

CONSTITUTION OF THE COLLEGE SENATE  
OF  
SANTA FE COLLEGE  
Updated February 23, 2016

**PREAMBLE**

In order to maintain a college community dedicated to the philosophy "that all who will may learn," and in accordance with the collegial approach to shared governance, we, the faculty, and the administrative and professional staff, establish this Constitution.

**ARTICLE I: Name**

This Constitution establishes the College Senate of Santa Fe College.

**ARTICLE II: Purpose**

The purposes of the College Senate are:

- to provide a means by which the membership may participate in the formulation of policies for the College
- to promote cooperation for the improvement of the College and community
- to provide a medium through which solutions to educational problems may be found
- to provide opportunities for self-development and the exercise of initiative and leadership
- to stimulate professional enthusiasm and spirit
- to function as a liaison between the membership and other local, state, and national associations and programs

**ARTICLE III: Membership**

The membership of the College Senate shall consist of the contract staff of full-time faculty and the full-time administrative and professional personnel.

**ARTICLE IV: Function**

The College Senate will be consulted by the President of Santa Fe College in a consistent and timely fashion. This Senate shall have the right to make recommendations to the President of Santa Fe College concerning College policies relating to professional, operational, fiscal, and instructional matters. It shall also have the right to make policy recommendations through the President of the College to the Board of Trustees.

The College Senate's primary responsibility to its members shall be to aid them in finding solutions to College-related problems. The College Senate also has the responsibility to assure its members fair consideration and due process in matters concerning employment, dismissal, and termination.

The College Senate may take under consideration other functions as requested by the President of the College or by a vote at a College Senate meeting.

## **ARTICLE V: Executive Council**

### **Section A. Membership**

1. The Executive Council shall consist of the officers of the College Senate, members elected by and from the constituent groups of the College on a basis specified in the By-Laws of this College Senate Constitution, and three Representatives for part time faculty and Administrative and Professional employees. The members of the Executive Council shall be elected as specified in the By-Laws of this College Senate Constitution.

2. Part time faculty and Administrative and Professional employees are not members of the College Senate, but are valuable members of the Santa Fe College community and should have a voice in shared governance. Therefore, the Executive Council shall have three special seats for part time faculty and Administrative and Professional employees. These Representatives cannot be part of the College Senate but are full voting members of the Executive Council. The part time faculty and Administrative and Professional Representatives shall be elected as specified in the By-Laws of this College Senate Constitution.

3. Methods and procedures for the election of representatives to the Executive Council shall be included in the By-Laws of the College Senate. Reapportionment, if necessary, shall take place annually prior to the election of Executive Council representatives.

### **Section B. Responsibility**

1. The Executive Council shall be the College Senate's official advisory voice to the President of the College and through the President to the Board of Trustees.

2. The Executive Council shall have authority to make advisory decisions on matters within its province.

3. The Executive Council shall provide leadership for the College Senate in achieving the purposes of the College Senate.

4. The Executive Council shall provide for liaison with the Career Service Council and for joint advisory decisions where responsibilities overlap.

5. The Executive Council shall participate in the formulation of policies related to the College budget and shall keep the College Senate fully informed of budgetary matters within its province.

6. The Executive Council may decide to refer any matter or question to the entire Senate membership for a majority vote. In such a case, the decision of the College Senate shall prevail.

7. The Executive Council shall prepare the agenda for all meetings of the College Senate.
8. The agenda for Executive Council meetings shall be available to College Senate members at least two working days before a scheduled meeting.

### **Section C. Advisory Decisions**

1. Advisory decisions are defined as recommendations that have a substantial impact on the membership or on College policy.
2. The Executive Council shall make advisory decisions on all matters referred to it by the President of the College.
3. The Executive Council shall make advisory decisions on matters submitted to it by College Senate members or by Standing Committees of the College Senate. Any decision of the Executive Council may be designated an advisory decision upon the affirmative vote of a majority of the members present of the Executive Council.
4. Each advisory decision shall be published in the Executive Council minutes for consideration by College Senate members. At the request of the minority, such publication shall include a minority report.
5. An advisory decision shall not become final until ten working days after its publication and distribution. If in this interim, ten percent of the membership of the College Senate submits objections in writing to the College Senate President, the advisory decision must be referred to the College Senate for a majority vote. This vote may be by mail ballot, electronic ballot, or by special session of the College Senate. The decision of the College Senate shall prevail.

