

**UNIVERSITY OF HAWAI'I-LEEWARD COMMUNITY COLLEGE  
FACULTY SENATE**

**CHARTER AND BYLAWS**

Preamble

The University of Hawai'i-Leeward Community College Faculty Senate has been established by authority of the **University of Hawai'i** Board of Regents. The Faculty Senate provides a formal, independent voice and organization, and, through its Bylaws, establishes formal procedures by which the Faculty of the College can work in a collegial manner with their administrative colleagues. **The Faculty Senate is committed to** developing and implementing policies that will provide a favorable environment for learning within the University of Hawai'i System. The Faculty Senate shall also promote communication and mutual understanding among members of the faculty, **staff, lecturers, administrators**, students, and the community.

**I. CHARTER**

**ARTICLE I**

Purpose and Functions of the Faculty Senate

- Section 1. The Faculty Senate shall serve as the policy-recommending and advisory body of the Faculty. On behalf of the Faculty, it is responsible for making recommendations to the **Vice Chancellor for Academic Affairs/Chief Academic Officer and Chancellor of Leeward Community College**, the **Vice President** for Community Colleges, the President of the University of **Hawai'i System**, and the Board of Regents.
- Section 2. "Policy," within this Charter, means a general rule for the operation of the College and the conduct of its faculty, students, and administrators and includes, but is not limited to, the following:

GENERAL REVISIONS: To amend the Leeward Community College Faculty Senate Charter and Bylaws document title and Preamble by inserting "University of Hawai'i-" before the words "Leeward Community College."

GENERAL REVISIONS: To amend the Leeward Community College Faculty Senate Charter and Bylaws document by striking out the hyphen ("-") in the word "by-laws." [RONR (10<sup>th</sup> ed.), p. 12, 1-11.]

GENERAL REVISIONS: To amend the Preamble by inserting "University of Hawai'i" before the words "Board of Regents."

GENERAL REVISIONS: To amend the Preamble by inserting a comma between the words "formal" and "independent."

GENERAL REVISIONS: To amend the Preamble by striking out "in" and inserting ". The Faculty Senate is committed to" before the words "developing and implementing policies."

GENERAL REVISIONS: To amend the Preamble by striking out "administration" and inserting "staff, lecturers, administrators."

GENERAL REVISIONS: To amend Article I, Section 1, by striking out "Provost" and inserting "Vice Chancellor for Academic Affairs/Chief Academic Officer and Chancellor of Leeward Community College."

GENERAL REVISIONS: To amend Article I, Section 1, by striking "Chancellor" and inserting "Vice President" before the words "for Community Colleges."

GENERAL REVISIONS: To amend Article I, Section 1, by inserting "of Hawai'i System" after the word "University."

- A. general education and academic **matters of** the College and its operation as **a campus** of the University of **Hawai'i** System.
- B. review, evaluation, **and development** of instructional, academic, and **student** support programs.
- C. budget and finances.
- D. evaluation of faculty members and campus administrators.
- E. faculty-administration relations **concerning the evaluation and selection procedures of candidates for administrative positions.**
- F.** **faculty-staff relations.**

GENERAL REVISIONS: To amend Article I, Section 2, Clause A, by replacing "educational" with "education,,"; replacing "policy" with "matters"; inserting "of"; striking out "/or"; replacing "part" with "a campus"; and inserting "of Hawai'i."

GENERAL REVISIONS: To amend Article I, Section 2, Clause B, by striking out "policies relating to the initiation, "and," and "staff development," and inserting "and development" and "student."

GENERAL REVISIONS: To amend Article I, Section 2, Clause C, by striking out "policies concerning," "planning," and "financial expenditures," and inserting "finances" after the word "budget."

GENERAL REVISIONS: To amend Article I, Section 2, Clause D, by striking out "policies relating to the."

GENERAL REVISIONS: To amend Article I, Section 2, Clause E, by inserting "concerning the evaluation and selection procedures of candidates for administrative positions."

GENERAL REVISIONS: To insert after Clause E a new Clause F reading "faculty-staff relations" and change the clause designation.

