

CONSTITUTION OF THE COLLEGE SENATE
OF
SANTA FE COLLEGE
Updated February 14, 2023

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 pursuant to College Rule 2.4.

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 will consist of the contract staff of faculty and administrative and professional personnel, both full-time and part-time.

ARTICLE IV: Function

The College Senate will be consulted by the President of Santa Fe College in a consistent and timely fashion. This Senate will 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 will 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 will 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 meeting of the College Senate.

ARTICLE V: Executive Council

Section A. Membership

1. The Executive Council will 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. The members of the Executive Council will be elected as specified in the By-Laws of this College Senate Constitution.

2. Methods and procedures for the enumeration of representatives to the Executive Council will be included in the By-Laws of the College Senate.

- a. Reapportionment review for constituency groups and for representation thresholds will take place every five years beginning in Fall 2022 and if required by vote of Executive Council in accordance with Sec. A, para 2b, below, prior to the election of Executive Council representatives.
- b. Additional reapportionment review will take place under any of the following conditions:
 - a. At the direction of a two-thirds majority of the College Senate Executive Council
 - b. At a two-thirds vote of the College Senate members
 - c. At the creation or disbanding of a community of interest within the College that may qualify for representation.
- c. An additional or partial reapportionment review will not replace the five-year reapportionment review cycle established in (a) above.
- d. Review by midterm of Fall each year to identify changes in total number of constituents in each constituency.

Section B. Responsibility

1. The Executive Council is 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 has the authority to make advisory decisions on matters within its province.

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

4. The Executive Council will cooperate with the Career Service Council for joint advisory decisions where responsibilities overlap.

5. The Executive Council will participate in the formulation of policies related to the College budget and will 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 will prevail.

7. The working agenda for Executive Council meetings should be available to College Senate members two working days before a scheduled meeting.

8. All meetings of the Executive Council are open to all members of the College Senate.

Section C. Advisory Decisions

1. Advisory decisions are defined as recommendations that have a substantial impact on the membership or on College policy, pursuant to College Procedure 2.4P. hereinafter referred to as "recommendations."

2. The Executive Council will make recommendations on all matters referred to it by the President of the College.

3. The Executive Council will make recommendations 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 a recommendation upon the affirmative vote of a majority of the members present of the Executive Council.

4. Each recommendation will be published in the Executive Council minutes for consideration by College Senate members. At the request of any minority, such publication will include one or more minority reports.

5. A recommendation will not take effect 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 recommendation must be referred to the College Senate for a majority vote. This vote must be made with a quorum of the College Senate participating and may be conducted by voice vote, physical ballot, electronic ballot, or by special session of the College Senate. The decision of the College Senate will prevail.

Section D. Quorum and Voting

1. A quorum of the Executive Council will consist of a majority of its voting members.

2. Unless otherwise specified by this Constitution or By-laws, motions will require the affirmative vote of a majority of the Executive Council members present.

3. Acceptable methods of voting on motions brought to the Executive Council include, but are not limited to, acclamation, approval by unanimous consent, voice vote, standing vote, roll call vote, physical ballot, electronic ballot. The method of voting on a motion will be voice vote unless otherwise called for in the motion or by a separate motion.

ARTICLE VI: Officers of the College Senate

Section A. Officers

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

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

The President, Presiding Officer, and Secretary will be elected from the College Senate membership by a majority vote. Only full-time employees are eligible to serve as an officer of the College Senate.

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 will provide leadership to the College Senate and be its official voice. The duties of the College Senate President include:

a. Attend or designate a suitable proxy for the following meetings and serve on the following committees:

- Board of Trustees
- Expanded Cabinet
- Coordinating Council
- Resource Planning Council
- Professional Development Scholarship selection
- Alan J. Robertson Award
- Salary and Benefits (Ex-Officio)
- Professional (Ex-Officio)
- Calendar Committee
- Bookstore Advisory Committee
- Other committees as deemed appropriate by the Executive Council or College administration

b. Other duties:

- Grievance procedure 3.23
- Oversee Senate Committees and may appoint members and chairs
- Convocation
- New Employee Orientation

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

4. The immediate past President will serve as an ex-officio non-voting member of the Executive Council for one year unless elected to represent a constituency group or elected officer of the College Senate.

