

CONNECTICUT STATE COMMUNITY COLLEGE SENATE CHARTER

- I. **Name.** This elected body is officially titled the “Connecticut State Community College Senate” (hereinafter referred to as “Senate”).

Charge. The primary charge of the Senate will be to deliberate and determine by majority vote recommendations to be forwarded to the Connecticut State Community College administration.

The College Senate is the main forum for discussion of issues that affect the entire college community, such as, but not limited to, the following:

- a) Statewide events, calendars, and scheduling issues
- b) College standards and policy recommendations (*non-curriculum related**)
- c) Statewide services, resources, and strategic initiatives
- d) Other issues concerning students, faculty, or staff of CT State Community College

Items may be forwarded by a campus senate to College Senate as needed; if the issue affects Connecticut State Community College broadly, it needs to be brought to CT State College Senate.

The College Senate shall develop mechanisms to ensure communication between the College Senate and the campus governance body.

*If a policy under review is curriculum related, the College Senate shall develop a mechanism to gather feedback and/or recommendations from the Curriculum Congress prior to final action.

- II. **Organization.** The Senate is organized as follows:
- a. **Elected faculty membership.** 12 voting full-time tenure track faculty members from the 12 main campuses elected by campus.
 - b. **Elected staff membership.** 12 full-time CCP/Staff members from the 12 main campuses elected by campus.
 - c. **Elected at-large membership.** 12 “at-large” non-management full-time faculty or staff members from the 12 main campuses elected by campus.
 - d. **Elected non-affiliated staff** – 1 full-time Professional/Classified Staff not affiliated with a campus elected by staff non-affiliated with a campus.
 - e. **Elected at-large non-affiliated (non-management) staff** - 1 full-time non-management staff not affiliated with a campus, elected by staff non-affiliated with a campus.

- f. **Elected student membership.** 3-Three voting student government representatives, consisting of one elected representative each from the small, medium, and large campuses.
- g. **Ex-officio membership.** The Connecticut State Community College President is a non-voting ex-officio member.

III. **Terms.** Terms for Senators shall be for three years. Senators may serve a maximum of two consecutive terms. Special elections due to a midterm vacancy shall count as one full term. In the event that a campus has no person interested in running for a term-limited position, the campus may vote to keep the existing Senator.

- a. In order to establish staggered terms,
- b. all Faculty Senators will be elected to a one-year term in April of 2024
- c. all Staff Senators will be elected to a two-year term in April 2024
 - i. Subsequent elections for faculty and staff senators to be for three-year terms.
 - ii. Terms shorter than three years do not count towards term limits as it pertains to the initial staggered terms
- d. At-Large Senators will be elected to a 3-year terms with new election cycle
- e. Student Senator terms shall be one academic year in length.

IV. **Nominations and Elections to the Senate.**

a. **Eligible Nominees**

- i. Any eligible full-time employee may self-nominate for a position as defined in Article II of this Charter.

b. **Senator Elections.** All Senators shall be elected following their respective home campus governance structure.

- i. Home campus governance leaders shall submit names, membership role, and contact information of newly elected Senators to Senate Elections Committee via email at CO-CollegeSenate no later than April 1st of each year to allow for transition of Senators.
 - 1. For the initial 2024 election, home campus governance leaders shall submit names, membership role, and contact information of newly elected Senators to Senate Elections Committee via email at CO-CollegeSenate names shall be submitted prior to the April CT State Senate Meeting.
 - 2. Outgoing Senators shall not participate in May Officer Elections for the subsequent year.

c. **Elections Committee.** At the start of the spring semester, the Senate shall appoint an Elections Committee. An individual that decides to run for Executive

Council currently serving on the Elections Committee, must cease participation in Elections Committee by April 1st.

- i. The Elections Committee shall conduct Senate officer elections for the subsequent year.
 - ii. . Shall facilitate communications regarding Senate officer elections to Senate membership, nominees, campuses, and CT State leadership.
 - iii. Shall facilitate communications regarding Senator elections to campuses.
- d. **Student Senators.** Student Senator elections will align with other College-wide student elections.
- e. **Executive Officer Elections.** Any full-time Faculty, Staff, or Member at Large Senator may run for an officer position in the Senate.
- i. Senators interested in running for a Senate Officer position shall submit their nomination and statement of interest to the Senate Elections Committee no later than April 30.
 1. For the initial 2024 election cycle, Senators interested in running for a Senate Officer position shall submit their nomination and statement of interest to the Senate Elections Committee no later than May 15.
 - ii. Election Committee shall put the Officer Election nominations and statements of interest into the Senate SharePoint file entitled Elections by no later than one week prior to the May Senate meeting for voting Senators to review.
 - iii. The Elections Committee shall ensure newly elected Senators have access to Executive Board Nominee statements of interest.
 - iv. The Elections Committee shall run the elections during each May Senate Meeting.