G. faculty-student relations.

H. professional ethics and conduct of its members.

I. other areas determined by the Faculty.

Section 3. The Senate may accept such other responsibilities as the Vice Chancellor for Academic Affairs/Chief Academic Office and the Chancellor of Leeward Community College, the Vice President for Community Colleges, the President of the University of Hawai'i System, or the Board of Regents may assign to it.

Section 4. In carrying out the aforementioned functions and responsibilities, the Senate shall amend such Bylaws, rules of order, and regulations as it may deem necessary.

GENERAL REVISIONS: To amend Article I, Section 2, Clause H, by striking out "the establishment of a canon of" and "an effective means of professional self-discipline" and inserting "conduct of its members."

GENERAL REVISIONS: To amend Article I, Section 2, Clause I, by striking out "academic subject identified by faculty members, administrators, and other appropriate sources" and inserting "areas determined by the Faculty."

GENERAL REVISIONS: To amend Article I, Section 3, by striking out "Provost" and inserting "Vice Chancellor for Academic Affairs/Chief Academic Officer and Chancellor of Leeward Community College."

GENERAL REVISIONS: To amend Article I, Section 3, by striking out "Chancellor" and inserting "Vice President" before the words "for Community Colleges."

GENERAL REVISIONS: To amend Article I, Section 3, by inserting "of Hawai'i System" after the words "President of the University."

GENERAL REVISIONS: To amend Article I, Section 4, by striking "make" and inserting "amend" after the word "shall" and also inserting the words "of order" after the word "rules."

## ARTICLE II

### Recognition and Transmission of Senate Actions

- Section 1. The transmission of, receipt of, and response to the Senate actions shall follow the procedures set forth in the current University directives relating to faculty involvement in academic policy.
- Section 2. The **Chancellor**, or other appropriate administrative official of the College, shall respond to Faculty Senate communications within a reasonable time, normally no more than 30 days unless otherwise mutually agreed upon.
- Section 3. The Faculty Senate, likewise, shall respond to requests from the **Chancellor** or other administrator within **no more than 30 days unless otherwise mutually agreed upon.**
- Section 4. Official communications between the Faculty Senate and the College Administration shall be in writing, responsibility for which shall rest with the Chair of the Faculty Senate and the **Chancellor.**

GENERAL REVISIONS: To amend Article II, Section 2, by striking out "Provost" and inserting "Chancellor."

GENERAL REVISIONS: To amend Article II, Section 3, by striking out "Provost" and inserting "Chancellor."

GENERAL REVISIONS: To amend Article II, Section 3, by striking out "a similar period of time" and inserting "no more than 30 days unless otherwise mutually agreed upon."

GENERAL REVISIONS: To amend Article II, Section 4, by striking out "Provost" and inserting "Chancellor."

## ARTICLE III

### Relationship of This Charter to Collective Bargaining Agreements

- Section 1. Any agreement negotiated between the Board of Regents and the duly authorized bargaining agent of the Faculty under Act 171, Chapter 89 of the Hawaii Revised Statutes, shall supersede any provisions of this Charter, or the Bylaws made pursuant thereto, with which they may conflict.
- Section 2. Should any provisions of this Charter, or Bylaws made pursuant thereto, be superseded for reasons stated in Section 1, all remaining provisions are separable and shall remain in effect.

GENERAL REVISIONS: To amend Article III, Section 1, by striking out "Hawaii" and inserting "Hawai'i."

**ITEM #1:**

- To amend Charter Article IV, Section 1, by striking out "Part-time members of the Faculty shall not have voting rights but shall have a voice in Faculty discussions and the right to appeal to the Faculty Senate" and inserting "Right to vote should also include lecturers teaching at least eight credits at the College. Part-time faculty should be defined as lecturers teaching seven credits or less."
- To amend Charter Article IV, Section 2, by striking out ", and one Official Observer non-voting member selected by the Lecturer Organization" and by inserting ". The Lecturer Group is guaranteed on the Faculty Senate at least one voting member who teaches at least eight credits at the College, with such member to be either elected or appointed by the Senate Chair."
- To amend Charter Article IV, Section 3, by inserting "Lecturers teaching at least eight credits at the College are also eligible for election, with no more than two lecturers at any one time."

