

BYLAWS
OF THE
FACULTY SENATE
FOR
NORTHWEST ARKANSAS COMMUNITY COLLEGE

As Amended Spring, 2017

ARTICLE I
Senate Meetings

Section 1.01. Monthly Meetings. There will be monthly meetings of the Faculty Senate of Northwest Arkansas Community College ("NWACC") during the spring and fall semesters, which will be held on such date, time and place as may be fixed from time to time by the President and Secretary of the Senate upon proper notice as hereinafter provided.

Section 1.02. Special Meetings. Special meetings of the Senate may be called at any time by the President or by at least six (6) Senators executing a written request for a special meeting to the President. Special meetings will be held at such time and place as designated by the President or his/her designee. No business may be transacted at any such meeting of the Senate other than that specifically provided for in the notice of meeting.

Section 1.03. Organization. The President will preside and the Secretary, or in his/her absence any Assistant Secretary appointed by the President, will act as secretary at all meetings of the Senate. In the absence of the President, the Vice President will preside at the meeting. If none of the aforementioned officers are present, or if any such position should be vacant, the Senate through majority vote may designate a Senator to preside over such meeting and perform the duties required therein. In the absence of the Secretary or Assistant Secretary, the person presiding over the meeting will designate a Senator to act as secretary of the meeting.

Section 1.04. Nature of Business at Meetings. No business may be transacted at any monthly or special Faculty Senate meeting other than business that is either (1) specified in the notice of meeting (or any supplement thereto) given by or at the direction of the President (or any duly appointed Senator for that purpose); (2) otherwise properly brought before the meeting by or at the direction of a Senator or any duly authorized committee thereof; or (3) otherwise properly brought before the meeting of the Senate by any Member of the Faculty as that term is defined in the Constitution of the Faculty Senate of NWACC ("the NWACC Faculty Senate Constitution").

No business will be conducted at a meeting of the Senate except business brought in accordance with the procedures set forth in this Section 1.04; provided, however, that once business has been properly brought under this Section, nothing in this section will be deemed to preclude discussion by any Senator of any business reasonably related to the business that was noticed. If the officer or person presiding over the meeting determines that business is being discussed or proposed that has not been properly noticed under this Section 1.04, that person will so declare to the Senators, at which point no formal action may be taken with respect to such business until proper notice has been made absent a majority vote of the Senators to waive notice.

Section 1.05. Order of Business and Time of Meetings. The order and conduct of business at a meeting of Senators will be determined by the person presiding over the meeting who will also have the power to adjourn the meeting to another place, date and time upon motion duly made, seconded and approved by a majority vote of the Senators then in attendance. The Senate may, by majority vote, prepare rules and guidelines for the conduct of their meetings. Meetings will continue for two (2) hours only starting from the announced beginning time of the meeting regardless of any actual start time. Extensions of this time deadline may only be authorized through a majority vote of the Senate prior to the meeting deadline, and each extension may be for fifteen (15) minutes only. A quorum for any vote taken during such an extension will be a majority of those Senators voting for said extension.

Section 1.06. Action by Consent in Writing. Any action required or permitted to be taken at any meeting of the Senate may be taken without a meeting if all members of the Senate will consent thereto in writing, and the writing or writings will be filed with the minutes of the proceedings of the Senate.

Section 1.07. Attendance by Telephone or Proxy. Senators may participate in any regular or special meeting of the Senate by telephone conference, Skype, or similar communication equipment by means of which all persons participating in the meeting are able to hear each other. Alternatively, a Senator may appear at any noticed meeting through written proxy delivered to any other Senator describing therein the extent of the voting authority of the holder of said proxy. Any written proxies must be copied to the President or Chairperson prior to the opening of the meeting and will be read into the record to confirm a quorum and voting authority.

Section 1.08. Quorum. A quorum for the purpose of voting on business at any given meeting (other than an extension of a meeting as provided in Section 1.05 above) will be a majority of the Senators then duly elected or appointed appearing in person, through electronic device or by proxy as provided above.