V. **Vacancies and Removal.**

- a. In the event of a Senatorial vacancy during a term, a special election shall be held by the affected campus governance body to fill the vacancy for the remainder of the original term.
 - i. Home campus governance leaders shall submit names, membership role, and contact information of newly elected Senator filling the vacancy to Senate Executive Officers via email at CO-CollegeSenate@CT.edu
- b. Upon a two-thirds majority vote and for just cause shown, the respective campus governing body may remove one or more of their elected representatives.
 - i. Home campus governance leaders shall submit names, membership role, and contact information of newly elected Senators to Senate Executive Officers via email at CO-CollegeSenate@CT.edu

- c. Upon a two-thirds majority vote of those eligible to vote and for just cause shown, the Senate may remove any elected member from office.

VI. **Executive Officers and Senators.** Following the annual general election, an organizational meeting of the newly elected Senate shall be held in the Spring semester for the express purpose of electing officers for the subsequent academic year. Executive officers serve on the Executive Council.

a. **Officer Terms**

- i. Officer terms shall be 1 year in length, and shall run from June 1 through May 31.
- ii. Officers are chosen by a majority vote of those present. Officers serve a one-year term with a term limit of three-consecutive terms.

b. **Senator Terms**

- i. Senator terms shall be three years in length and shall run from June 1 through May 31 following the establishment of staggered terms.

c. **Officer Vacancy and Removal**

- i. Officers may be removed at any time by a two-thirds majority vote of the Senate and for just cause shown.
- ii. In the event of an Executive Officer vacancy during a term, a special election shall be held by voting members of the Senate to fill the vacancy for the remainder of the original term.

d. **Officer Positions:**

i. **The President shall:**

1. Preside over the work of the College Senate.
2. Preside over meetings, ensure fair and efficient discussions, and promote respectful, inclusive debate.
3. Serve as primary liaison between the College Senate and CT State President and Leadership.
4. Serve on the CT State President's Leadership Council as an Ex Officio member.
5. Foster collaboration among Senate stakeholders.
6. Serve as the primary spokesperson for the Senate, communicating its positions, decisions, and recommendations.
7. Facilitate decision-making and supporting processes which allows the Senate to fulfill its mission and objectives.
8. Promote transparency and accountability in governance processes.
9. Plan and manage logistics for Senate meetings.

10. Advocate for the interests of the Senate with College administration, leadership and higher education stakeholders.
11. Direct and manage timelines for reporting.
12. Perform other duties deemed necessary to support the mission of the College Senate.

ii. **The Vice President of Faculty or Staff** shall:

1. Vice Presidents must be representative of the constituency of their full-time position.
2. Assume the role of the President in the President's absence and provide leadership and advocacy for their respective constituencies.
3. Support and assist the President of the Senate in fulfilling their duties including collaborating on setting the agenda, facilitating and managing meetings, and other related matters necessary to ensuring the smooth operation of the Senate.
4. Be responsible, as needed, for chairing and overseeing Senate committees and Councils including facilitating committee membership, setting goals and priorities, monitoring progress and reporting on initiatives.
5. Perform other duties deemed necessary to support the mission of the College Senate.

iii. **Secretary** shall:

1. Responsible for capturing concise and complete minutes of all meetings, this includes attendance, decisions, motions, action items, and key discussion points.
2. Assist in drafting agendas, gather relevant meeting-related documents, and create minutes in preparation for Executive Council and Senate Meetings.
3. Draft meeting summaries to inform campus communications related to each monthly Senate meeting.
4. Assist in managing committee and council communication and reports
5. Perform other duties deemed necessary to support the mission of the College Senate.
6. All endorsed resolutions, CT State Senate agendas, meeting minutes and other documents as determined by the Executive Council of CT State Senate will be submitted to the college web master

iv. Executive Council

1. The Executive Council acts to advance the activities of the Senate; is responsible for consulting and advising the Senate President, is responsible for ensuring the agenda is timely and those reporting are aware of meeting time, date, and relevant limitations and expectations.
2. The Executive Council typically meets at least one week prior to the Senate to review the agenda, identify concerns, and suggest paths to ensure accurate and current information is provided/presented to Senate. The Executive Council is charged with posting the Senate Agenda typically no later than the Tuesday preceding a regular Senate meeting.