Section C. Presiding Officer of the Executive Council

1. The Presiding Officer of the Executive Council will serve in the role of Presiding Officer of an assembly as defined in Roberts Rules of Order. The duties of the Presiding Officer include:

- Maintain constituent lists with employee status updates
- Set meeting dates and reserve room for Executive Council meetings
- Notify Executive Council members of Executive Council meetings.
- Maintain Executive Council roster
- Create and distribute working agenda prior to Executive Council meetings
- Add items to the final agenda for meetings of the Executive Council
- Notify College 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 or designate a suitable proxy for the following meetings and serve on the following committees:

- Expanded Cabinet
- Liaison to Safety Committee
- Alan J. Robertson Award
- Chair of Adjunct Excellence Award
- Administer and oversee selection and award of the Carole Marquis Professional Development Scholarship
- Sick Leave Pool review
- Other committees as deemed appropriate by the Executive Council or College administration

3. The Presiding Officer will temporarily assume the duties of the College Senate President during the absence of the President.

Section D. Secretary

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

- Creating and posting minutes as required by the College Senate By-Laws
- Posting meeting agendas and supporting documents.
- Maintaining all College Senate committee pages, including, but not limited to:
 - Membership lists
 - Meeting dates
 - Meeting minutes
 - Supporting documents

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

ARTICLE VII: Committees of the College Senate (“Committees”)

Section A. Standing Committees

1. The Standing Committees of the College Senate will be as follows:
 - a. the Salary and Benefits Committee
 - b. the Liberal Arts and Sciences (LAS) Curriculum Committee
 - c. the Career and Technical Education (CTE) Curriculum Committee
 - d. the Baccalaureate Curriculum Committee
 - e. the Professional Committee

The deletion, removal, relocation, or creation of any Standing Committee of the College Senate must be accomplished through amendment to the Constitution of the College Senate.

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

Section B. Other Committees

The Executive Council of College Senate may form ad hoc committees as necessary following accepted motion requirements with a discrete goal. The President may appoint members and chairs if not previously specified within the creating motion.

ARTICLE VIII: Procedures

Section A. Sessions of the College Senate Executive Council

1. The College Senate membership will be notified at least five working days in advance of any session of the Executive Council. Notification will include items to be discussed and matters requiring action.
2. A special session of the Executive Council may be convened by the President of the Executive Council or by simple majority vote of the Executive Council members. At a special meeting, members can discuss only the business that was stated in the notification, unless a simple majority of members present vote adds an agenda item. Motions at a special session may not be made unless a quorum of Executive Council members are present.
5. A quorum for College Senate Executive Council meetings will consist of a majority of the Executive Council members.
6. Executive Council meetings will be open to the public. Non-members may be allowed to speak from the floor 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 will be determined by the College Senate Presiding Officer.

Section B. Nomination and Election of Officers

1. Nominations to fill the positions of President, Presiding Officer, and Secretary will 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 will 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 will be provided for candidates to address those present at the Executive Council meeting.
3. The election of officers will be by majority vote. This election will be held two weeks after nominations and will be conducted campus-wide under the direction of the Executive Council, who will 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 will be placed in a run-off election for that office one week later. If candidates for officer positions are unopposed, candidates are appointed to the offices sought for the proscribed term.

Section C. Terms of Office

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

Section D. Order of Business for Executive Council Meetings

1. Once finalized and distributed prior to a scheduled meeting, the agenda order for meetings will 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. Ongoing business
 - h. New business
 - i. Non-member requests
 - j. Adjournment

Section E. Parliamentary Procedures

Robert's Rules of Order, Newly Revised, will be the parliamentary guide. Business of the Executive Council and committees will be conducted in accordance with its provisions, unless superseded by the College Senate's Constitution or By-Laws.

Section F. Publication of Minutes

Minutes of the meetings of 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.

ARTICLE IX: Enactment and Amendment

This Constitution will 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 must be approved by a two-thirds vote of Executive Council members of the College Senate, provided that the full College Senate has been notified of the proposed amendment(s) at least five working days before the meeting.