

COMBINED BYLAWS, SPECIAL RULES AND STANDING RULES

BYLAWS OF THE CT STATE COLLEGE SENATE

BYLAWS of the CT State College Senate

<u>Article I. Name</u>	2
<u>Article II. Object / Charge</u>	2
<u>Article III. Members</u>	2
<u>Article IV. Officers</u>	5
<u>Article V. Meetings</u>	7
<u>Article VI. Executive Council</u>	8
<u>Article VII. Committees</u>	9
<u>Article VIII. Parliamentary Authority</u>	10
<u>Article IX. Amendment and Interpretation</u>	10

SPECIAL RULES of the CT State College Senate

<u>Special Rules of Order</u>	12
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STANDING RULES of the CT State College Senate

<u>Standing Rules</u>	13
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COMBINED BYLAWS, SPECIAL RULES AND STANDING RULES

BYLAWS OF THE CT STATE 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/classified 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.

COMBINED BYLAWS, SPECIAL RULES AND STANDING RULES

BYLAWS OF THE CT STATE COLLEGE SENATE

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, as well as CT State Community College as a whole by preparing for and actively participating in College Senate meetings, committees, and subcommittees, gathering feedback from constituents and other senators on a timely basis, submitting business and agenda items stemming from home campuses and senate discussions, and meeting with and providing written and verbal reports to campus governance bodies and constituents.

III.2.B. Conform to the duties, conduct, and expectations spelled out in the current “Responsibilities and Expectations of Senators”, as printed and distributed with these Bylaws

III.2.C. Review and understand The Bylaws as well as any currently adopted Special Rules of Order, and Standing Rules, which govern the meetings and administrative aspects of College Senate business. The current Special Rules and Standing Rules are published with The Bylaws.

III.2.D. With the exception of Student Senators, all Voting members (Senators) shall serve on at least two committees, councils, or other services and no more than three committees, councils, or other services.

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.

COMBINED BYLAWS, SPECIAL RULES AND STANDING RULES

BYLAWS OF THE CT STATE COLLEGE SENATE

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) Further guidance on election processes shall be published in the Standing Rules of the College Senate.

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 at a meeting established for that purpose in the Standing Rules. Officers serve on the Executive Council (see Article VI). These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the College Senate.

IV.Section 1. *Officer positions.*

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

COMBINED BYLAWS, SPECIAL RULES AND STANDING RULES

BYLAWS OF THE CT STATE COLLEGE SENATE

- 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.

COMBINED BYLAWS, SPECIAL RULES AND STANDING RULES

BYLAWS OF THE CT STATE 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.** The Elections Committee shall run the elections according to the rules set forth for elections in the Standing Rules of the College Senate.

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, following the procedures provided by the currently adopted parliamentary authority.
- 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 at the next regular meeting, or a special meeting, called for that purpose, to fill the vacancy for the remainder of the original term, following the procedures provided in the Standing Rules.

COMBINED BYLAWS, SPECIAL RULES AND STANDING RULES

BYLAWS OF THE CT STATE COLLEGE SENATE

ARTICLE V. Meetings

V.Section 1. *Regular Meetings.* During the academic year, College Senate shall hold a regular meeting at least once per month, unless otherwise ordered by the College Seante or its Executive Council.

V.Section 2. *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). Student Senators are not counted in determining quorum.

V.Section 3. *Special Meetings.* Special meetings may be called by the College Senate President, and shall be called upon the written request of one-third of the total number of voting members of the Senate. The purpose of the meeting shall be stated in the written notice of the meeting, which shall be sent to all members at least three days before the meeting.

V.Section 4. *Electronic Meetings.* Except as otherwise provided in these bylaws, meetings of the College Senate may be conducted either in person or through the use of CT State-supported Internet meeting services designated by the President, that support anonymous voting and support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings of the College Senate shall be subject to all rules adopted by the College Senate to govern them, which may include any reasonable limitations on, and requirements for, College Senate members' participation. Any such rules adopted by the College Senate shall supersede any conflicting rules in the parliamentary authority, but may not otherwise conflict with or alter any rule or decision of the College Senate. An anonymous vote conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

V.Section 5. *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 6. *Agenda Items.* Information on the submission of agenda items shall be included in the Standing Rules, published with these Bylaws. Additionally, this information shall also be posted on the CT State website as well as current College Senate electronic depositories.