Article I (b)

Faculty Meetings

Section 1.1. Faculty Business, Forum, and Faculty Community. The Senate, through the responsibilities of the officers, will call and conduct meetings for the faculty as a whole. These meetings serve three vital functions: to conduct business, to disseminate information and discuss relevant issues not yet attached to official proposals or items up for vote, and to promote faculty

community. These functions may be scheduled independently or in combination.

Section 1.2. Faculty Business Meetings. Faculty vote on proposals, policies, and resolutions.

Section 1.2.1. Official Procedure of Business Meetings. The Senate President, acting as a neutral moderator, will referee discussion pertaining to the approval, rejection, amendment, or postponement of approved, scheduled business items. The role of neutral moderator rests primarily with the Senate President; however, to preserve the integrity of meeting proceedings, this duty may be shared. If the President proposes or advocates a particular business item, the President must then designate the Vice President as moderator for any discussion or debate pertaining to this business item. In the event that the President is advocating a proposal and the Vice President is absent, the Faculty may, through a majority vote, designate a present Senator to preside as neutral moderator.

As leader of the faculty, the Senate President will conduct the Business Meetings according to Robert's Rules of Order or an adaptation of the procedure set forth in Robert's Rules of Order to provide an efficient and fair means to move items forward for a vote. As a general rule, the President will not advocate business items to the Faculty Business Meeting (FBM). When he or she does so, the vote should be conducted by the VP or other Senate designee.

A majority vote by faculty present at the business meeting will represent the decision of the entire faculty. While proposals for vote will come from the Senate, amended proposals may be called for vote (according to Robert's Rules of Order). If an unforeseen situation occurs and is deemed urgent by present faculty members, then faculty members may choose from and follow the processes outlined in section 1.2.3. C ii or those outlined in section 1.3.2 e and f.

Section 1.2.2. Announcements and Information Dissemination/Procedure for Scheduling Business Meetings.

Business meetings must be announced at least 2 weeks in advance.

Before a Faculty Business Meeting,

- (a) minutes from Senate Meeting are approved and posted online and distributed via email by
Division Senators; and
- (b) agenda with explanatory appendices is sent to all faculty.

Section 1.2.3. Procedure for Voting. Items up for votes may be accepted, rejected, amended or postponed, pending further refinement. There are three possible ways to act on business items:

- (a) *Vote:* Faculty vote on proposal as written.

- (b) *Amend*: Following Robert's Rules of Order, faculty amend the proposal and vote at the same meeting. Motions from the floor to amend an item can be made during the course of the business meeting so long as the amendment pertains to the item of business under discussion.
- (c) *Postpone*: Following Robert's Rules of Order, faculty table the vote so the committee/task force can research, solicit feedback, and refine the proposal.
 - i. If the issue is not time-sensitive, the reworked proposal will go back to Faculty Senate, and then to FBM.
 - ii. If the issue is time-sensitive, options include:
 - 1. Call a special session of the FBM for discussion and vote. (In this scenario, absentee votes may not be considered because discussion is an important part of the process.)
 - 2. Hold an online vote if no discussion is required.

If the decision on a business item is deemed urgent during Senate or Faculty Business Meeting, participants may decide to conduct voting electronically. In the case of an urgency vote, proposals may not be amended and will be accepted or rejected as proposed.

Section 1.3. Forums.

Section 1.3.1. Purpose of Forums. Faculty are informed on, ask questions about, and give input on new information or reports.

Section 1.3.2 Procedure for Conducting Forums. Discussion topics are generally approved by the Senate. Faculty members should seek to alert Senators to subjects for discussion in a timely manner. If concerns arise after the distribution of the business meeting and discussion agenda, Senate representatives may distribute an amended agenda to constituents.

In addition to subjects approved by the Senate, the Senate President may bring forward new information that the President deems necessary or relevant.

- (a) The President or designee may conduct discussions, which are for explanation, report, and open discussion. Discussions may follow a business meeting or occur at other times as deemed appropriate by the Senate.
- (b) As a practice, Senate committees report to the Senate and not to faculty as a whole. Faculty will stay informed of reports through Senate minutes or special reports disseminated by the Senate. As deemed appropriate by the Senate, a committee may report on its work and ask for input at a discussion.
- (c) Question and Answer sessions with college administrators are also appropriate for discussions.

