

**ERIE COMMUNITY COLLEGE  
COLLEGE SENATE BYLAWS**

**RATIONALE**

The College Senate is the central component of shared governance at Erie Community College. As such, it studies, discusses, and makes resolutions on matters pertaining to the core academic mission of the college, and to the interrelationships among academics and the other functional areas of the college, such as budgeting, student services and workforce development. It is the central forum for all deliberations and decisions relating to the core academic mission from all governance and planning committees of the College. It is advisory to the President of the College, and through him or her, to the Board of Trustees.

**ARTICLE I  
NAME**

The name of this organization shall be the College Senate of Erie Community College.

**ARTICLE II  
PURPOSE**

Traditionally, American colleges and universities have employed systems of shared governance. “Shared governance” refers to the collection of practices and procedures by which faculty and staff and sometimes students participate in important institutional decisions along with administrators and policy boards, especially but not limited to decisions about programs and curricula, academic practices and standards, hiring, evaluation and promotion, student affairs, and institutional assessment. Shared governance works best in an atmosphere of collegial collaboration, where it makes optimal use of the differing expertise, talents, and perspectives of the various constituencies within the college community. The College Senate studies, discusses, and makes resolutions on matters pertaining to the core academic mission of the college, and to the interrelationships among academics and the other functional areas of the college, such as budgeting, student services, and workforce development. The College Senate shall, through its Chair and resolutions, inform the President of the College of its recommendations. The College Senate does not concern itself with collective bargaining issues related to the terms and conditions of employment at ECC.

**ARTICLE III  
GOALS**

The goals of the College Senate of Erie Community College shall be:

- A. Provide all constituencies of the College with a forum to discuss and pass resolutions on academic and non-academic issues and policies.
- B. Promote excellence in all programs and offerings at Erie Community College

- C. Encourage an atmosphere of collegial collaboration at Erie Community College.
- D. Coordinate and harmonize the activities of the various programs and initiatives at Erie Community College.
- E. Review and have oversight over the activities of all college-wide committees whose charges and decisions relate to the core academic mission of the College.
- F. Screen disagreements about academic matters.
- G. Provide an opportunity for conversation about academic issues – refer issues to other committees when appropriate.
- H. Provide the necessary communication link among all college constituencies and among the college-wide committees.
- I. Foster an institution culture of excellence at Erie Community College.
- J. Provide transparency in decision making.
- K. Communicate decisions and initiatives to all constituencies.
- L. Empower faculty and administration to create a roadmap for the future of the institution.
- M. Recommend policies to the College President.
- N. Recommend curricula, services, and student learning opportunities for consideration by the College President.

#### **ARTICLE IV PROCESS**

All formal actions of the College Senate (actions which affect the policies or procedures of the college in areas where the Senate has powers and responsibilities, or of the Senate itself) shall be communicated to the College President, and unless vetoed in writing by the President within ten (10) teaching days of receipt by the President, shall become policy of the college, subject to the approval of the Board of Trustees. In the event of a veto, the President will provide a written justification to the Senate.

The FFECC President may veto formal actions of the Senate when such actions clearly violate the FFECC contract. The FFECC President must provide a written justification to the Senate for any such veto.

#### **ARTICLE V MEMBERSHIP**

## **Section 1 Voting Members**

Membership of the College Senate shall be composed of the following:

### **A. Ex-Officio Senators**

Ex-Officio membership shall be composed of:

- the Executive Vice President of Academic Affairs,
- the Executive Vice President for Legal Affairs
- the Executive Vice President of Student Affairs,
- two Associate Vice Presidents of Academic Affairs,
- the Associate Vice President of Student Success,
- the Associate Vice President of Enrollment Management
- the College President or designee,
- the FFECC President or designee,
- the AAEECC President or designee,
- the Chief Administrative and Financial Officer,
- the Chief Information Officer,
- the Director of Human Resources,
- the Director of Equity and Diversity,
- the Representative from the Middle States Chairs,
- the CSEA Section President or designee
- the AFSCME Unit Chairman or designee

Designees of Ex-Officio Senators shall be permitted to vote.

### **B. Elected Faculty Senators**

1. The following Senators shall be elected by their constituencies: one Senator from full-time Counselors, one Senator from the Electronic Technicians, one Senator from the Technical Assistants, three Senators with a minimum four years of service each from part-time teaching faculty, one Senator with a minimum four years of service from part-time non-teaching faculty, one Delegate to the FCCC elected college-wide by FFECC members, one Alternate to the FCCC elected college-wide by FFECC members.
2. Full-time teaching faculty shall elect Senators by division and campus (Liberal Arts for each of the three campuses, Technologies for each of the three, and Business/Public Service for each of the three) with one Senator for each 15 full-time members or fewer in each of the division/campus constituencies. The Health Sciences Division shall elect two senators, one from City or South Campus and one from North Campus. These constituencies will be recounted every five years.
3. Full-time librarians shall elect Senators by the Library unit as a whole, with one Senator for each 15 full-time members or fewer in the Library unit, which will be recounted every five years.