### **Section D. Quorum and Voting**

1. A quorum of the Executive Council shall consist of a majority of its members.
2. Decisions shall require the affirmative vote of a majority of the members present.

## **ARTICLE VI: Officers of the College Senate**

### **Section A. Officers**

The officers of the Executive Council of the College Senate shall be:

- a. a President
- b. a Presiding Officer of the Executive Council
- c. a Secretary

The President, Presiding Officer, and Secretary shall be elected from the Senate membership by a majority vote.

Each of these officers is a member of the Executive Council and is authorized to cast votes during Executive Council meetings.

### **Section B. President**

1. With the advice and assistance of the Executive Council, the College Senate President shall provide leadership to the College Senate and be its official voice. To fulfill that responsibility, he or she shall have the following responsibilities, as well as other duties as circumstances warrant.

#### **Duties Senate President**

1. Attend the following meetings and serve on the following committees

- Board of Trustees
- Coordinating Council
- Resource Planning Council
- Professional Development Scholarship selection
- Alan J Robertson Award
- Salary and Benefits (Ex-Officio)
- Professional (Ex-Officio)
- Calendar Committee
- Technology Advisory Committee
- Bookstore Advisory Committee

2. Other Duties

- Grievance procedure 3.23
- Oversee Senate Committees and pick members and nominate chairs
- Select members for Senate committees
- Convocation presentation (Fall and Spring)
- Commencement speech
- New Faculty Orientation

3. The College Senate President shall have the ability to add items to the agenda for meetings of the Executive Council.

4. The immediate past President shall serve as an ex-officio non-voting member of the Executive Council for one year unless he/she becomes a duly elected representative of his/her constituent group or he/she becomes a duly elected officer of the College Senate.

### **Section C. Presiding Officer of the Executive Council**

1. The Presiding Officer of the Executive Council shall serve in the role of Presiding Officer of an assembly as defined in Roberts Rules of Order. To fulfill that duty, he or she will have the following responsibilities as well as other duties as circumstances warrant.

- Update constituent lists
- Formally track and send notification of term expiration and new representatives

- Set meeting dates and reserve room for Senate meetings
- Notify the members of Executive Council of meetings.
- Maintain roll sheet
- Add items to the agenda for meetings of the Executive Council
- Compile and distribute agenda prior to Executive Council meetings
- Notify Senate membership of elections and proposed constitutional or by-law amendments
- Conduct Executive Council meetings
- Write charges (Mission and Goals) for new Ad-Hoc committees

2. Attend the following meetings and serve on the following committees:

- Expanded Cabinet
- Safety
- Alan J Robertson Award
- Sick Leave Pool review

3. The Presiding Officer shall assume the duties of the College Senate President in the absence of the President.

#### **Section D. Secretary**

1. The Secretary shall attend and keep a permanent record of all proceedings of the College Senate and of the Executive Council and make such records available to College Senate members.

2. The Secretary shall be responsible for maintaining the College Senate's website. This includes, but is not limited to:

- Post minutes
- Post agenda and other documents.
- Maintain all senate committee pages with: Membership lists, Meeting Dates, Meeting minutes and Documents

3. The Secretary shall be responsible for the distribution of the minutes of the College Senate and Executive Council

### **ARTICLE VII: Committees of the College Senate**

#### **Section A. Standing Committees**

1. The Standing Committees of the College Senate shall be as follows:

- a. the Salary and Benefits Committee
- b. the Curriculum Committee
- c. the Professional Committee

The deletion, removal, relocation, or creation of any Standing Committee of the College Senate must be approved by a two-thirds vote of a quorum of the Executive Council of the College Senate.

