

Delgado Community College Faculty Senate By-Laws

Article I. Name and Purpose

Section 1: Name

A body of college faculty shall be known as the Delgado Community College Faculty Senate

Section 2: Mission Statement

"The mission of the Delgado Community College Faculty Senate is to be the representation of faculty and students relevant to college policy and procedures. Its purpose is: (1) to provide a continuous and integrated survey of the educational and professional needs of the faculty, students, and college, and after setting priorities, to develop and implement programs aimed at meeting those needs; (2) to serve as a permanent structure for constructive dialogue amongst faculty, administration, and stakeholders so that all can work in close cooperation as a forward-moving college; and (3) to collaborate with and to effectively implement the guidelines and directives given by the college chancellor and other designated representatives. The Delgado Community College Faculty Senate shall be a consultative body whose policies and decisions require a majority vote of senators to become effective."

Article II: Membership and Elections

Section 1: Eligibility

A Faculty Senate will be nominated by the various organizational units from the faculty eligible to hold office and elected by the members of the College eligible to vote.

- A. Faculty eligible to vote and hold office is defined as those persons with academic rank of instructor to professor. Any faculty who has a teaching workload below fifty percent, excluding contracts, is not eligible to vote and or hold office.
 - i. Percentage of faculty load does not include any overload contracts.
 - b. Each nominee of an organizational unit must be a member of that unit as determined by official school records (operating budget, personnel transactions).
- B. Organizational units are defined as academic divisions and support services as identified on the College's Organizational Charts. Support services shall be defined as all units other than academic departments where faculty work.
 - a. The list of organizational units may change as reorganization of the College takes place; the list will be reviewed by the Faculty Senate, and the faculty will be notified of changes before the annual election.

Section 2. Composition of the Faculty Senate

- A. One Faculty Senator elected for each ten faculty eligible to vote and hold office from each organizational unit.
 - a. Organizational units with fewer than ten members shall combine and be represented by the appropriate number of senators as though they make up one unit. If there are still fewer than ten members after a combination, they shall have one senator.

- B. Three Faculty Senators elected from the entire Delgado faculty. These members will be known as the Faculty Senate Members At-Large.

- C. All Faculty Senators shall serve a two-year term.
 - a. In the event that a Faculty Senator is unable to serve their full term, the organizational unit will hold a special election and elect a Faculty Senator to serve the remaining portion of the two-year term.

- D. Faculty Senators cannot be elected for three consecutive terms including at-large vacancies.
 - a. Exceptions are for those Faculty Senators who are elected during a special election and who serve 6 months or fewer of a full term.

- E. All Faculty Senators are expected to attend all meetings.
 - a. Any Senator who fails to attend three consecutive regular Faculty Senate meetings will meet with the President to discuss their attendance.
 - b. Based on the conversation with the President, the Senator may be excused from further Senate responsibilities, and an election for the open Senate seat will be called.
 - i. Any Senator excused from their responsibilities will automatically be ineligible to succeed themselves in the ad hoc election.

Section 3: Duties of Faculty Senate Members

- A. Work on special studies as requested by faculty or administration and give feedback on issues.
- B. Concern themselves with any matters that pertain to the well-being and welfare of members of the faculty.
- C. Attend Faculty Senate Meetings and actively support the mission of the Faculty Senate.

Section 4: Elections of Faculty Senate Members

- A. Each year, the president of the Faculty Senate shall notify organizational units before mid-semester of the spring semester of the number of members they will elect.
- B. Nomination of candidates for Faculty Senate shall be handled by each organizational unit.
- C. Nomination of candidates for Faculty Senate Member-at-large shall occur by submission of a name to the commissioner of elections with five signatures of faculty members eligible to vote.
- D. Each organizational unit shall submit a list of nominees to the Faculty Senate during April.
- E. Faculty members will vote for the representatives in their divisions and for the at-large positions. Votes cast outside of their division will not be counted.
- F. No person shall be elected to serve on the Faculty Senate unless that person receives a majority of the ballots cast by the members of their department in the election.
- G. A ballot will be rendered invalid if a voter does not vote for the exact number of candidates needed by the department and by the at-large positions. That number will be indicated on the ballot.
- H. The Faculty Senate shall prepare all ballots and common voting places. The best available technology including electronic and or physical means will be used for voting.
 - a. Method of voting shall be selected by the faculty senate and announced each year in advance of the nomination and election period.

