

BY-LAWS

**(Adopted by the Faculty Senate, May 3, 2006)
(Modified by the Faculty Senate, April 4, 2007, April 1, 2009)**

These By-laws reflect current practices of the Senate that are not specified by the Senate Constitution and may be expanded, deleted or modified by a two-thirds vote of the Senate at any regular meeting.

BY-LAW I RULES OF ORDER

The Senate conducts itself by following a collegial version of *Robert's Rules of Order*. The purpose of the Roberts's Rules is to maintain decorum and order rather than stifle debate.

BY-LAW II SENATE COMMITTEES

- A. All standing, special, and ad hoc committees are appointed by the Senate Chair, and work under the supervision of the Senate.
- B. The chairperson of all Senate Committees must be a Senator and should keep the Senate informed of all developments concerning the functions and activities of the committee.
- C. The membership of all Senate committees may be composed of both Senators and non-Senator faculty members.
- D. The chairperson of the committee may participate fully in committee discussions and may vote.
- E. Each committee of the Senate is expected to function as a committee: any action taken, recommendations made, or report submitted should reflect the deliberations of the entire committee — not the thinking of any single member.
- F. No report of any committee shall be made public without review by the Senate.
- G. The chairperson of the Senate shall be an ex officio member of all committees. The Senate chair should be kept informed of meeting times, and places.
- H. The Senate maintains the following standing committees:
 - a. The Policy and Governance Committee reviews current and proposed college and district policies and procedures, and may recommend changes to current or proposed policies and procedures as necessary. The committee also maintains an accurate and current version of the Senate's Constitution reflecting changes or amendments approved by the Senate electorate. The committee is also responsible for maintaining a current and accurate version of the San Antonio College Participatory Governance Structure, insuring that current practices reflect the agreed upon structure.

- b. The Compensation and Benefits Committee studies the budgets and expenditures of the district as well as current economic trends, and proposes salary adjustments to give the most equitable increases to all faculty members. The committee shall propose fringe benefit packages reflecting the most financially beneficial adjustments for the faculty.
- c. The Elections and Surveys Committee conducts all elections in which full-time faculty who qualify shall be eligible to vote. The committee also provides the faculty an annual opportunity to offer feedback regarding key college and district administrators and district services. The results of the latter surveys are provided to the Senate chair who will share the results with the individuals or directors of services as well as their supervisor. The results will not be made public. The committee also serves as the mechanism to survey the faculty regarding any issue which concerns the faculty as a whole. Participation in Senate elections and surveys is open to all who qualify under the constitutional definition of the electorate. Any question of an individual's eligibility shall be resolved by the chair of the Election and Surveys Committee in consultation with the Senate Chair.
- d. The Budget and Finance Committee analyzes District and College budgets and their subsequent impact on the educational mission of San Antonio College and brings to the Senate proposals that arise from such analyses.
- e. The Technology Committee serves as a liaison between the Faculty Senate and the SAC Technology Center, the SAC Technology Affairs Council, the ACCD District Information Technologies Department and related committee. The Committee meets regularly and brings to the Senate issues concerning the impact of technology on the educational mission of the college.
- f. The Home Page Committee develops, maintains and updates the San Antonio College Faculty Senate web page, assuring that it is a viable resource for all SAC faculty.

Each standing Senate committee is encouraged to develop its own by-laws. Such by-laws, when written, will be attached to these By-laws.

BY-LAW III FILLING SENATE VACANCIES

Should a Senator be unable to fulfill his or her elected term due to **absenteeism***, resignation, retirement, or death, the Senate has the following three options:

- 1) The Senate may invite the unelected faculty member receiving the next highest number of votes at the last Senate election to fulfill the vacated term (usually if the remaining term is of more than one year duration).
- 2) The Senate may appoint a faculty member to fulfill the vacated term (usually if the remaining term is less than one year duration). In the latter case, the chair requests nominations followed by a vote of the Senate.
- 3) The Senate may leave the position vacant if the remaining term is of short duration.

To remove a Senator from his or her position for absenteeism:

- 1) Upon a Senator's third absence, the Senate Chair will send a written inquiry to the absent Senator requesting the reasons/nature for the absences. The absent Senator will have five working days to respond.
- 2) The Senate officers will review the response and make a recommendation for removal, if warranted, to the Senate at the next regularly scheduled meeting. A majority vote of the Senate will result in the Senator's removal and the filling of the vacancy.

**BY-LAW IV
ELECTION OF OFFICERS**

The Senate invites newly elected Senators to attend the May meeting of the Senate and to participate in the election of officers for the upcoming year. The names of candidates for Senate offices shall be provided to the Faculty Senate secretary for dissemination to the voting senators at least one week before the elections are held. This would not preclude nominations from the floor on the day of the election.

**BY-LAW V
SUMMER MEETINGS**

At his or her discretion, the chair of the Senate at the May meeting may entertain a motion to the following effect: "I move that the Senate not meet during the summer unless the Chair determines that an urgent matter demands the Senate's attention."

**BY-LAW VI
VOTING PROTOCOL**

The Senate usually refrains from voting on matters of policy at the first reading, but reserves the right to do so whenever the occasion warrants.

**BY-LAW VII
QUORUM**

The Senate cannot meet in an official capacity and cannot conduct business without a quorum of its members. A quorum consists of at least 50% of the membership.

**BY-LAW VIII
CLOSED SESSIONS**

The Chair of the Senate, at his or her discretion, may call the Senate into a closed session to discuss issues of a sensitive subject. The Chair may allow others into the session with the consent of the Senate.

* Absenteeism is defined as missing three (3) regularly scheduled Senate meetings during a full academic year (Fall through Spring).



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