e. Senator Positions.

i. Senators shall:

1. Represent the needs and interests of all constituents of their respective home campus.
2. Attend and actively participate in each College Senate Meeting.
3. Ensure items brought before CT State Senate are accurate and relevant.
4. Gather feedback from other CT State Senators prior to requesting items be placed on the agenda as deemed appropriate.
5. Be fully prepared to discuss each point of business for each meeting of the College Senate.
6. Participate in at least two committees, councils or other services and no more than three committees, councils or other services.
7. Be fully prepared to actively participate on sub-committees or councils and available to research and discuss topics as necessary.
8. Keep home campuses apprised of the business of the CT State Senate by announcing Senate meetings, providing written or oral reports to home campus governance bodies, be available to home campus constituents for consultation.
9. Prepare and submit business and agenda items stemming from your home campus as needed.

VII. Senate Actions.

- a. **Votes.** Any action and/or recommendation of the Senate requires, at a minimum, a majority vote of those eligible to vote. The identity of the Senator making a motion, seconding the motion and the results of each vote shall be recorded in the official Senate minutes.

- b. **Resolutions.** Upon a motion made, seconded, and carried by a majority vote of the Senate any action and/or recommendation of the Senate is reduced to writing by means of a formal “Resolution” which is conveyed to the identified recipient(s) by the Secretary and made a part of the official Senate record. All Resolutions, agendas, meeting minutes and the like are to be made available to the college community by the Secretary.

VIII. Meetings

a. Organization of Senate Meetings

- i. **Quorum** - A quorum consists of a majority of elected members of the Senate. Senate meetings are chaired by the President (or either Vice President in the Presidents absence).
- ii. **Agenda** - A meeting agenda is made available by the Executive Council not less than three (3) calendar days before a regular Senate meeting and as practicable for any special meeting.
- iii. **Minutes** - Complete and accurate minutes are kept by the Secretary of every meeting of the Senate and made available in a timely manner to the entire college community.
- iv. **Proxies** – Proxy voting will not be accepted.
- v. **Guests** – Guests may attend as non-participating members of Senate meetings unless called upon by the presiding officer.
- vi. **Guest Presenters** – Guest presenters may request or be requested to present at the Senate meeting for a scheduled agenda item.
- vii. **Parliamentary Authority** - Meetings are governed by and consistent with the principles and practices of the most recent edition of Roberts Rules of Order then in effect, except that in the event of a conflict with this Charter the Charter prevails.
- viii. **Executive Session** – An executive session may be called by the Executive Council or by majority vote of the Senate. Only elected Senators may attend and participate. The outcome of the executive session shall be reported in the minutes.

b. Agenda Items

- i. Agenda items may be submitted by any Senator. Requests for agenda items from non-Senators may be submitted to one or more of their designated campus Senators.
- ii. CT State non-Senators may submit agenda items to CT State Senators not affiliated with a campus. CT State Executive Leadership may submit agenda items directly to the Senate Executive Council. Campus management may submit agenda items through campus-based Senators.

- iii. Agenda items will be considered until a draft agenda is set by the Executive Council. Proposed agenda items shall be submitted to any member of the Executive council and CT State Senate general email box. The agenda shall be created by a majority vote of the Executive council. An agenda item may be withdrawn by the petitioner at any time before it is voted on by the Senate.

IX. **Committees.**

- a. **General.** The Senate may establish, modify and/or terminate committees, subcommittees, task forces and the like as warranted with each establishing its own rules of procedure, but must, at a minimum, meet regularly; post agendas a reasonable time in advance; and maintain detailed summary minutes; and make all formal actions available to the campus community in a timely manner. In the event of a dispute between committees, the Chairs of each affected body shall meet promptly to resolve the matter. The matter shall be sent to the Executive Council for review and resolution if resolution is not met.

- b. **Subcommittees.**

The Senate may establish standings or ad hoc subcommittees at will. Each subcommittee shall review matters directly relevant to its area represented and make recommendations by means of a majority vote to the full Senate. Where a matter specifically involves more than one subcommittee, all relevant subcommittees shall make recommendations to the full Senate.

- X. **Interpretation.** Any issues regarding interpretation and/or application of any portion of this Charter shall be decided by discussion and vote of senate or referred to the bylaws sub-committee for discussion and recommendation to full senate.