2. The purposes, functions and membership of the Standing Committees of the College Senate shall be included in the By-Laws of the College Senate.

### **Section B. Other Committees**

The College Senate shall have the right to form ad hoc committees as may be necessary.

## **ARTICLE VIII: Procedures**

### **Section A. Meetings of the Full Senate**

1. The College Senate shall meet in regular session twice each school year: once during Fall term and once during Spring term.
2. A special session of the College Senate may be called by the Executive Council, following the procedures described in paragraph 4 of this section.
3. A special session will be called by the College Senate President upon the written request of twenty-five percent of the members.
4. The College Senate membership shall be notified at least five working days in advance of any regular meeting or special session. Notification shall include items to be discussed and matters requiring College Senate action.
5. A quorum for College Senate meetings shall consist of a majority of the members.
6. College Senate meetings shall be open to the public. Non-members may be allowed to speak from the floor when appropriate for the Senate agenda or when called upon by the presiding officer of the Executive Council.
7. Unless otherwise specified in the Constitution or By-Laws, the method of voting shall be determined by the College Senate President in keeping with the Sunshine Laws of the State of Florida.

### **Section B. Nomination and Election of Officers**

1. Nominations to fill the positions of President, Presiding Officer, and Secretary shall take place at a regularly scheduled meeting of the Executive Council during Spring term. The entire College Senate will be notified of this meeting within two weeks prior to the nomination meeting.
2. Announcements to run for the positions of President, Presiding Officer, and Secretary shall be made from the floor of the Executive Council meeting by the candidates in person or by notifying the Executive Council in writing. An opportunity shall be provided for candidates to address those present at the Executive Council meeting.
3. The election of officers shall be by majority vote using a written ballot or by electronic ballot. This election shall be held two weeks after nominations and shall be conducted campus-wide under the direction of the Executive Council, who shall certify the results. If no candidate for an office receives a

majority on the first ballot, the two candidates with the greatest number of votes shall be placed in a run-off election for that office one week later. If all candidates for officer positions are unopposed, there is no need for an election.

### **Section C. Terms of Office**

1. The College Senate year shall begin the first day of classes of the Summer A term.
2. The officers of the College Senate shall serve one-year terms.
3. Terms of office for constituency representatives of the Executive Council and members of the Standing Committees shall follow the College Senate year. The terms of office for Adjunct Representatives begin in Fall semester. Terms of office for those positions shall be established in the By-Laws.
4. The College Senate shall make provision in its By-Laws for filling vacant elected positions and for the recall of elected individuals.

### **Section D. Order of Business for College Senate and Executive Council Meetings**

1. Unless altered by a two-thirds vote of the members present, the agenda for meetings shall be:
  - a. Call to order and quorum call
  - b. Approval of the minutes
  - c. Communication from the President of the College
  - d. Communication from the College Senate President
  - e. Announcements
  - f. Committee reports
  - g. Old business
  - h. New business
  - i. Non-member requests
  - j. Adjournment

### **Section E. Parliamentary Procedures**

1. Robert's Rules of Order, Newly Revised, shall be the parliamentary guide. All business of the Executive Council and College Senate Committees shall be conducted in accordance with its provisions, unless inconsistent with the College Senate's Constitution or By-Laws.
2. The College Senate may adopt additional rules of order as necessary to expedite business.

### **Section F. Publication of Minutes**

Minutes of the meetings of the College Senate and the Executive Council are to be prepared and distributed as quickly as possible to promote the informed participation of all College Senate members. Minutes of the Standing Committees meetings are to be prepared and distributed to members of the respective committees and to the College Senate President. Specific deadlines and methods of distribution shall be described in the By-Laws.

## **ARTICLE IX: Enactment and Amendment**

This Constitution shall become effective upon the approval of a majority of College Senate members, followed by the acceptance by the President of the College and the Board of Trustees.

Amendments may be approved by a two-thirds vote of the Executive Council of the College Senate, a quorum being present at any regular or special meeting, provided that the proposed amendment(s) has (have) been presented to the full College Senate five working days before the meeting.