

Responsibilities and Expectations of CT State College Senators

Purpose

These Responsibilities and Expectations govern the conduct of College Senators and guest presenters during College Senate proceedings and related activities of senators outside of Senate meetings. They are intended to promote a productive and respectful environment for College Senate business.

Notes:

1. Any guidelines provided herein that are a direct reflection of those contained in either federal or state law (e.g. FERPA, FOIA, etc.), are neither rescindable nor able to be suspended at any time.

I. Student Privacy and Confidentiality

- a. All College Senators and guest presenters shall abide by the Family Educational Rights and Privacy Act (FERPA) guidelines at all times.
- b. College Senators and guests shall maintain students' right to privacy in all College Senate discussions, documentation, and communications.
- c. No personally identifiable student information shall be shared without proper authorization as defined by FERPA.

II. Meeting Conduct

The College Senate shall maintain an environment that fosters civility, open dialogue, and meaningful discourse.

- a. All participants in College Senate meetings shall:
 - i. Demonstrate mutual respect, courtesy, and integrity
 - ii. Address remarks to the Chair rather than directly to other Senators
 - iii. Refrain from interrupting speakers who have the floor
 - iv. Limit remarks to the merits of the matter under discussion
 - v. Avoid personal attacks or questioning the motives of other Senators
- b. College Senators and guest presenters shall not be subject to intimidation or retaliation by anyone for:
 - i. Voicing concerns
 - ii. Expressing opinions that differ from the prevailing sentiment
 - iii. Voting according to their conscience and constituency interests

III. Professional Standards

- a. College Senators and guest presenters shall maintain a high level of professionalism in their conduct. College Senators shall:
 - i. Arrive prepared for meetings by having read all meeting materials provided ahead of time, researching topics to be discussed, and discussing/soliciting input from all constituents

- ii. Participate constructively in discussions
 - iii. Submit materials in a timely manner
 - iv. Follow through on commitments made to the College Senate
- b. Senators and guest presenters shall refrain from:
 - i. Impolite actions or language
 - ii. Demonstrations of disregard for the concerns and/or rights of others
 - iii. Disruptive behavior that impedes College Senate proceedings

IV. Trust and Integrity

- a. College Senators shall act in accordance with the trust placed in them by their constituents and fellow College Senators.
- b. College Senators shall conduct themselves with honesty and good faith at all times.
- c. College Senators shall uphold the core values of CT State Community College in their College Senate-related activities.

V. Confidentiality of Deliberations

- a. College Senators shall not share candid remarks made during discussions without the maker's knowledge and consent.

VI. Enforcement

- a. The presiding officer shall have the authority to enforce these *Responsibilities and Expectations* during meetings.
- b. Repeated or severe violations of these *Responsibilities and Expectations* may be addressed through appropriate disciplinary procedures as determined by the College Senate including censure, suspension, and potential removal from the Senate as set forth in Article III, Section 5 of the College Senate Bylaws, and procedures addressed in the adopted parliamentary authority.

VII. Amendment of *Responsibilities and Expectations of CT State College Senators*

- a. These *Responsibilities and Expectations* may be amended by a majority vote of the College Senate, provided notice of the proposed amendment has been given in the call of the meeting.