

BYLAWS OF THE CONNECTICUT STATE COMMUNITY COLLEGE SENATE

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

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

II.Section 1. Scope of Responsibilities. 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:

II.1.A. Statewide events, calendars, and scheduling issues

II.1.B. College standards and policy recommendations (*non-curriculum related—see section 4, below*)

II.1.C. Statewide services, resources, and strategic initiatives

II.1.D. Other issues concerning students, faculty, or staff of CT State Community College

II.Section 2. Items of Consideration. Items may be forwarded by a campus senate to the College Senate as needed; if the issue affects Connecticut State Community College broadly, it needs to be brought to the College Senate.

II.Section 3. Communication. The College Senate shall develop mechanisms to ensure communication between the College Senate and the campus governance bodies.

II.Section 4. Curriculum-related Policies. 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.

ARTICLE III. Members.

III.Section 1. Classification. A guiding principle for College Senate membership is that there should be faculty, professional staff, and student representation from each campus.

III.1.A. Voting membership shall include

III.1.A.(1) Elected faculty. Twelve full-time, tenure track faculty members from the 12 main campuses elected by campus.

III.1.A.(2) Elected staff. Twelve full-time professional/classified members from the 12 main campuses elected by campus.

III.1.A.(3) Elected at-large membership. Twelve “at-large” non-management full-time faculty or staff members from the 12 main campuses elected by campus.

III.1.A.(4) Elected non-affiliated staff. One full-time professional/classified staff not affiliated with a campus elected by staff non-affiliated with a campus.

III.1.A.(5) Elected at-large non-affiliated (non-management) staff. One full-time non-management staff not affiliated with a campus, elected by staff non-affiliated with a campus.

III.1.A.(6) Elected student membership. Three student government representatives, consisting of one elected representative each from the small, medium, and large campuses. Campus representation shall rotate with every election.

III.1.B. Nonvoting (ex-officio) membership shall include

III.1.B.(1) The Connecticut State Community College President.

III.Section 2. Duties of Voting members (Senators). College Senators shall

III.2.A. Represent the needs and interests of all constituents of their respective home campus.

III.2.B. Attend and actively participate in each College Senate Meeting.

III.2.C. Ensure items brought before College Senate are accurate and relevant.

III.2.D. Gather feedback from other College Senators prior to requesting items be placed on the agenda as deemed appropriate.

III.2.E. Be fully prepared to discuss each point of business for each meeting of the College Senate.

III.2.F. Participate in at least two committees, councils, or other services and no more than three committees, councils, or other services.

III.2.G. Be fully prepared to actively participate on sub-committees or councils and available to research and discuss topics as necessary.

III.2.H. Keep home campuses apprised of the business of the College Senate by announcing College Senate meetings, providing written or oral reports to home campus governance bodies, and be available to home campus constituents for consultation.

III.2.I. Prepare and submit business and agenda items stemming from their home campus as needed.

III.Section 3. Terms. Terms for College Senators run from June 1st through May 31st, and shall be for three years. College 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.

III.3.A. In order to establish staggered terms,

III.3.A.(1) Faculty Senators will be elected to a one-year term in April of 2024.

III.3.A.(2) Staff Senators will be elected to a two-year term in April 2024.

III.3.A.2(a) Subsequent elections for faculty and staff Senators to be for three-year terms.

III.3.A.(3) Terms shorter than three years do not count towards term limits as it pertains to the initial staggered terms.

III.3.A.(4) At-Large Senators will be elected to three-year terms with new election cycle.

III.3.A.(5) Student Senator terms shall be one academic year in length.

III.Section 4. *Nominations and Elections to the College Senate.*

III.4.A. Eligible Nominees. Any eligible full-time employee may self-nominate for a position as defined in Article III.1.A. of these bylaws.

III.4.B. Senator Elections. All Senators shall be elected following their respective home campus governance procedures.

III.4.B.(1) Home campus governance leaders shall submit names, membership role, and contact information of newly elected Senators to the College Senate Elections Committee via email no later than April 1st of each year to allow for transition of Senators.

III.4.B.1(a) Outgoing Senators shall not participate in May Officer Elections for the subsequent year.

III.4.B.(2) Student Senator elections shall be conducted by the CT State Student Activities office in conjunction with individual campus Student Senates, and should coincide with other College-wide student elections.

III.Section 5. *Vacancies and Removal.*

III.5.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.

III.5.A.(1) Home campus governance leaders shall submit names, membership role, and contact information of newly elected Senators filling the vacancy to College Senate Executive Officers via email.