V.Section 7. *Additional meeting rules.* Any resolution that takes the form of a Special Rule of Order, or a Standing Rule shall be included in Special Rules and Standing Rules documents of the College Senate. Updated versions of these rules will be distributed to all College Senators and published on the CT State website as well as current College Senate electronic depositories.

COMBINED BYLAWS, SPECIAL RULES AND STANDING RULES

BYLAWS OF THE CT STATE COLLEGE SENATE

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. When time sensitive requests from college- or system administration require action or advisory recommendations of the College Senate between regular meetings, but do not warrant a special meeting, the Executive Council may vote to take action only after it has solicited written feedback from College Senators. At the next meeting of the College Senate, the Executive Council shall provide a report of the outcome and any actions taken. The written feedback shall also be archived.

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. *Standing Councils and Committees.* The Standing Councils and Committees of the College Senate shall include

VII.1.A. *Council of Faculty.* This council focuses on academic affairs, course, and classroom issues, consults and advises the CT State Provost, and responds to issues raised by faculty. It is composed of the elected Faculty Senators (one from each campus).

VII.1.B. *Council of Staff on Student Services and Affairs.* This council focuses on student services, experiences, and resources, advises on policies and practices impacting student experiences outside the classroom, meets regularly with the CT State Provost and VP of Enrollment Management. This council is composed of the elected Professional Staff Senators (one from each campus).

COMBINED BYLAWS, SPECIAL RULES AND STANDING RULES

BYLAWS OF THE CT STATE COLLEGE SENATE

VII.1.C. *Administration, Human Resources, and Staffing Committee.* This committee focuses on policies and procedures surrounding fair, effective hiring practices and administrative HR issues and partners with the CT State VP of Human Resources.

VII.1.D. *Finance Committee.* This committee advises the College Senate on budget and resource allocation at CT State, promotes fiscal transparency, and partners with the CT State Chief Financial Officer.

VII.1.E. *Elections Committee.* This committee manages the rotation of Senators and election of officers as mandated by the charge, bylaws, and standing rules. 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.

VII.1.F. *Course Planning and Management Committee.* Course Planning and Management is charged with examining course scheduling and enrollment practices across all CT State campuses utilizing data-driven frameworks and best practices to enrollment planning to ensure registration and scheduling processes are equitable, student-centered, transparent, and responsive to student and campus needs.

VII.1.G. *Bylaws Committee.* This committee shall review the Senate Bylaws and governing documentation bi-annually and provide on-boarding support for new members about the Bylaws and other governing documentation.

VII.1.H. *Bookstore Committee.* This committee shall review, engage and collaborate with CT State liaison on Bookstore RFPs, contracts, and bookstore processes impacting the student and faculty experience.

VII.Section 2. *Special Committees.* The College Senate shall, as necessary, create special committees to review specific matters and make recommendations to the College Senate.

VII.Section 3. *Committee Rules.* Rules related to the administration, appointment, reporting, etc. that are not established in the resolutions which create any committee shall be published in the Standing Rules of the College Senate.

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

COMBINED BYLAWS, SPECIAL RULES AND STANDING RULES

BYLAWS OF THE CT STATE COLLEGE SENATE

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.

IX.Section 3. *Periodic Review.* Beginning with the Academic Year 2027-2028 and every three (3) years thereafter, the College Senate shall review and update the bylaws as needed.

COMBINED BYLAWS, SPECIAL RULES AND STANDING RULES

SPECIAL RULES OF ORDER OF THE CT STATE COLLEGE SENATE

Purpose:

These Special Rules of Order relate to parliamentary procedure and supersede the parliamentary authority adopted in the bylaws where applicable.