## ARTICLE IV

### Members of the Faculty and the Faculty Senate

- Section 1. **The Faculty includes Board of Regents-appointed full-time and half-time**

**faculty and lecturers.** Full-time and half-time **faculty** shall have the right to vote on such matters as may be submitted to the Faculty for a decision, including the elections of members to the Faculty Senate. **Right to vote should also include lecturers teaching at least eight credits at the College. Part-time faculty should be defined as lecturers teaching seven credits or less.** ~~The Provost shall be the Honorary Chairman of the Faculty.~~

GENERAL REVISIONS: To amend Article IV, Section 1, by striking out "all full-time," "appointees," "part," "instructors," and "Only" and inserting "-appointed full-time," "half," and "faculty and lecturers."

Section 2. There shall be a Faculty Senate composed of **22 members** or 10% of the full-time Faculty, whichever is greater, on the rolls as of September 1 each year. **The Lecturer Group is guaranteed on the Faculty Senate at least one voting member who teaches at least eight credits at the College, with such member to be either elected or appointed by the Senate Chair.** To insure that all Divisions of the College are represented in the Faculty Senate, one additional Senator shall be appointed from each Division not represented by an elected Senator. The method of appointment and the definition of Division are stated in the Bylaws.

GENERAL REVISIONS: To amend Article IV, Section 1, by striking out "faculty" and "BOR appointees to positions of the Faculty" and inserting "faculty" after the words "Only full-time and half-time."

Included in ITEM #1.

ITEM # 2: To amend Article IV, Section 1, by striking out "The Provost shall be the Honorary Chairman of the Faculty."

Section 3. All full-time and half-time BOR-appointee Faculty members are eligible for election to the Faculty Senate except those in administrative positions listed in the Bylaws. **Lecturers teaching at least eight credits at the College are also eligible for election, with no more than two lecturers at any one time.**

GENERAL REVISIONS: To amend Article IV, Section 2, by striking out "voting" between the words "21" and "members."

Included in ITEM #1.

Included in ITEM #1.

## ARTICLE V

### Election and Term of Office

Section 1. Elections for the Faculty Senate shall be held in the Fall semester of each year, following the procedures set forth in the Bylaws.

Section 2. Senators shall be elected for **a two-year term**, one-half of the Senate being elected each year. The **Lecturer seat** shall be filled on an annual basis.

GENERAL REVISIONS: To amend Article V, Section 2, by inserting "a" and replacing "terms" with the word "terms."

Section 3. Term of office shall be limited to three consecutive **two-year terms**.

GENERAL REVISIONS: To amend Article V, Section 2, by striking out "non-voting."

Section 4. Senate vacancies shall be filled in accordance with the procedures set forth in the Bylaws.

GENERAL REVISIONS: To amend Article V, Section 3, by replacing "years" with the word "year."

## ARTICLE VI

### Amendment of Charter

Section 1. Amendments to this Charter may be proposed by the Faculty Senate or by a petition signed by no fewer than 20% of the voting members of the Faculty. After introduction by a Senator or receipt by the Secretary, a proposed amendment shall be given first reading at the next meeting of the Senate.

GENERAL REVISIONS: To amend Article VI, Section 1, by inserting "a," striking out "of," and inserting "signed by."

Section 2. Consideration of a proposed amendment shall be given by the Senate at the next meeting following first reading. The proposed amendment of the Charter may itself be amended at this time by a two-thirds majority of the Senate. The Senate shall then transmit to the Faculty its recommendations concerning the proposed amendment and shall schedule a vote on the proposed amendment (as it may have been amended).

GENERAL REVISIONS: To amend Article VI, Section 1, by striking out "Senators present" and inserting "Senate."

Section 3. A two-thirds majority of all voting members of the Faculty is required for approval of the proposed amendment.

GENERAL REVISIONS: To amend Article VI, Section 2, by striking out "Senator" and inserting "Senate."

Section 4. All amendments to the Charter shall be submitted to the Vice Chancellor for Academic Affairs/Chief Academic Officer and the Chancellor for transmission to the Vice President for Community Colleges. They shall become effective upon approval by the Chancellor and the Vice President for Community Colleges.

