

**South Texas College Faculty Senate
Parliamentary Procedure
for Faculty Senate Meetings**

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	Majority
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	Majority
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	Majority
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

South Texas College Faculty Senate

Constitution

(Revised March 22, 2022)

PREAMBLE

The faculty of South Texas College, in order to promote the cause of education, to provide quality education to students, to improve communication among the members of the faculty, and to maintain professional relations with the Board of Trustees and the Administration, hereby establish the Faculty Senate of South Texas College.

ARTICLE I **NAME AND PURPOSE**

Section 1: The name of this organization shall be the South Texas College Faculty Senate and shall hereafter be referred to as the Faculty Senate. South Texas College shall hereafter be referred to as STC.

Section 2: The purpose of the Faculty Senate shall be to represent faculty interests and to present the views and recommendations of the college faculty to the administration and to the Board of Trustees of STC.
Recommendations may include but are not to be limited to, such matters as curricula, academic standards, salaries, contracts, student development, board policies, institutional goals, and future policies.

ARTICLE II **MEMBERSHIP**

Section 1: In order for the Faculty Senate to function efficiently and effectively, the Faculty Senate shall consist of one (1) faculty Senator for every twenty (20) full-time faculty members employed within the Senator's division. If a division has fewer than twenty (20) full-time faculty members, that division will receive one (1) faculty Senator. While the Faculty Senate provides a link between faculty and administration, the Senators will provide a link for information and concerns between the Faculty Senate and the faculty of their divisions and departments. Senators will be elected by the division in April. Senators will be elected in staggered terms; one-half (1/2) of all Senators will be elected every two (2) years. Senators cannot serve for more than two (2) consecutive two (2) year terms, except in the rare event that no other candidate runs from the same division.

Section 2: Faculty Senate meetings are open to all faculty members, whether they are adjunct or full-time.

Section 3: Subject to the provisions of Article II, Section I, the Faculty Senate shall have the power to rule on disputes involving membership.

Section 4: Representation of Lecturers and Adjuncts
The Faculty Senate shall include representation for lecturers and adjuncts. The number of lecturer and adjunct representatives and the process for their selection will be outlined in Article V Section 3: Elections.

ARTICLE III

POWERS AND FUNCTIONS OF THE FACULTY SENATE

Section 1: The Faculty Senate shall represent and act for the faculty in all matters of general policy and may also act in an advisory, planning, and consultative capacity to the President of the College.

Section 2: Any faculty member may submit items for inclusion on the agenda for discussion.

Section 3: The Faculty Senate shall have the power to adopt, and shall operate under, the bylaws and rules of procedure consistent with this Constitution.

Section 4: While not excluding other possible channels of communication, recommendations made by the Faculty Senate will be transmitted by the President of the Faculty Senate to the President of the College, the Vice President for Academic Affairs, or other administrative personnel. In the event that no resolution to a specific issue occurs, the Faculty Senate may bring the matter before the Board of Trustees.

ARTICLE IV

FACULTY SENATE MEMBER RESPONSIBILITIES

Section 1: Officers of the Faculty Senate shall be the President, Vice President, President-Elect, Parliamentarian and Secretary. These Officers will constitute the Faculty Senate Executive Committee.

Section 2: President: The President shall preside at all meeting of the Faculty Senate and shall conduct meetings according to parliamentary procedure. The President is the official Faculty Senate spokesperson in formal communications with the College administration and the Board of Trustees. The Faculty Senate President may delegate the duty to be official spokesperson to the Vice President on a temporary basis. The President shall appoint such committees as may be necessary from the general faculty membership, but those committees will be chaired by a Faculty Senator. In the event of a tie in an Executive Committee vote, the President will break the tie.

Faculty Senate Presidents should avoid meeting with administrators unaccompanied; another officer or senator should be invited to attend any meeting with an administrator. If this is not possible, however, the President should attend the meeting. After all meetings with administrators, reports should be provided to the Executive Committee and/or Faculty Senate.

Vice President: The Vice President is a voting member of the Executive Committee and will fulfill the responsibilities of the President when the President is absent or to fill the vacancy for an unexpired term of the President.