- (d) Special sessions, which occur outside the scheduled times of meetings for the purpose of reporting new information and requesting timely Faculty input, may be called by the Senate President. A group of six Senators may also, having submitted a written request to the President for a forum, call a forum.
- (e) Emergency meetings, in rare cases of urgency, in which discussion and an immediate vote is required of Faculty, may be called by the Senate President.
- (f) If an important issue arises during a Faculty Business Meeting, then a motion may be made to add this discussion to the end of the agenda of the forum if the forum takes place the same day.

Section 1.4. Faculty Community. Faculty social meetings and discussions encourage and maintain an informed, active and cohesive faculty. Open discussion must be safeguarded in order for the Faculty to act as a community. These meetings take place to promote familiarity and a sense of community between faculty members in different disciplines. The Faculty Banquet, an example of such social meetings, also serves the purpose of recognizing faculty achievements and service.

ARTICLE II

Committees

Section 2.01. General Authorization. The NWACC Faculty Senate Constitution has authorized the Faculty Senate to establish such ad-hoc committees as it sees fit from time to time and may further provide rules, regulation and direction as required to such committees to allow same to perform the purpose for which they have been established.

Section 2.02. Recurrent Committees. The following ad-hoc committees will be considered recurrent committees to be staffed annually upon election of Senators as provided under the NWACC Faculty Senate Constitution:

2.02(1) Communications: This committee will be staffed by at least three (3) Members (as defined in the NWACC Faculty Senate Constitution). The Chairperson will coordinate with the Secretary to make sure that Minutes of all Senate meetings, legislation, resolutions and any other business that may be transacted from time to time is distributed within fourteen (14) days of the date of the event to all Members when appropriate or directed to do so by the President, Vice President or Secretary.

2.02(2) Student Services: This committee will be staffed by at least three (3) Members. The Chairperson will coordinate with the Student Services at NWACC, and will act as liaison for the Senate for all concerns addressed by the student body or its representatives. The Chairperson of the Student Services committee will be charged with reporting directly to the Senate at each monthly meeting, or as directed, on the status of student relations and concerns.

2.02(3) Faculty/Senate Promotion: This committee will be staffed by at least three (3) Members. The Chairperson will coordinate with the administrative NWACC staff to have a representative of the committee present at all new faculty orientations for the

purpose of explaining and promoting the Faculty Senate. The Chairperson will also endeavor to have a Senate representative available to speak at each semester's division meeting for the various divisions at NWACC to provide promotion and encouragement of participation in the Senate by Faculty Members. Finally, the Chairperson will represent, or appoint a representative, to attend any request by a Stakeholder, the President, Vice President, or any Senator or Member to promote or support the Faculty at any private or public meeting subject to reasonable notice, time and travel constraints.

2.02(4) Elections: This committee will be staffed by at least four (4) Members. The Chairperson will be the Vice President and include one (1) adjunct Senator, one (1) associate Senator, and one (1) Division Senator. The Vice President will appoint the Members.

2.02(4)(a) Division of Elections: The Election Committee will conduct the election of Senate members in two (2) separate elections. The first election will be called the "General Election" and will be a vote for all Senators and officers except "Division Senators." The second election will be called the Division Election and will be for Division Senators only.

2.02(4)(b) Nominations: The Election Committee will actively seek nominations from all full time and adjunct Members for all positions other than Division Senators. Only Members teaching within a Division are eligible to run for a Division Senator position and then only for the Division they serve within. The Senate has prepared and approved job descriptions for the President and Vice President. The Election Committee will provide said job descriptions to any candidate seeking that position prior to his or her acceptance of the nomination.

2.02(4)(c) Time for Elections: The General Election should be held prior to the beginning of Spring Break in each spring semester, and the Divisional Election should be held no later than the second week in April of each spring semester. Solicitation of nominees for each election should commence as of the first business day in February of each Spring semester and Members will be notified of a date certain within which to nominate Members for each position.

