

SFC College Senate Standing Rules
Established 29 January 2008
Amended 16 March 2010

Section A: Establishment of Rules

1. As recommended by *Robert's Rules of Order*, the college Senate of Santa Fe College shall adopt Standing Rules to include customary and continual practices of the organization.
2. The Standing Rules of the College Senate shall be followed by the body in order to facilitate continuity in the organization.
3. Additional Standing Rules shall be approved by the Executive Council as necessary.
4. Standing Rules are adopted by a majority vote of the Executive Council. Any standing rule may be rescinded or amended by two-thirds of votes cast without previous notice or by a majority of votes cast with previous notice of at least 5 working days.

Section B: Constituency Groups

1. The Standing Rules of the College Senate shall outline the process for reviewing constituency group membership, designating constituency groups, and conducting elections of representatives.
2. The Vice-President of the College Senate shall maintain the lists of the constituency group members and, in consultation with Human Resources and the College Senate representatives, update membership as needed.
3. Changes to constituency group designations and apportionment should be announced at Spring Convocation by the College Senate President.

Section C: Constituency Review Committee

1. Constituency group designations and membership shall be reviewed annually at a time designated in the College Senate Constitution.
2. The Senate President shall designate one or more Executive Council members to conduct the constituency group review, to be designated the Constituency Review Committee.
3. Constituency membership should be verified by an appropriate designee from Human Resources.
4. The Constituency Review Committee shall ensure the following:
 - a. Constituency group titles and/or membership shall be revised as organizational shifts in the College have occurred.

- b. If constituency membership totals change, reapportionment of representation shall be made, as outlined in the College Senate Constitution.
 - c. Constituency group designations may be revised following the Standing Rules for “Constituency Group Designations.”
- 5. The Senate President must notify the affected constituency group or groups of any changes recommended by the Constituency Review Committee at least 5 working days before the recommendations are presented to the Executive Council.
- 6. The Constituency Review Committee shall report to the Executive Council any changes to constituency groups and recommend adjustments.
- 7. Amendment to constituency group designations must be approved by the Executive Council. Approval is by two-thirds of votes cast without previous notice or by a majority of votes cast with previous notice of at least 5 working days.
- 8. Any constituency group may overrule amendment to its constituency group designation by written petition signed by a majority of the constituency members within 10 days of the Executive Council vote to amend.
- 9. If circumstances significantly change the make-up of a constituency group or groups, the Executive Council may approve a motion to hold special elections for representatives at a time other than that designated in the College Senate Constitution.

Section D: Constituency Group Designations

- 1. Constituency group designations shall be identified in the Standing Rules.
- 2. Each constituency group shall consist of a unit of College Senate members who work in the same department, office, or physical location. The two most important principles of determining constituency group designations shall be:
 - a. Group members should have frequent contact with each other in order to facilitate the communication process necessary for Shared Governance.
 - b. Group members should share a common academic field or organizational identification.
- 3. Each constituency group shall consist of at least 8 members. Any group smaller than 8 should be combined with another constituency group.
- 4. No constituency group shall consist of more than 52 members. Any group larger than 52 should be divided into two or more groups.

5. The Constituency Review Committee shall make a conscientious effort to identify any constituency groups or members who are not adequately represented and recommend possible corrections.
6. The Executive Council may approve exceptions to the above rules by two-thirds of votes cast without previous notice or by a majority of votes cast with previous notice of at least 5 working days.

Section E: Elections of Representatives

1. Each representative's term of office shall be listed on the College Senate website.
2. Elections of representatives shall be conducted at a time designated in the College Senate Constitution and shall follow all rules pertaining to such elections as outlined in the Constitution.
3. As required by the College Senate Constitution, the Senate President shall appoint an individual to conduct the election of representatives. This individual shall follow the procedures established in the Standing Rules. It is recommended that the Vice-President of the College Senate be thus appointed. This individual shall ensure the following:
 - a. Each representative and constituency group shall be notified in a timely manner when the representative's term of office will expire.
 - b. Each constituency group shall conduct its Senate representative elections in a manner determined by that constituency group.
 - c. Each constituency group shall select a designee, avoiding conflicts of interest, to document the results of the election and report the results to the Executive Council.
 - d. Election results shall be recorded in the minutes of the Executive Council.

Section F: Election of Adjunct Representatives and Alternates

1. The Executive Council shall conduct elections of Adjunct Representatives and Alternates as directed by the Senate Constitution, By-Laws, and the Standing Rules.
2. At an appropriate time prior to the election, the Executive Council will appoint an ad hoc committee to liaison between adjunct employees and the Executive Council and to run the election. The ad hoc committee will adhere to the following procedures:
 - a. The ad hoc committee will notify adjunct employees of the upcoming election and solicit nominations for candidates at least 3 weeks prior to the election.

- b. At least 1 week prior to the election, candidates will submit letters of intention to the committee, which the committee will make public for all adjunct employees to review.
 - c. The ad hoc committee will make all necessary preparations and oversee the running of the election during the designated time period.
 - d. The ad hoc committee will report the results of the election to the Executive Council, which will verify the results. Based on the results:
 - 1) The candidate in each area with the highest number of votes will be named the Adjunct Representative for that area.
 - 2) The candidate in each area with the second highest number of votes will be named the Adjunct Alternate.
3. Adjunct Representatives and Adjunct Alternates will serve the Executive Council as designated in the Senate Constitution, By-Laws, and the following Standing Rules:
- a. Any Adjunct Representative may serve on the Executive Council only during the time when he or she is under contract with the College.
 - b. If the Adjunct Representative for an area is not able to attend a meeting, he or she may designate the appropriate Adjunct Alternate as proxy for the meeting.
 - c. If the Adjunct Representative for an area is no longer under contract or otherwise is unable to serve, the Adjunct Alternate for that area will assume the duties of the Adjunct Representative.
 - d. If at any time both the Adjunct Representative and the Adjunct Alternate for a particular area become ineligible to serve or choose not to serve, the Executive Council will conduct a special election to fill both seats.