4. The faculty membership of the Senate shall not fall below 60% of the Senators.

### **C. Elected Administrative Senators**

One Senator shall be elected from Department Heads to serve a three year term.

There will be an additional four elected AAEECC voting Senator positions. Any AAEECC member who is a non-voting liaison will be eligible to run. Initial terms will be of one, two, and three years to be decided by a random drawing; subsequent terms shall be for three years. All non-voting liaisons will be eligible to vote, including non-AAEECC members, but only AAEECC members will be eligible to run.

### **D. Senators Appointed by FFECC**

Two senators shall be appointed by the FFECC President.

### **E) Number of Senators**

The number of Senators in any category may be adjusted by a simple-majority vote at a regular Senate meeting or at a special meeting called for that purpose, with 30 days' notice to all Senators.

### **F) Responsibilities of Senators**

- a. To review all committee reports, recommendations and resolutions which accompany each agenda prior to the meeting of the College Senate.
- b. To inform their constituencies of important matters before the Senate.
- c. To collect and communicate the opinions of their constituencies regarding such matters.
- d. To attend all meetings of the College Senate.
- e. To bring to the Senate matters of constituent concern.
- f. To serve on a minimum of one college-wide committee. If any college-wide committee which reports to the Senate lacks an elected Senator as a member, the Chair of the Senate will appoint a Senator to that committee.

### **Section 2 Non-voting Liaisons**

A non-voting liaison shall be elected or appointed by committee or constituency represented from each of the following functional areas of the college:

- A. CWCC/NCDC
- B. Planning/Resources/Middle States
- C. Gen Ed/Program Review

- D. Student Admissions
- E. Workforce
- F. Grants (GOC)
- G. ASC
- H. Foundation
- I. Retention/Enrollment Management/Marketing
- J. Information Technology
- K. DL/Alternative Course Delivery
- L. Student Life
- M. Campus/Workplace Safety and Security
- N. Liaison from the Registrars (selected by Registrars)
- O. Assistant Academic Deans (selected by the AADs)
- P. Advanced Studies and Articulation
- Q. Academic Standards
- R. Facilities and Maintenance
- S. Finance
- T. Assessment and Accreditation
- U. Awards– Employee Recognition
- V. Wellness
- W. Financial Aid
- X. CTLA Committee Liaison

Other liaison positions may be added by a vote of the Senate.

### **Section 3 Verification of Voting Status**

It shall be the responsibility of the Governance Committee to verify voting status based upon the criteria specified in Sections 1 and 2.

## **ARTICLE VI OFFICERS**

### **Section 1 Officers**

The officers of the College Senate shall be a Chair, a Vice Chair, and a Secretary.

### **Section 2 Duties**

**A) Chair.** The Senate Chair shall:

- (1) Preside at all meetings of the College Senate and the Executive Committee of the College Senate;
- (2) Organize all activities of the Senate;
- (3) Act as liaison between the College Senate and the President of the College;
- (4) Rule on whether New Business items are in order and appropriate to the Senate, or whether they must be taken up at the next meeting or referred to other committees or persons;
- (5) Prepare with the Executive Committee and distribute all calendars and agendas for Senate

- meetings at least seven days prior to meetings of the College Senate, where possible;
- (6) Appoint a parliamentarian (who may be a Senator or a non-voting non-Senator);
- (7) To serve as ex-officio member of all college-wide committees; and,
- (8) Call special meetings of the Senate.

**B) Vice Chair.** The Vice Chair shall:

- (1) Assist the Senate Chair in all his/her duties;
- (2) Perform the duties of the Chair in his/her absence; and,
- (3) Perform other duties as assigned by the Chair.

**C) Secretary.** The Secretary shall:

- (1) Ensure that accurate and complete minutes of all Senate meetings are taken, edited, approved, and posted;
- (2) Handle official correspondence of the Senate;
- (3) Oversee the maintenance of all Senate records and files;
- (4) Provide Senators with all data relating to matters before the Senate;
- (5) Distribute minutes and notices of meetings;
- (6) Record a list of absent and present Senators at each meeting of the College Senate.

**Section 3 Eligibility for Senate Office**

The current President, Campus Vice Presidents, Grievance Chair, Secretary, or Treasurer of the Faculty Federation of Erie Community College shall not be eligible to concurrently hold the office of Chair, Vice Chair, or Secretary of the College Senate. Any incumbent in either the specified FFECC offices or the specified Senate offices who is elected/selected to one of the specified offices in the other organization must immediately resign one of the two positions.

**Section 4 Other Duties**

Officers shall perform other duties described by these bylaws and by parliamentary authority contained in the current edition of Robert's Rules of Order, Newly Revised.

**ARTICLE VII  
EXECUTIVE COMMITTEE**

There will be an Executive Committee of the Senate consisting of the Senate Chair, the Vice Chair, the FCCC delegate, one sitting Senator appointed by the FFECC President, two out of the four Executive Vice Presidents, and two other Senators elected by the Senators. The Executive Committee will meet with the College President and the FFECC President once a month at a minimum.