2.02(4)(d) Conducting Each Election: After confirming a nominee's eligibility for a particular position for which he or she has been nominated, the Election Committee will notify the nominee and obtain the nominee's consent. Once nominations have closed and consent is obtained, the election will be scheduled and notices sent out to all Members eligible to vote. Voting for the General Election will not exceed seven (7) days in length. Voting may be electronic, by count of hand or voice in person, or through secret written ballot when requested by a Member. Once votes have been tallied and verified, the results will be announced to the then existing Faculty Senate and all Members. The total number of votes cast and number cast for each candidate will be made available to any Member upon request.

2.02(4)(e) New Senators: All newly elected Senators should make every effort to attend the last Faculty Senate meeting in the spring semester before taking their positions in the Faculty Senate in the fall semester so as to orient themselves to the new position, meet existing Senators, and familiarize themselves with the duties and responsibilities that come with their election to the

position. Notice of that meeting to all newly elected Senators will contain a reference to the requirements of this Section 2.02(4)(e) of the Bylaws.

Section 2.03. Standing Committees Identified: The current Standing Committees are identified as follows:

1. Faculty Evaluation/Student Evaluation;
2. Faculty Handbook and Policies and Procedures Concerning Faculty;
3. Academic Standards;
4. Curriculum;
5. Sabbatical and Emeritus Criteria and Screening;
6. Faculty Enrichment Initiatives; and
7. Student Learning Assessment.

This list may be expanded or amended from time to time by the Senate upon resolution and as provided for in the NWACC Faculty Senate Constitution.

ARTICLE III

Special Provisions for Officers

Section 3.01. Allocations of Time: The duties and responsibilities of the Senate officers are acknowledged and agreed to be substantial by the President at NWACC. Each position has therefore been allocated the following waiver of course requirements: for President, six (6) load hours per semester; for Secretary, three (3) load hours per semester, and for Vice President, three (3) load hours per semester. Inasmuch as the Faculty Senate depends on all its officers to be fully active and involved in Senate affairs, any Member elected to these positions must reduce his or her workload in the allotted amounts to insure full and complete compliance with the job requirements for each position.

ARTICLE IV

General Provisions

Section 4.01. Offices. The principal executive office of the Senate will be located at such place within or without the State of Arkansas as the Senate from time to time so designates.

Section 4.02. Reports to Members and Stakeholders. The Senate will have the authority to require the submission of regular reports of operations of the Senate to its Members and to Stakeholders as the Senate will consider necessary.

- Minutes of Senate meetings will be approved and disseminated electronically to faculty within 10 days.
- Proposals up for approval in faculty business meetings must be disseminated electronically at least 5 days prior to the meeting. Proposal wording, a brief rationale/background and a contact person for questions must be provided.

Section 4.03. Waiver of Notice. Whenever notice will be required to be given by these Bylaws or by the NWACC Faculty Senate Constitution, a written waiver thereof, signed by the person or persons entitled to said notice, whether before or after the time stated therein, will be deemed equivalent to notice.

Section 4.04. Facsimile Signatures. In addition to the provisions for use of facsimile signatures elsewhere specifically authorized in these Bylaws, facsimile signatures of any officer or Senator may be used whenever and as authorized by the Senate or a Committee thereof.

ARTICLE V **Amendments**

Section 5.01. Amendments. These Bylaws, and any portion thereof, may be amended, altered and/or repealed, and new Bylaws may be adopted by a majority vote of the Members or the Senate at any regular or special meeting duly noticed for that purpose. Any amendment to these Bylaws passed by a majority vote of the Members may not be repealed or revised by the Senate without a two-thirds (2/3) vote of the Faculty Senate.

CERTIFICATION

I, Carol B. Olson, the duly elected Secretary of the Faculty Senate for NWACC during the 2016-17 term do hereby declare and certify that the foregoing Bylaws of the Faculty Senate of Northwest Arkansas Community College, as amended in 2017, was duly approved by at least a majority vote of either the Faculty or the Senate through general election held pursuant to its terms.

Dated: July 20, 2017

Signed: 