GENERAL REVISIONS: To amend Article VI, Section 3, by striking out "eligible faculty members voting on" and inserting "voting members of the Faculty is required for approval of."

GENERAL REVISIONS: To amend Article VI, Section 4, by striking out "Provost" and inserting "Vice Chancellor for Academic Affairs/Chief Academic Officer and the Chancellor."

## II. BYLAWS

### ARTICLE I

#### Officers of the Senate and Their Duties

Section 1. Officers of the Senate shall include a Chair, a Vice-Chair, and a Secretary. These officers shall be elected by the Senate and will serve for a term of one year.

GENERAL REVISIONS: To amend Article VI, Section 4, by striking out "Chancellor" and inserting "Vice President" before the words "for Community Colleges."

GENERAL REVISIONS: To amend Article VI, Section 4, by striking out "Provost" and inserting "Chancellor" and striking out "Chancellor" and inserting "Vice President for Community Colleges."

Section 2. Duties, responsibilities, and authority of the Chair shall include the following:

GENERAL REVISIONS: To amend Article I, Section 1, by striking out "at the meeting in which newly elected Senators take office."

A. **Serve as the official liaison between the Faculty and the Administration and as the primary spokesperson of the Faculty.**

GENERAL REVISIONS: To change the clause designations in Article I, Section 2.

B. Preside at all meetings of the Senate and at Faculty meetings called by the Senate.

GENERAL REVISIONS: To insert a new Clause A reading as follows: "Serve as the official liaison between the Faculty and the Administration and as the primary spokesperson of the Faculty."

- C. Schedule meetings of the Senate and prepare the agendas for those meetings.
- D. Appoint, subject to confirmation by the Senate, the Chairs of all standing and **ad hoc** committees.
- E. Appoint members of standing and ad hoc committees as provided for in Article III of these Bylaws.
- F. Serve as an ex-officio **member** of all Senate committees.
- ~~H. Serve as a liaison between the Faculty and the Administration, transmitting to the Provost, in writing, all official Senate communications.~~
- ~~I. May rescind, without referral to the Senate, appointments made subject to this section.~~

GENERAL REVISIONS: To amend Article I, Section 2, Clauses D and E, by striking out the hyphen (“-”) in the word “ad-hoc.”

GENERAL REVISIONS: To amend Article I, Section 2, Clause F, by replacing “members” with the word “member.”

GENERAL REVISIONS: To amend Article I, Section 2, by striking out Clause H.

**ITEM #3:** To amend Article I, Section 2, by striking out Clause I.

Section 3. Duties, responsibilities, and authority of the Vice-Chair shall include the following:

- A. Perform the duties of the Chair in the absence or at the request of the Chair.
- ~~B. Serve as an ex-officio member of committees as designated by the Chair.~~
- B. Assist the Chair as necessary or requested.

GENERAL REVISIONS: To amend Article I, Section 3, by striking out Clause B.

Section 4. Duties, responsibilities, and authority of the Secretary shall include the following:

- A. **Keep the minutes of all Senate meetings, except executive sessions.**
- B. Distribute copies of the minutes of each meeting to each Senator, each Division, the Administration, and others as

GENERAL REVISIONS: To amend the clause designation for Article I, Section 3.

GENERAL REVISIONS: To amend Article I, Section 4, Clause A, by inserting “Senate” and striking out “of the Senate” and “of the.”

appropriate.

C. Keep the official records of the Senate, transmitting copies of the approved Minutes for a permanent file.

GENERAL REVISIONS: To amend Article I, Section 4, Clause C, by striking out "at the Library."

D. As requested by the Chair, handles official correspondence of the Senate.

GENERAL REVISIONS: To amend Article I, Section 4, Clause D, by inserting "As requested by the Chair, handles" and striking out "handle all."

E. As requested by the Chair, notifies all Senators of meeting dates and places and other relevant information.

GENERAL REVISIONS: To amend Article I, Section 4, Clause E, by inserting "As requested by the Chair, notifies" and striking out "notify."

