

**THE BYLAWS OF THE
ROCKVILLE FACULTY SENATE
OF MONTGOMERY COLLEGE**

Draft Revision, April 2012

2.731 General

The Campus Faculty Senate is an advisory and representative body that serves as clearinghouse and conduit for faculty members on each campus to communicate faculty-related issues, initiatives and concerns to the College-Wide Faculty Council or the appropriate College unit or body. The Committee will also communicate and disseminate information from the Faculty Council and other College units and bodies to the campus faculty. The Faculty Senate on each campus will make recommendations to the Faculty Council to fill vacancies on various committees.

The Rockville Faculty Senate represents the faculty. The Senate informs, counsels, and advises the Provost on matters of concern to faculty and the campus community.

The Rockville Faculty Senate will make recommendations to the Faculty Council when appropriate and will work with the Faculty Council at the request of said Council.

Recommendations of the Faculty Senate, are subject to review by the full and part-time campus faculty as specified in section 2.734 below. Faculty Senate meets to discuss matters relating to faculty, faculty status, and academic matters including curriculum, academic regulations, academic appeals and the educational process. All decisions are subject to review by the College-wide Faculty Council.

The rules contained in Robert's Rules of Order shall govern the Faculty Senate in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the Faculty Senate.

2.732 Functions

The Faculty Senate is specifically charged with the following functions:

- A. To promote policies, procedures, and a campus environment conducive to the academic, personal, and professional development of the Rockville faculty, and to encourage civic responsibility among the Rockville faculty members.
- B. To call campus faculty meetings whenever such meetings are deemed necessary by the Senate or the Provost or upon written request of faculty members of the campus.
- C. To maintain close communication with other faculty Senate, and refer appropriate matters which have campus or college-wide implications to them.
- D. To maintain liaison with appropriate administrators and student and staff organizations in order to ensure effective communication among members of the campus community.

2.733 Composition, Voting and Meeting

- A. The Rockville Faculty Senate shall be composed of fifteen full-time faculty members, and three part-time faculty members beginning in the 2012-13 academic year. No more than two persons from one department may serve at any one time.

B. At scheduled meetings, each member, including the chair of the Faculty Senate, shall have one vote. A Senate member must be present at the scheduled vote. A tie vote on any motion defeats the motion. **Questions about a vote by email or absentee ballot**

C. The Faculty Senate shall meet on the dates or days determined by its membership and at other times at the call of its chair. The chair must call a Senate meeting upon written request of Senate members, with written request of campus faculty, or at the request of the provost. Consideration of protocol and scheduling of College-wide committees should be taken into consideration.

D. The chair shall distribute agendas and approved minutes of each meeting to all members of the Rockville faculty, the chairs of the faculty senates at other MC campuses, and the chair of the Collegewide Faculty Council. ~~The minutes will also be posted on the Rockville Faculty Senate web site.~~ **Pending query about an Infonet website** Any faculty member may request an item be added to the agenda. Subjects not on the published agenda may be added only upon approval of a majority of the members present.

E. All sessions of the Senate, except executive sessions, shall be open to all full-time and part-time faculty.

F. Proceedings at executive sessions are confidential. Any member of the Faculty Senate may move to go into executive session, and such a motion must be adopted by a majority vote of the members present. Only voting members and special invitees are allowed to attend an executive session. The determination of whether a non-member is to be invited shall be by majority vote of voting members present. Every person present at an executive session is honor bound not to divulge anything that occurred during the session. If minutes are kept of an executive session, they must be read and acted upon only in executive session.

G. A quorum shall exist when ten voting members are present at a duly announced Senate meeting.

H. The members of the Senate, by a majority vote of members present, may at any time refer a matter for action by the campus faculty may, by a simple majority of votes cast, reverse or otherwise change any action of its elected Faculty Senate. For purposes of action on a matter that the Senate refers to the full-time campus faculty, including the election of Senate members or reversal of an action of the Senate, and for all other purposes associated with duly-announced faculty meetings, a quorum is designated as more than fifty percent of the full-time faculty members **(Do we want a percentage of part-time votes?)** of the Rockville Campus either by presence or ballot. Any action of the Senate members may be questioned at any meeting of the full-time faculty of the campus. Notice of a meeting should be distributed to each faculty member through the campus mail systems at least three working days prior to the meeting.

2.734 Selection of Members and Terms of Office

Full-time faculty members of the campus nominate and elect full-time members of the Faculty Senate for two-year terms. Part-time faculty members of the campus nominate

and elect part-time members of the Faculty Senate for two-year terms. All members may serve at most four consecutive years. Thereafter, at least one year must elapse before the member is again eligible for nomination and election. Elections/Appointments starting in Spring 2013 for the 2013-2014 Academic year and later will take place according to the college-wide voting process.

2.735 Officers of the Faculty Senate

A. Newly appointed and returning Senate members shall together elect a chair and a vice-chair of the Senate for a term of one year.

Duties of the chair shall include:

1. The Senate chair shall preside at Senate meetings.
2. The chair shall publish the agenda for each meeting and arrange for its distribution.
3. The chair will schedule the meetings for the Academic Year, arrange for the room reservation for each meeting, and publicize the dates and places.
4. The Senate chair shall be a voting member and attend meetings of the Collegewide Faculty Council.
5. The Senate chair shall attend meetings of Faculty Council.

Duties of the vice-chair shall include:

1. The vice-chair shall act as chair in the absence of the chair.

B. In the event the Senate chair is absent, the vice-chair shall preside and perform all other functions normally falling to the chair. If neither the chair nor vice chair is present, the Senate shall elect a temporary chair to preside by majority vote of those present, provided they constitute a quorum. In the event that Senate chair and vice chair cannot attend the Faculty Council meeting, the chair will designate a proxy to attend his/her stead.

2.9 Process for Amending the Rockville Faculty Senate Bylaws

- A. The Rockville Faculty Senate Bylaws will be reviewed at least every four years.
- B. All Rockville full-time and part-time faculty have the right to propose changes to the bylaws.
- C. Proposed changes to the bylaws shall be distributed for consideration to full-time and part-time faculty for feedback at least ten working days prior to a vote. The Faculty Senate will provide an opportunity for faculty to express opinions and concerns on the proposed changes to the bylaws.
- D. The Bylaws may be amended by a two-thirds majority vote of the Faculty Senate; voting at a faculty meeting or by general ballot or e-mail.
- E. All amendments to the Bylaws will be forwarded to the campus Provost and the College President for their information.

Revised: May 24, 1983; May 17, 1984; September 18, 1988; April 14, 1989; January 19, 1993;
March 31, 1995; December 14, 1999; March 15, 2000; April 2003; September 2007.
Revised: Terri Maradei, Chair RFC April 2012.

Revised: Charmaine Weston, Secretary RFS October 2012

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