I. The newly elected senators will be elected in April and take office in August. The newly elected senators will be seated with the remaining members of the then-standing Senate, who will serve out their elected terms.

Article III Officers of the Senate

Section 1 Officers and Elections

The Faculty Senate shall elect from its ranks a president, vice-president, secretary, chairman of elections.

Section 2: Duties of Officers

- A. It is the duty of the President
 - a. To open the meeting at the appropriate time and call the meeting to order.
 - b. To set the agenda for each meeting.
 - c. To state and put to vote all questions that legitimately come before the Senate as motions or that otherwise arise in the course of proceedings, and to announce the result of each vote; to rule out motions that are not in order.
 - d. To declare the meeting adjourned when the Senate so votes or where applicable at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
 - e. To provide leadership for the Faculty Senate.
 - f. To represent the Faculty Senate to the college administration, other governing bodies, and the public.
 - i. Provide reports and updates as needed to faculty senators on the college budget and policies.
- B. It is the duty of the Vice President
 - a. To serve in the stead of the President in the case of their absence.
 - b. To review the By-Laws every two years (even years).
 - c. To perform other duties assigned by the President.
- C. It is the duty of the Secretary
 - a. To write and distribute minutes of the Senate meetings.
 - b. To document attendance at each meeting.
 - c. To perform other duties assigned by the President.
- D. It is the duty of the Chairman of Elections
 - a. To keep a record of when each Faculty senator was elected and eligibility for reelection.
 - b. To work with the head of an organizational unit to ensure the accurate count of full-time eligible faculty.
 - c. To determine the number of Faculty Senators each organizational unit elects.
 - d. To oversee all elections for Faculty Senators and Faculty Senate Officers.
 - i. To preserve election integrity, the Chairman of Elections is a non-voting member of the Faculty Senate in all elections.

Section 3: Succession Plan

In the event that the President is not able to fulfill their term, the Vice-President is elevated to President, and a special election is held for a Vice-President.

In the event that the Vice-President is not able to fulfill their term, a special election is held, and the newly elected Vice President serves the remaining term.

In the event that the Secretary is not able to fulfill their term, a special election is held, and the newly elected Secretary serves the remaining term

In the event that the Chairman of Elections is not able to fulfill their term, a special election is held, and the newly elected Chairman of Elections serves the remaining term.

Article IV: Meetings

Section 1: Attendance

Meetings are open to all faculty members.

Section 2. Voting

Only Faculty Senators have voting privileges.

Section 3: Frequency

At the first meeting of each academic year, the Faculty Senate will discuss meeting times and locations for the current academic year.

- A. Meetings can either be held in person or through electronic means.
 - a. Modality of the meeting will be communicated at least 72 hours in advance of a scheduled meeting.

Section 4: Minutes

Minutes of the proceedings of the Senate will be distributed to each faculty member and archived in a central location.

Section 5: Meeting Procedures

Meetings of the Senate shall be conducted according to parliamentary law as set forth in Rules of Order (latest edition will prevail) unless a contrary rule is Robert's provided by the Faculty Senate. The Senate may agree upon certain rules to act as guidelines for conducting business

Section 6: Order of Business

Call to Order
Approval of Minutes
President's Announcements
Old Business
New Business

Article V: Amendments and Revisions

Petitions for change in the Senate By-Laws shall be signed by 35% of the Faculty Senators and presented at a regular Faculty Senate meeting before a vote can occur.

- A. Petitions for change are voted on by Faculty Senators.
 - a. All petitions for change must be submitted to the Faculty Senate ten days prior to the vote and posted in a common place for review.
- B. Changes to the By-Laws are voted on by all faculty eligible to vote.
 - a. After the review period, the commissioner of elections will prepare a ballot with the revised By-Laws for distribution to all faculty eligible to vote.
 - b. Changes are accepted with a majority yea vote.

Amended by a vote of the faculty on April 26, 2023
Malene Arnaud-Davis, Ed.D., President, Faculty Senate