F. Receive reports from all Senate committees.

GENERAL REVISIONS: To amend Article I, Section 4, Clause F, by striking out "form" and inserting "from."

G. Furnish copies of the unapproved and approved minutes of Senate meetings for inclusion in campus-wide publications.

GENERAL REVISIONS: To amend Article I, Section 4, Clause G, by inserting "and approved minutes" and striking out "Minutes."

## ARTICLE II

### Meetings of the Senate

Section 1. General meetings of the Senate may be held at any time but shall be scheduled by the Chair at least once every six weeks during the academic year.

Section 2. Meetings of the Faculty Senate shall be conducted in accordance with the current edition of Robert's Rules of Order Newly Revised, except as may otherwise be stated herein.

GENERAL REVISIONS: To amend Article II, Section 2, by inserting "the current edition" and "Newly Revised" and striking out "(revised)."

Section 3. Proposals concerning new business may be passed at a meeting in which they are introduced upon approval by a two-thirds majority of the Senators present. Proposals supported by only a simple majority at the meeting in which they are introduced shall be considered at the next regularly scheduled meeting of the Faculty Senate. Approval at that time or later shall require only a simple majority vote.

Section 4. Special meetings shall be scheduled by the Chair upon the request of any three Senators or upon receipt of a petition signed by not less than 10% of all faculty members. The request or petition shall state the reason that a special meeting is desired and the topic(s) to be addressed. Such special meetings shall be held as soon as practicable, but not later than 10 working days from receipt of the request or petition or at a date agreed upon by the Senate Chair and those requesting the special meeting.

- Section 5. Both general and special meetings shall be open to all members of the Faculty. Official action by the Senate may be taken only at general or special meeting.
- Section 6. Faculty shall be notified of all **regular meetings** at least one week prior to the meeting **and special meetings as soon as possible.**
- Section 7. Executive sessions of the Senate may be scheduled by the Chair and shall be closed to all except members of the Senate and persons whom the Senate deems appropriate to invite, if any. No official action may be taken by the Senate at such executive sessions.
- Section 8. Two-thirds of the membership of the Senate shall constitute a quorum for the transaction of business.
- Section 9. Persons external to the Faculty Senate may be asked to leave during voting on motions.**

GENERAL REVISIONS: To amend Article II, Section 6, by inserting "regular" before the word "meetings" and inserting "and special meetings as soon as possible."

ITEM #4: To insert after Section 8 in Article II a Section 9 reading as follows: "Persons external to the Faculty Senate may be asked to leave during voting on motions."

### ARTICLE III

#### Committees

- Section 1. Committees shall be appointed to serve such purposes as the Senate may desire. Among these shall be the standing committees named in Article IV of these Bylaws and such ad hoc committees as may be deemed necessary. Standing committees shall have not fewer than three voting members.
- Section 2. Chairs of all Senate committees shall be appointed by the Senate Chair from among members of the Senate, subject to confirmation by simple majority vote of the Senate.
- Section 3. Chairs will provide a written year-end report to the Executive Committee.**
- Section 4. Membership on all committees is open to all Faculty, including **lecturers**. Committee Chairs may appoint members of their own committees in addition to any appointed by the Senate Chair.
- Section 5. **No faculty member may simultaneously serve on more than two standing committees.**
- Section 5. Committee actions are advisory in nature. A written report of committee

ITEM #5: To insert after Section 2 in Article III a new Section 3 reading as follows: "Chairs will provide a written year-end report to the Executive Committee." Also, to change the section designations in Article III.

GENERAL REVISIONS: To amend Article III, Section 3, by striking out "faculty members" and "part-time faculty members" and inserting "Faculty" and "lecturers."

ITEM #6: To amend Article III by striking out Section 4, which reads, "No faculty member may simultaneously serve on more than two standing committees."

recommendations shall be submitted to the full Senate for review and adoption, modification, or rejection.

## ARTICLE IV

### Standing Committees

#### Section 1. Executive Committee

##### A. Functions

1. Design and organize the Senate and meetings.

##### B. Membership

1. The officers include the Faculty Senate Chair, Vice-Chair, and Secretary. The officers of the Executive Committee also serve as the officers of the Senate.
2. Faculty Senate Committee Chairs may also serve at the discretion of the Senate Chair.