President-Elect: The President-Elect is a voting member of the Executive Committee and may chair a committee and shall assume the presidency on August 1st of the year completing the President's second year in office.

Secretary: The Secretary is a voting member of the Executive Committee and will maintain a current list of all members, record minutes of meetings, and circulate copies of the minutes to all members after each meeting. This officer will be responsible for sending official Faculty Senate correspondence.

Parliamentarian: The Parliamentarian is a voting member of the Executive Committee and will enforce the rules of parliamentary procedure during Faculty Senate meetings. The Parliamentarian will, also, chair the Constitution Committee.

Senators: Senators will serve to bring issues and concerns from the departments to the Faculty Senate meetings and information from the meetings back to the Divisions. The position of Division Senator is considered a College Committee assignment. Regular attendance is required. If a Senator must be absent, the Senator must send a proxy. Excessive absence, without providing a proxy, may result in removal of the Senator. (See Article V Section 4, Removal)

ARTICLE V BY-LAWS

Section 1: Committees

Executive Committee: A standing committee consisting of the President, Vice President, President-Elect, Parliamentarian and Secretary that will serve as the vehicle to open communications between all parties involved in issues that come to and from the Senate. The Executive Committee shall make the necessary provisions for conducting elections.

Ad-Hoc Committees: Selected by the President to serve as necessary on a specific project or study. Faculty members are encouraged to volunteer their expertise.

Section 2: Meetings and Quorums

The Executive Committee of the Faculty Senate shall announce, at the Fall Faculty In-service Meeting, the tentative meeting dates for the academic year. A regular meeting of the Faculty Senate shall occur monthly, no less than twice during the fall and spring semesters, and at such times as deemed necessary during the summer semester.

A quorum is constituted by two-thirds (2/3) of the membership of the Faculty Senate.

A special Faculty Senate meeting may be held after two business days of announcement (by e-mail to the members of the Faculty Senate) for urgent situations which require timely response from the Faculty Senate. Otherwise, five business days are required to have a special Senate meeting. The Faculty Senate president shall determine what constitutes an urgent situation.

All Faculty Senate Meetings and those of committees will be held in accordance with

parliamentary procedure. (Refer to addendum)

Decisions of the Faculty Senate (except as noted elsewhere in the By-Laws) shall be by simple majority - by show of hands, voice vote, or extended to e-mail vote. The votes cast by senators will be recorded in the minutes of each meeting. The presiding officer will announce the outcome of the vote, but a simple majority of the members present may request and receive a secret ballot vote or e-mail vote. Full membership of the Faculty Senate will have the opportunity to vote for or against proposals through a secret ballot.

Members who will be absent may request to vote by written absentee ballot or by proxy. Executive Committee members and Senators voting on issues may provide an absentee vote by delivering written notification to the Senate President identifying the issue or issues on which the vote is cast by absentee. This absentee statement must bear the name and signature of the absent member. Members voting by proxy must inform the Senate prior to the meeting and provide the name of the proxy. Proxies voting for members must inform the Senate at the beginning of the meeting. Proxy voting rights may not be given to another Senate Member to cast on their behalf.

When a Faculty Senate member is on sabbatical or FMLA, the President of the Faculty Senate will appoint an interim senator (from the same division) or interim officer to fulfill the duties of that senator/officer, subject to confirmation by a simple majority vote by the Faculty Senate, until the absent Faculty Senate member returns to the college. The senator/officer on sabbatical or FMLA is not subject to being removed from office due to lack of attendance and may resume their position when they return.

Issues brought up during the regular Faculty Senate meeting may be published in the monthly newsletter and/or the Faculty Senate website.

Section 3: Elections

Election of Officers and/or Senators shall be conducted annually by e-mail during the spring semester.

The President will appoint a committee at/or before the first spring meeting to serve as a Nominations and Elections Committee. The Nominations and Elections Committee shall solicit and accept nominations via email from the faculty at large and compile a ballot of candidates to be ready prior to the scheduled March meeting date. In odd numbered years, nominations shall include President-Elect, Vice President, Parliamentarian, Secretary and Senators. In even numbered years, nominations shall include Senators. Special elections may be held to fill vacated positions, as per the succession statements in Article V, section 4.