I. Order of Business

The standard order of business for the College Senate shall follow the order below, or an order suggested by the executive council, unless a different order of business for a meeting is adopted by a 2/3 vote:

- 1) Adoption of the Agenda
- 2) Approval of the Minutes
- 3) Reports of Officers, Councils, and Standing Committees
- 4) Reports of Special Committees
- 5) Special Orders
- 6) Unfinished Business and General Orders (in the order they were created)
- 7) New Business (in the order in which requests were received)
- 8) Institutional Requests & Presentations (taken up earlier if set for a specific hour)

II. Voting Procedures

- a. In keeping with Chapter 14 of the CT General Statutes, with the exception of elections or any other ballot vote, all non-procedural votes that do not employ the unanimous consent process will be considered *recorded votes*. Each College Senator's vote will be captured electronically or announced by the chair when announcing the "ayes" and "noes", and recorded in the minutes.
- b. Except for elections or other ballot votes, the presiding officer shall vote last.
- c. For electronic voting, except for secret ballots:
 - i. The voting system must clearly identify how each Senator voted
 - ii. The voting record must be preserved and included in the official minutes
 - iii. Technical issues with the voting system and individual connections shall be addressed immediately, and if necessary, voting will revert to roll call.
- d. For motions on which unanimous consent without a formal vote is sought and enacted, the record of official voting will note that there were "no objections to the use of unanimous consent by the College Senators present in the meeting".

III. Adoption or Amendment of Special Rules of Order

Additional Special Rules of Order may be added by the College Senate as needed to address specific parliamentary needs or that deviate from the adopted parliamentary authority.

Adoption or Amendment of Special Rules of Order requires either (a) previous notice and a two-thirds vote or (b) a vote of the majority of the entire membership without notice.

COMBINED BYLAWS, SPECIAL RULES AND STANDING RULES

STANDING RULES OF THE CT STATE COLLEGE SENATE

Purpose

Standing Rules relate to the details of administration of the College Senate rather than to parliamentary procedure. Unless otherwise stated in the rule, these rules may be adopted or changed by a majority vote of the College Senate.

The standing rules are published below by category. Each rule is printed with the date it was passed in brackets at the end **[Month day, Year]**.

I. Responsibilities and Expectations of CT State College Senators [May 23, 2025]

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.

a. Student Privacy and Confidentiality

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

b. Meeting Conduct

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

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

c. Professional Standards

COMBINED BYLAWS, SPECIAL RULES AND STANDING RULES

STANDING RULES OF THE CT STATE COLLEGE SENATE

- i. College Senators and guest presenters shall maintain a high level of professionalism in their conduct. College Senators shall:
 - 1. 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
 - 2. Participate constructively in discussions
 - 3. Submit materials in a timely manner
 - 4. Follow through on commitments made to the College Senate
- ii. Senators and guest presenters shall refrain from:
 - 1. Impolite actions or language
 - 2. Demonstrations of disregard for the concerns and/or rights of others
 - 3. Disruptive behavior that impedes College Senate proceedings
- d. **Trust and Integrity**
 - i. College Senators shall act in accordance with the trust placed in them by their constituents and fellow College Senators.
 - ii. College Senators shall conduct themselves with honesty and good faith at all times.
 - iii. College Senators shall uphold the core values of CT State Community College in their College Senate-related activities.
- e. **Confidentiality of Deliberations**
 - i. College Senators shall not share candid remarks made during discussions without the maker's knowledge and consent.
- f. **Enforcement**
 - i. The presiding officer shall have the authority to enforce these Responsibilities and Expectations during meetings.
 - ii. 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.
- g. **Amendment of Responsibilities and Expectations of CT State College Senators**
 - i. 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.

II. Meetings

- a. Proxy voting shall not be allowed [**Feb 24, 2023**]
- b. All meetings shall be recorded [**Feb 24, 2023**]
- c. Regular meetings of the College Senate shall begin at 9:30 AM. [**Feb 6, 2026**]
- d. Meetings shall be scheduled to conclude within three and a half hours, unless extended by majority vote. [**Feb 6, 2026**]

COMBINED BYLAWS, SPECIAL RULES AND STANDING RULES

STANDING RULES OF THE CT STATE COLLEGE SENATE

- e. If a regular monthly meeting is unable to complete the order of business, the senate may set a time and date for an adjourned meeting to complete business prior to the next regular meeting. **[Feb 6, 2026]**
- f. Attendance and Participation
 - a. Guests may attend as non-participating members of College Senate meetings unless called upon by the presiding officer to present. **[Feb 6, 2026]**
 - b. Guest presenters may request or be requested to present at the College Senate meeting for a scheduled agenda item. **[Feb 6, 2026]**