ITEM #7: To insert a new Section 1 and Clauses A and B in Article IV regarding an Executive Committee. Also, to change the section designations in Article IV.

#### Section 2. Academic Support and Institutional Support Committee

##### A. Functions

1. Monitor, evaluate, and recommend policies and procedures concerning the provision of academic and institutional support services to faculty, staff, and students.

##### B. Membership

1. The Committee Chair and appointed faculty members shall be voting members.
2. One member of the College Administration shall be invited to serve as a non-voting member.

GENERAL REVISIONS: To amend Article IV, Section 2, Clause A, by inserting "staff" between the words "faculty" and "students."

#### Section 3. Budget and Planning Committee

##### A. Functions

1. Consult with and advise the Administration on



and academic support Divisions shall be voting members.

2. The **Vice Chancellor for Academic Affairs/Chief Academic Officer, the Dean of Arts and Sciences, the Dean of Career and Technical Education,** and the Registrar, or their designated representatives, shall be non-voting members.

GENERAL REVISIONS: To amend Article IV, Section 4, by striking out "Dean of Instruction" and inserting "Vice Chancellor for Academic Affairs/Chief Academic Officer, the Dean of Arts and Sciences, the Dean of Career and Technical Education."

Section 5. Faculty Committee

A. Functions

1. Monitor and make recommendations concerning any aspect of faculty academic activities, including sabbatical leaves, travel, evaluation, **and committee assignments.**
2. Maintain a continuing review of the **conduct of its members.**
3. Provide for an overview of policies and procedures of concern to the Faculty.
4. **Solicit and recommend members for various committee compositions regarding academic matters.**

ITEM #8: To amend Article IV, Section 5, Clause A, 1, by striking out "and" before the word "evaluation" and inserting "and committee assignments" after the word "evaluation."

GENERAL REVISIONS: To amend Article IV, Section 5, Clause A2 by striking out "Canon of Ethics for faculty members and its effects on Faculty professional activities" and inserting "conduct of its members."

B. Membership

1. The Committee Chair and appointed faculty members shall be voting members.
2. The Dean of **Arts and Sciences** or designated representative shall be invited to serve as a non-voting member.

GENERAL REVISIONS: To insert after Clause 3 in Section 5 a Clause A4 reading as follows: "Solicit and recommend members for various committee compositions regarding academic matters."

GENERAL REVISIONS: To amend Article IV, Section 5, Clause B2 by striking out "Instruction" and inserting "Arts and Sciences."

Section 6. Legislative Relations Committee

A. Functions

1. Advise and cooperate with the College Administration to maintain productive relations with individual legislators and legislative committees. Contacts with individuals and committees shall be consistent with stated University policies.

- B. Membership
  - 1. The Committee Chair and appointed faculty members shall be voting members.
  - 2. One member of the College Administration shall be invited to serve as a non-voting member.

Section 7. Program Review, **Institutional Research, and Assessment** Committee

- A. Functions
  - 1. Maintain a continuing overview of the instructional program for quality and content.
  - 2. Monitor, evaluate, and recommend policies and procedures relating to program reviews.
  - 3. Review program reviews and recommend their acceptance, revision, or rejection.
  - 4. **Make** recommendations concerning academic and related programs and activities undertaken outside the traditional framework of classroom activity.
  - 5. Review and evaluate the programs and activities conducted in this manner.

GENERAL REVISIONS: To amend Article IV, Section 7, by inserting "Institutional Research, and Assessment" after the word "Program Review."

GENERAL REVISIONS: To amend Article IV, Section 7, Clause A4, by striking out "Monitor" and changing "make" to "Make."

- B. Membership
  - 1. The Committee Chair and appointed faculty members shall be voting members.
  - 2. The Dean of **Arts and Sciences** or designated representative shall be invited to serve as a non-voting member.
  - 3. The Committee Chair shall coordinate with the Director of the Office of Continuing Education and **Workforce Development** as appropriate.

GENERAL REVISIONS: To amend Article IV, Section 7, Clause B2 by striking out "Instruction" and inserting "Arts and Sciences."