Any full-time regular faculty member may announce for any elected position by sending a memorandum to the Nominations and Elections Committee. Whereas all senator and officer positions are two (2) year appointments, and whereas lecturers and adjunct faculty members are hired for a one (1) semester or one (1) year appointment, lecturers and adjunct faculty members may not run for officer positions.

Lecturers may only run for lecturer senator positions. Adjunct faculty members may only run for adjunct senator positions. Candidates may only run for one position per election.

The winner of the election is the candidate who receives the most votes cast in the election. Ties will be subject to a run-off election.

Voting will be conducted through an election survey distributed via college email by South Texas College's Research and Analytical Services. The Nominations and Elections Committee will request nominations after the February Faculty Senate meeting, will collect nominations prior to the March Faculty Senate meeting, and will coordinate with RAS to create and supervise the election survey. The election will be held in April and the committee will announce the winners of each position at the April Faculty Senate meeting and post the results by e-mail and/or on the Faculty Senate website.

Officers: The President-Elect, Vice President, Parliamentarian and Secretary will be elected by the faculty in an at-large (college-wide) election in April of each odd numbered election year. Secretaries and Vice Presidents cannot serve for more than two (2) consecutive two (2) year terms, except in the rare event that no other candidate runs for the position.

Senators: Senators will be elected from all interested faculty by the faculty at large within each division in April of each election year. No more than two (2) Senators can come from the same department, except in the rare event that there are vacant seats which were not able to be filled because the only candidates come from a department that already has two (2) senators. Senators will be elected in staggered terms; one-half (1/2) of all Senators will be elected every two (2) years. "Class one" Senators are elected in odd numbered years and "class two" Senators are elected in even numbered years. Senators cannot serve for more than two (2) consecutive two (2) year terms, except in the rare event that no other candidate runs from the same division.

Lecturer and Adjunct Representatives: The Faculty Senate shall include one lecturer representative and one adjunct representative to serve in the Senate. Senators from each division shall nominate lecturers and adjuncts to represent their respective divisions. The Faculty Senate Executive Committee will then review the nominations and vote to appoint one lecturer and one adjunct representative from the pool of nominees. Alternatively, the President may appoint the lecturer and adjunct representatives from the pool of nominees.

The nomination and appointment of lecturer and adjunct representatives shall take place in August, following the confirmation of their contracts for the fall semester. If a lecturer or adjunct representative's contract is not renewed for the spring semester, the Executive Committee will vote or the President will appoint a replacement from the pool of fall nominees to fill the vacancy for the remainder of the academic year. If no suitable candidates are available from the fall nominations, the Executive Committee or President may request new nominations from the Senators.

The Faculty Senate shall revisit the number of lecturer and adjunct representatives annually and develop a proportional representation system as the number of lecturers and adjuncts grows within the college.

Section 4: Terms of Office

Persons elected to serve shall begin their terms of office on August 1st and continue for two (2) years. Those whose terms will be specified are: President, Vice President, President-Elect, Parliamentarian, Secretary, Senators

Any Faculty Senate Member may present articles of impeachment against any officer at any regular meeting, but no action will ensue until the next regular meeting or called meeting no sooner than thirty (30) days after the article is presented. Removal of an officer requires a two-thirds (2/3) majority vote of the entire membership of the Faculty Senate. Voting on impeachment article(s) will be by secret ballot. Impeachable offenses shall be those which

represent sufficient serious actions as to justify this extreme measure.

Vacancies: A vacancy shall be declared when, prior to the expiration of her/his term, a Senate member: a) terminates employment with the College, b) accepts appointment within the College to an administrative position above the level of department chair or a staff position, or c) resigns Senate membership.

Removal: Normally, any member of the Faculty Senate who misses two (2) consecutive meetings in one semester or three (3) meetings within an academic year, without providing a proxy, will be removed from the Faculty Senate. The Secretary will notify the President within one (1) week when any member has reached the number of absences requiring removal. The President will, then, notify the member in writing that they have been removed. The President reserves the right to waive removal if, after consultation with and a simple majority vote by the Executive Committee, it is determined that extenuating circumstances led to one or more of the absences. Members of the Faculty Senate who miss a second or third meeting (as above) are advised to notify the President immediately of any extenuating circumstances if they wish to retain their membership.