III. Agenda Preparation and Distribution

- a. Agenda items shall be submitted by College Senators via the CT State Senate agenda item submission form no later than 10 (ten) calendar days prior to all regular meetings. The agenda shall be prepared by the Executive Council. An agenda item may be withdrawn by the petitioner at any time before the meeting agenda is approved by the College Senate at the regular meeting. **[Feb 6, 2026]**
- b. Requests for agenda items from campus faculty, staff, and management shall be submitted to one or more of the campus College Senators. **[Feb 6, 2026]**
- c. CT State employees not affiliated with a campus shall submit requests for agenda items to College Senators not affiliated with a campus. **[Feb 6, 2026]**
- d. CT State and CSCU Executive Leadership shall submit agenda items directly to a member of the Senate Executive Council. **[Feb 6, 2026]**
- e. The agenda and initial supporting materials shall be distributed to all Senators as one complete document, including the text of all reports and proposed motions being presented at least three business days before the meeting. **[Feb 6, 2026]**

IV. Senate Resolutions

- a. In accordance with the Bylaws, any resolution that takes the form of a Special Rule of Order, or a Standing Rule shall be included in Special Rules and Standing Rules documents of the College Senate, and updated versions of these rules will be distributed to all College Senators and published on the College Senate shared governance webpage. **[Feb 6, 2026]**

V. Communications

- a. The College Senate President shall provide monthly communication to the college community through the CT State announcement. **[Jan, 26, 2024]**
- b. Dialog and information sharing between meetings shall take place using the College Senate adopted electronic depositories (e.g. Microsoft Teams). **[Feb 6, 2026]**

COMBINED BYLAWS, SPECIAL RULES AND STANDING RULES

STANDING RULES OF THE CT STATE COLLEGE SENATE

- c. Official communications from the Senate shall be distributed via institutional email as well as adopted electronic depositories. **[Feb 6, 2026]**
- d. Final Meeting minutes shall be submitted for posting to the Senate's webpage within five business days after approval. **[Feb 6, 2026]**
- e. Senators are responsible for regularly checking their institutional email and relevant electronic depositories (e.g. Teams or Sharepoint) for Senate communications. **[Feb 6, 2026]**

VI. Committees [March 6, 2026]

- a. Standing and Special Committees shall
 - ii. meet regularly, post agendas a reasonable time in advance, and maintain detailed summary minutes;
 - iii. make all formal actions available to the campus community in a timely manner.
 - iv. 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 a resolution is not met.

VII. Committee Reports [March 6, 2026]

- a. Committee chairs shall provide written reports to the College Senate.
- b. The Senate President, Council and Standing Committee chairs, as well as elected representatives to college-wide committees shall provide a monthly written report to the College Senate no later than eight (8) days prior to the meeting for distribution in the agenda packet. **[May 22, 2026]**
- c. Reports requiring Senate action shall clearly state the proposed motion at the end of the report.

VIII. Elections [March 6, 2026]

- a. Senators and Senators Elect 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 10 for their statements to be distributed to the voting members prior to the election.
- b. For any position that had no interest statement submitted by the deadline, additional nominations will be taken from the floor during the meeting at which officer elections are held, prior to the election for each office occurring.
- c. The college senate shall hold officer elections for the subsequent academic year at its regularly scheduled monthly meeting in April.
- d. Senators and Senators Elect running for Executive Council Officer positions (excluding the Presidency) are strongly encouraged to have served as a Senator previously.

COMBINED BYLAWS, SPECIAL RULES AND STANDING RULES

STANDING RULES OF THE CT STATE COLLEGE SENATE

- e. Senators and Senators Elect running for President must have served as a Senator for at least one year.
- f. Newly elected officers are expected to attend all relevant College Senate and Executive Council meetings subsequent to their election.
- g. The Elections Committee shall
 - i. coordinate with home campus governance leaders to collect names, membership role, and contact information of newly elected Senators to the College Senate no later than April 1st of each year to allow for transition of Senators.
 - ii. conduct College Senate officer elections for the following academic year.
 - iii. conduct any special election required due to an officer position being vacated.
 - iv. facilitate communications regarding College Senate officer elections to College Senate membership, nominees, campuses, and CT State leadership.
 - v. put the Officer Election nominations and statements of interest into the College Senate electronic depository file titled "Elections" for College Senators to review by April 11.
 - vi. ensure newly elected College Senators have access to Executive Board Nominee statements of interest prior to the meeting at which an election will be held.