III.5.B. Respective campus governing bodies may remove one or more of their elected representatives for just cause shown, as determined by the respective campus.

III.5.B.(1) Home campus governance leaders shall submit names, membership role, and contact information of newly elected Senators to College Senate Executive Officers via email.

III.5.C. Upon a two-thirds majority vote of those eligible to vote and for just cause shown, the College Senate may remove any elected member from office.

ARTICLE IV. Officers. Following the annual general election, officers for the next academic year will be elected during the regular May meeting of the College Senate. Officers serve on the Executive Council (see Article VI).

IV.Section 1. Officer positions.

IV.1.A. The President. The president shall:

- IV.1.A.(1)** Preside over the work of the College Senate.
- IV.1.A.(2)** Plan and manage logistics for College Senate meetings.
- IV.1.A.(3)** Preside over meetings, ensure fair and efficient discussions, and promote respectful, inclusive debate.
- IV.1.A.(4)** Serve as primary liaison between the College Senate and CT State President and Leadership.
- IV.1.A.(5)** Serve on the CT State President's Leadership Council as an Ex Officio member.
- IV.1.A.(6)** Foster collaboration among College Senate stakeholders.
- IV.1.A.(7)** Serve as the primary spokesperson for the College Senate, communicating its positions, decisions, and recommendations.
- IV.1.A.(8)** Facilitate decision-making and supporting processes which allows the Senate to fulfill its mission and objectives.
- IV.1.A.(9)** Promote transparency and accountability in governance processes.
- IV.1.A.(10)** Advocate for the interests of the College Senate with College administration, leadership and higher education stakeholders.
- IV.1.A.(11)** Direct and manage timelines for reporting.
- IV.1.A.(12)** Perform other duties deemed necessary to support the mission of the College Senate.

IV.1.B. The Vice President of Faculty and The Vice President of Staff.

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

IV.1.C. The Secretary. The secretary shall:

- IV.1.C.(1)** Be responsible for capturing concise and complete minutes of all meetings, this includes attendance, decisions, motions, action items, and key discussion points.
- IV.1.C.(2)** Assist in drafting agendas, gather relevant meeting-related documents, and create minutes in preparation for Executive Council and College Senate Meetings.
- IV.1.C.(3)** Draft meeting summaries to inform campus communications related to each monthly College Senate meeting.
- IV.1.C.(4)** Assist in managing committee and council communication and reports
- IV.1.C.(5)** Perform other duties deemed necessary to support the mission of the College Senate.
- IV.1.C.(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.Section 2. *Officer terms.*

- IV.2.A.** Officer terms shall be 1 year in length and shall run from June 1 through May 31.
- IV.2.B.** Officers are chosen by a majority vote of those present. Officers serve a one-year term with a term limit of three-consecutive terms.

IV.Section 3. *Executive Officer Elections.*

- IV.3.A.** Any full-time Faculty, Staff, or Member at Large Senator may run for an officer position in the College Senate.
- IV.3.B.** Senators interested in running for a College Senate Officer position shall submit their nomination and statement of interest to the College Senate Elections Committee no later than April 30.
- IV.3.C.** The Election Committee shall put the Officer Election nominations and statements of interest into the College Senate SharePoint file entitled Elections by no later than one week prior to the May College Senate meeting for voting College Senators to review.
- IV.3.D.** The Elections Committee shall ensure newly elected Senators have access to Executive Board Nominee statements of interest.
- IV.3.E.** The Elections Committee shall run the elections during each May College Senate Meeting.

IV.Section 4. *Officer Vacancy and Removal*

- IV.4.A.** Officers may be removed at any time by a two-thirds majority vote of the College Senate and for just cause shown.

IV.4.B. In the event of an Executive Officer vacancy during a term, a special election shall be held by voting members of the College Senate to fill the vacancy for the remainder of the original term.

ARTICLE V. Meetings

V.Section 1. *Organization of College Senate Meetings*

V.1.A. Quorum. A quorum consists of a majority of elected members of the College Senate. Meetings are chaired by the President (or either Vice President in the President's absence).

V.1.B. 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.

V.1.C. Minutes. Complete and accurate minutes are kept by the Secretary of every meeting of the College Senate and made available in a timely manner to the entire college community.

V.1.D. Proxies. Proxy voting will not be accepted.

V.1.E. Guests. Guests may attend as non-participating members of College Senate meetings unless called upon by the presiding officer.