GENERAL REVISIONS: To amend Article IV, Section 7, Clause B3, by striking out "Training" and inserting "Workforce Development."

Section 8. Student Committee

- A. Functions
  - 1. Monitor and make recommendations on policies and procedures relating to student admissions, testing, counseling, retention, and grievances.
  - 2. Serve as an official channel of communication between **students** and the Faculty.

GENERAL REVISIONS: To amend Article IV, Section 8, Clause B2, by striking out "the student body" and inserting "students."

B. Membership

1. The Committee Chair and appointed faculty members shall be voting members.
2. The Dean of Student Services or designated representative shall be invited to serve as a non-voting member.
3. The President of the Student Body or designated representative shall be invited to serve as a non-voting member.
4. **Other students of the College may be invited to serve as non-voting members.**

**ITEM #9:** To insert after Sub-Clause 3 in Clause B, Section 8, Article IV, a new Sub-Clause 4 reading as follows: "Other students of the College may be invited to serve as non-voting members."

**ARTICLE V**

Elections

Section 1. An Elections Committee shall be appointed in September of each year for the purpose of nominating candidates for election to the Faculty Senate and to conduct the election. The Committee Chair and members shall be appointed in accordance with Article III of these Bylaws and shall include one member from each Division.

Section 2. The Elections Committee shall nominate eligible faculty members to run for the Faculty Senate, a list of whom shall be made available to all faculty members at least three weeks before the start of the voting period. Additional nominations may be made by petition of ten percent (10%) of the eligible voters, submitted to the Committee Chair not less than ten days before the start of the voting period. Another list of candidates shall be made available to all faculty members not less than seven days before the start of the voting period.

**Section 3.** Of the **22** elected members,

- A. Eleven Senators will be elected in one year, and **eleven** will be elected in alternate years, with additional seats elected should vacancies occur.
- B. ~~One (1) non-voting Lecturer will be elected by the Lecturer Organization. The Lecturer Organization will notify the Senate Chair of its selection by the last day of the fall semester.~~

Continuation of  
**ITEM #1:**  
• To amend Bylaws Article V, Section 3 by striking out "21" and inserting "22."  
• To amend Bylaws Article V, Section 3, Clause A by striking out "ten" and inserting "eleven."  
• To strike out Bylaws Article V, Section 3, Clause B.

**GENERAL REVISIONS:** To amend Article V, Section 3, by striking out the comma (",").

**GENERAL REVISIONS:** To amend Article V, Section 3, Clause B, by striking out "Official Observer" before the word "Lecturer."

**GENERAL REVISIONS:** To amend Article V, Section 3, Clause B, by striking out "their" and inserting "its."

- Section 4. No person shall be listed as a candidate for the Faculty Senate without written consent of that person.
- Section 5. The election period shall be the working days of the first full calendar week in November.
- Section 6. Elections shall be by secret ballot, each eligible voter being provided one ballot. Marked ballots shall be deposited in a ballot box at one of the specified voting places.
- Section 7. Voting must be completed by noon on the last day of the voting period. Ballots shall be counted by an Elections Committee that afternoon, and the Committee Chair shall inform the Faculty Senate Chair of the results as soon as practicable. Names of the newly elected Senators shall be published in a campus-wide publication within seven days of the completion of the election.
- Section 8. A special meeting of the newly elected Senate shall take place in **May** for the sole purpose of electing officers for the following year.
- Section 9. Newly elected Senators shall take office during the **first** regularly scheduled Faculty Senate meeting of the academic year.

GENERAL REVISIONS: To amend Article V, Section 8, by striking out "February" and inserting "May."

GENERAL REVISIONS: To amend Article V, Section 9, by striking out "last" and inserting "first" before the words "regularly scheduled Faculty Senate meeting."

## ARTICLE VI

### Removal of Senators

- Section 1. The Chair shall have the authority, **with the consent of the Senate,** to remove any Senator who **has** missed two regular meetings of the Faculty Senate **during any given semester.**

GENERAL REVISIONS: To amend Article VI, Section 1, by striking out "as" and inserting "has."

