contract* (or have completed five years of satisfactory service for full-time faculty not eligible for a *Continuing Contract*) and must have previously served on the Senate.
- C. 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.
- D. The President shall serve a one-year term that shall start on the first day of the January following the election.
- E. The President shall be a member of the Senate and accorded the full rights and privileges bestowed upon any senator.
- F. Should the President fail to complete his or her term of office, a new President shall be elected by Full-Time Regular Faculty members to complete the term of office.

Section 2.

- A. The Faculty Senate Presidential Election shall occur in October of each year. If voting is completed via US Postal Service or in person, ballots shall be taken to the Cashier's Office on each campus (i.e., Winter Haven and Lakeland).
- B. At an agreed-upon time, the Administrative Liaison and two senators (i.e., one from each campus) meet to collect and count the ballots. The results are tallied, and the winner is announced on the designated date. If voting is completed electronically, each Full-Time Regular Faculty member employed by Polk State College receives a ballot to submit a vote.

Article IX – The Steering Committee

Section 1.

- A. The Steering Committee shall include the following members:
 - 1. The Faculty Senate President
 - 2. The Faculty Senate Vice Presidents
 - 3. The Faculty Senate Secretary
 - 4. The Faculty Senate Parliamentarian
 - 5. The Senator at Large (i.e., an elected senator from a Faculty Unit that is different from that of the President and Vice Presidents. The Senator at Large shall be elected subsequent to the President and Vice Presidents.
 - 6. The Administrative Liaison (non-voting member)
- B. The President of the Senate may invite the most recent Senate President to act as a resource (non-voting member).

Section 2.

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

Section 3.

Should the Faculty Senate President call an emergency meeting of the Senate, the President (or his or her designee) shall convene the Steering Committee for the sole purpose of creating an agenda prior to the emergency Senate meeting.

Article X – Amendments

Section 1.

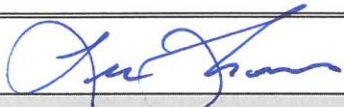
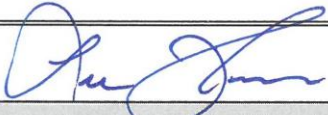
- A. The power to adopt, alter, amend, or repeal the *Faculty Senate Bylaws* shall be vested in the Full-Time Regular Faculty members and the Senate.
- B. The College faculty shall adopt, alter, amend, or repeal the *Faculty Senate Bylaws* through a simple majority vote of the Full-Time Regular Faculty.
- C. The Senate shall adopt, alter, amend, or repeal the *Faculty Senate Bylaws* by a two-thirds vote of the Senate membership. The senators must vote on the proposed change at two separate meetings, with each vote having at least a two-thirds majority of the Senate membership.
- D. Any change to the *Faculty Senate 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.

Section 2.

- A. Unless notice is given to the senators that a change is being proposed to the *Faculty Senate Bylaws*, no change can be made to the document or its procedures.
- B. Notice of and access to any proposed change to the *Faculty Senate Bylaws* shall accompany the notice of both meetings.

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; December 3, 2019.

	12-9-19		12-9-19
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			12/10/19
President's Approval			Date