V.1.F. Guest Presenters. Guest presenters may request or be requested to present at the College Senate meeting for a scheduled agenda item.

V.1.G. Executive Session – An executive session may be called by the Executive Council or by majority vote of the College Senate. Only elected Senators may attend and participate. The outcome of the executive session shall be reported in the minutes.

V.Section 2. *Agenda Items*

V.2.A. Agenda items will be submitted by College Senators, following the agenda item request process.

V.2.B. Requests for agenda items from campus faculty, staff, and management shall be submitted to one or more of the campus College Senators.

V.2.C. Requests for agenda items from CT State employees not affiliated with a campus shall submit agenda items to College Senators not affiliated with a campus.

V.2.D. CT State Executive Leadership shall submit agenda items directly to the Senate Executive Council.

V.2.E. Proposed agenda items shall be submitted to the College Senate Secretary via the CT State Senate email no later than 10 (ten) calendar days prior to the College Senate meeting. Agenda items will be considered until a draft agenda is set by the Executive Council. The agenda shall be set 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 College Senate.

V.Section 3. *Senate Actions and Votes*

V.3.A. Majority vote. Any action and/or recommendation of the College Senate requires, at a minimum, a majority vote of College Senators, excluding any ex-officio (non-voting) members. The identity of the Senator making a motion, seconding the motion and the results of each vote shall be recorded in the official College Senate minutes.

V.3.B. Resolutions. Upon a motion made, seconded, and carried by a majority vote of the College Senate, any action and/or recommendation of the College 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 College Senate record. All Resolutions, agendas, meeting minutes and the like are to be made available to the college community by the Secretary.

ARTICLE VI. Executive Council

VI.Section 1. *Members.* The elected officers of the College Senate shall constitute the Executive Council.

VI.Section 2. *Executive Council Duties and Powers.* The Executive Council shall have general supervision of the affairs of the College Senate between its meetings, make recommendations to the College Senate, and perform such other duties as are specified in these bylaws. 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.

VI.Section 3. *Meetings.* The Executive Council typically meets at least one week prior to the College Senate meeting to review the agenda, identify concerns, and suggest paths to ensure accurate and current information is provided/presented to College Senate. The Executive Council is charged with distributing the College Senate Agenda.

VI.3.A. Special meetings of the Executive Council may be called by the President and shall be called upon the written request of three members of the Executive Council.

ARTICLE VII. Committees

VII.Section 1. *General.* The College 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.

VII.Section 2. Subcommittees. The College Senate may establish standing 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 College Senate. Where a matter specifically involves more than one subcommittee, all relevant subcommittees shall make recommendations to the full College Senate.

VII.Section 3. *The standing committees* of the College Senate shall include:

VII.3.A. Council of Faculty

VII.3.B. Council of Student Services and Affairs

VII.3.C. Elections Committee. The College 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 prior to elections being held. The Elections Committee shall

VII.3.C.(1) conduct College Senate officer elections for the subsequent year.

VII.3.C.(2) facilitate communications regarding College Senate officer elections to College Senate membership, nominees, campuses, and CT State leadership.

VII.3.C.(3) put the Officer Election nominations and statements of interest into the College Senate SharePoint file entitled Elections by no later than one week prior to the May College Senate meeting for College Senators to review.

VII.3.C.(4) ensure newly elected College Senators have access to Executive Board Nominee statements of interest.

VII.3.C.(5) run the elections during each May College Senate Meeting.

VII.3.D. Budget and Finance Committee

VII.3.E. Administration and Human Services Staff Committee

ARTICLE VIII. Parliamentary Authority

VIII.Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the College Senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the College Senate may adopt.

VIII.1.A. Meeting Parliamentarian

VIII.1.A.(1) The President may solicit volunteers at the beginning of each College Senate meeting to serve as a parliamentarian or parliamentary resource for that meeting.

VIII.1.A.(2) If there are no Senators available to volunteer, a volunteer may be asked of full-time faculty or staff from the campuses.

ARTICLE IX. Amendment and Interpretation

IX.Section 1. *Amendment.* These bylaws may be amended at any regular meeting of the College Senate by a two-thirds vote, provided that the amendment has been submitted to the members in writing at least twenty-one (21) days prior to the meeting and in the call to the meeting.

IX.Section 2. *Interpretation.* Any issues regarding interpretation and/or application of any portion of these bylaws shall be decided by discussion and vote of the College Senate or referred to the bylaws sub-committee for discussion and recommendation to the full College Senate.