## ARTICLE VII

### Vacancies

- Section 1. A vacancy shall be considered to exist when the number of Senators is less than that prescribed in Article IV, Section 2, of the Charter. (No vacancy will exist if all Divisions are represented and the remaining number of Senators is more **than 21** or 10% of the Faculty.)

**ITEM #10:** To amend Article VI, Section 1, by inserting ", with the consent of the Senate," after the words "The Chair shall have the authority" and by inserting "during any given semester" after the words "meetings of the Faculty Senate."

GENERAL REVISIONS: To amend Article VII, Section 1, by striking out "the larger of."

Section 2. The Chair of the Faculty Senate shall appoint any eligible member of the Faculty to fill a vacancy on the Senate, subject to confirmation by a simple majority vote of the remaining Senators.

Section 3. Appointed Senators shall serve only until the next regular election.

## ARTICLE VIII

### Definitions

Section 1. Administrative positions are defined as those occupied by the **Chancellor, Vice Chancellor for Academic Affair/Chief Academic Officer, Deans,** and Directors. Faculty members occupying those positions shall be **considered part** of the Administration. Division Chairs, while having administrative responsibilities, shall not be considered part of the College Administration.

GENERAL REVISIONS: To amend Article VIII, Section 1, by striking out "Provost" and inserting "Chancellor, Vice Chancellor for Academic Affair/Chief Academic Officer."

Section 2. Divisions within the College shall include

GENERAL REVISIONS: To amend Article VIII, Section 1, by striking out "to be" after the word "considered."

- A. Arts and Humanities
- B. Business **Technology**
- C. Language Arts
- D. Mathematics and **Natural Sciences**
- E. Student Services
- F. Social Science
- G. Vocational-Technical Education

GENERAL REVISIONS: To amend Article VIII, Section 2, Clause B, by striking out "Education" and inserting "Technology" after the word "Business."

GENERAL REVISIONS: To amend Article VIII, Section 2, Clause D, by inserting "Natural" and replacing "Science" with "Sciences."

- H. **Academic Support**
- I. **Office of Continuing Education and Workforce Development**

GENERAL REVISIONS: To amend Article VIII, Section 2, Clause H, by striking out "Library/Educational Media/Public Services/Other" and inserting "Academic Support."

GENERAL REVISIONS: To insert after Clause H in Section 2, Article VIII, a clause reading as follows: "Office of Continuing Education and Workforce Development."

## ARTICLE IX

Parliamentary Procedure and Faculty Meetings

- Section 1. Meetings of the Faculty as a whole shall be conducted in accordance with **the current edition of Robert's Rules of Order Newly Revised**.
- Section 2. Faculty members shall be notified in writing at least 72 hours before the scheduled time of any meeting of the Faculty as a whole. The place and the agenda shall be specified in the notice of the meeting.
- Section 3. A quorum for meetings of the Faculty as a whole shall consist of the number of faculty members present at each meeting.

**ITEM #11:** To amend Article IX, Section 1, by striking out "Robert's Rules of Order (revised)" and inserting "the current edition of Roberts Rules of Order Newly Revised."

**ARTICLE X**

Amendment of Bylaws

- Section 1: Amendments to these Bylaws may be made by following the same procedures as set forth for amendment of the Charter, except that any amendments approved by the Faculty need be submitted only to the **Vice Chancellor for Academic Affairs/Chief Academic Officer and the Chancellor**. They shall become effective upon approval by **these parties**.

**GENERAL REVISIONS:** To amend Article X, Section 1, by striking out "Provost" and inserting "Vice Chancellor for Academic Affairs/Chief Academic Officer and the Chancellor" and "these parties."

**ARTICLE XI**

Separability

- Section 1. The invalidation of any article or section herein shall have no effect on the applicability of the remaining parts of these Bylaws.

*Charter and Bylaws approved by faculty vote October 15, 1999*

---

Posted Nov. 7, 1999  
Minor formatting errors not affecting the content of this document corrected Oct. 23, 2001

**ITEM #12:** To move that all amendments to the Leeward Community College Faculty Senate Charter and Bylaws take effect at the start of the 2006-2007 academic year.