Presidential Succession: If a vacancy exists in the office of the President, the Vice President will serve the remainder of the term as Interim President. The Interim President will propose a Vice Presidential nominee who may be confirmed by a vote of the Faculty Senate at the next meeting.

Vice-Presidential Succession: A vacancy in the Vice President position will be filled by a nominee proposed by the President and confirmed by a vote of the Faculty Senate at the next meeting. The confirmed becomes Interim Vice President until approved by a faculty at large special election. If a vacancy occurs during the first year of the term, a faculty at large special election will be held. If a vacancy occurs during the second year of the term, the confirmed will remain as Interim Vice President and no special election will be held. Nominations for other candidates may occur before the special election.

If vacancies occur in the positions of both the President and Vice President, a faculty at large special election will be held to fill both unexpired terms. The President-Elect will become Interim President until the outcome of the special election is determined.

President-Elect Succession: If a vacancy occurs during the time between the election and the inauguration date, the position will be offered to the runner-up. If a vacancy occurs after the inauguration date, a faculty at-large special election must be held as soon as possible.

Parliamentarian Succession: A vacancy in the Parliamentarian position will be filled by a nominee proposed by the President and confirmed by a vote of the Faculty Senate at the next meeting. The confirmed becomes Interim Parliamentarian until approved by a faculty at large special election. If a vacancy occurs during the first year of the term, a faculty at large special election will be held. If a vacancy occurs during the second year of the term, the confirmed will remain as Interim Parliamentarian and no special election will be held. Nominations for other candidates may occur before the special election.

Secretarial Succession: A vacancy in the Secretary position will be filled by a nominee proposed by the President and confirmed by a vote of the Faculty Senate at the next meeting. The confirmed becomes Interim Secretary until approved by a faculty at large special election. If a vacancy occurs during the first year of the term, a faculty at large special election will be held. If a vacancy occurs during the second year of the term, the confirmed will remain as Interim Secretary and no special election will be held. Nominations for other

candidates may occur before the special election.

Senatorial Succession: A vacancy in the Senator position will be filled by a nominee proposed by the President and confirmed by a vote of the Faculty Senate at the next meeting. The confirmed becomes Interim Senator until approved by a faculty at large special election. If a vacancy occurs during the first year of the term, the Interim Senator will serve until the next at-large election. If a vacancy occurs during the second year of the term, the confirmed will remain as Interim Senator until the end of the term. Nominations for other candidates may occur before the special election.

Lecturer and Adjunct Representatives: Lecturer and adjunct representatives shall serve for the duration of their appointment at the college, not to exceed one academic year. If a lecturer or adjunct representative's contract is not renewed for the spring semester, their term shall end, and a replacement will be elected as outlined in Article V, Section 3.

Section 5: Resolutions

At least once a year, the Faculty Senate may vote on and ratify resolutions. Resolutions will include, but are not limited to, such matters as curricula, academic standards, academic freedom, faculty qualifications, professional development, salaries, contracts, student achievement, College Board policies, institutional goals, and future policies. The objectives of resolutions are to focus on instructional related matters and then act upon them within the resolutional guidelines. Resolutions will be considered approved or rejected when 51 percent of the faculty and 51 percent of those voting pass or reject an issue. These resolutions will be presented to the College President and the Board of Trustees.

ARTICLE VI AMENDMENTS

Section 1: Amendments to this Constitution and By-Laws may be proposed by the Constitution Committee or by a petition signed by at least twenty (20) percent of the Faculty Senate presented in writing to the Secretary of the Senate.

Section 2: To be ratified, amendments must receive an affirmative vote by at least 2/3 of a quorum present at a regular or special meeting.

ARTICLE VII RATIFICATION OF THE CONSTITUTION

Section 1: This Constitution and By-Laws shall go into effect immediately upon at least a 2/3 majority of faculty voting.

ARTICLE VIII AUTHENTICATION

This Constitution and By-Laws are approved; June, 1999.

For the administrators:
Dr. Shirley A. Reed, MBA, Ed.D.
STC President

For the Board of Trustees:
Dr. Amparo Cardenas, Chair
STC Board of Trustees