**ARTICLE VIII  
GOVERNANCE COMMITTEE**

**Section 1 Purpose**

The Committee will propose new by-laws and by-law changes to the Senate for votes, will seek candidates for Senate elections, and will organize and conduct Senate elections.

## **Section 2 Membership**

The membership of this committee will be determined by the Senate Chair, with the approval of the Executive Committee.

# **ARTICLE IX ELECTIONS**

## **Section 1 Senators**

**A) Representation.** The following Senators shall be elected by their constituencies: one Senator from full-time Counselors, one Senator from the Electronic Technicians, one Senator from the Technical Assistants, three Senators with a minimum four years of service each from part-time teaching faculty, one Senator with a minimum four years of service from part-time non-teaching faculty, one Delegate to the FCCC elected college-wide by FFECC members, one Alternate to the FCCC elected college-wide by FFECC members.

Full-time teaching faculty shall elect Senators by division and campus (Liberal Arts for each of the three campuses, Technologies for each of the three, and Business/Public Service for each of the three) with one Senator for each 15 full-time members or fewer in each of the division/campus constituencies. The Health Sciences Division shall elect two senators, one from City or South Campus and one from North Campus. These constituencies will be recounted every five years.

Full-time librarians shall elect Senators by the Library unit as a whole, with one Senator for each 15 full-time members or fewer in the Library unit, which will be recounted every five years.

One Senator shall be elected from Department Heads to serve a three year term.

There will be an additional four elected AAEECC voting Senator positions. Any AAEECC member who is a non-voting liaison will be eligible to run. Initial terms will be of one, two, and three years to be decided by a random drawing; subsequent terms shall be for three years. All non-voting liaisons will be eligible to vote, including non-AAEECC members, but only AAEECC members will be eligible to run.

**B) Term of Office.** All Senators except the ex-officio Senators shall be elected from the designated constituencies for three-year terms. One-third shall be elected each year. There are no term limits. All Senators will be elected in May and begin their terms in June.

**C) Part-Time Faculty Eligibility.** Part time teaching faculty will be eligible to be Senatorial candidates if they have taught at ECC at least one semester in four out of the past five academic years.

## **Section 2 Officers**

### **A) Representation**

1. Chair and Vice-Chair. The Chair and Vice Chair of the Senate will be elected by a secret ballot of the Senators from among the teaching faculty members or librarians of the Senate at its May meeting, and begin their terms on June 1.
2. Secretary. The Secretary of the Senate will be elected by a secret ballot of the Senators from among the sitting Senators at the May meeting, once every two years, and begin his/her term on June 1.

### **B) Terms of Office**

1. Chair. The Chair will serve a one-year term. There are no term limits. At the expiration of the Chair's term he or she will move to a position on the Executive Council for one year.
2. Vice Chair. The Vice Chair will serve a one-year term. There are no term limits. The Vice Chair will succeed the Chair in the event of the inability of the Chair to fulfill the functions of the office before the expiration of the Chair's term of office. At the expiration of the Chair's term the Vice Chair will automatically ascend to the Chair position.
3. Secretary. The Secretary will serve a two-year term. There are no term limits.

## **Section 3 Election Process**

### **A) Nominations**

1. Nomination letters and notices will be crafted by the Governance Committee.
2. Notice for the nomination of Senators will be announced at the February Senate meeting and posted on ECC Today and on the Senate webpage/website by March 1. Self-nominations are allowed. The Governance Committee at its discretion may also choose to send nomination letters to the members of all constituencies via email.
3. Nominations will be submitted to the Governance Committee by email. The person being nominated must be copied on the nomination email and must confirm acceptance to the Governance Committee via email before the nomination is official.
4. Nominations and acceptances will be due no later than March 15.
5. Persons nominated to run as Senators must be members of the constituency represented.
6. Nominations for Senate officers may be emailed to the Governance Committee or accepted from the floor at the April meeting. Election of the Senate officers will then be conducted by secret ballot at the May meeting of the Senate.

### **B) Voter Eligibility**

1. Information about constituencies and their membership will be obtained from the Office of Human Resources and from Payroll for purposes of conducting the election by February 1st at the latest.
2. Only members of the represented constituency may vote for elected Senators.
3. Part time teaching faculty will be eligible to vote in Senate elections if they have taught at ECC in either of the two semesters in the current academic year.



### **C) Election Certification Panel**

Before the notice for nominations is posted, a three member panel will be selected to count the ballots and certify the election. This panel will comprise three college employees appointed by the Governance Committee who are not Senators, candidates, or liaisons. These names will be posted on ECC Today as part of the notice for nominations. The panel will count ballots and certify the results of the election.

### **D) Voting**

Voting in Senate elections will be by secret ballot and the eligibility of all voters will be verified by the Governance Committee. Elections shall commence on April 1 and voting will end on April 15.

### **Section 4 Vacancies**

The Senate Chair may declare a seat vacant when a Senator submits his or her resignation, when a Senator no longer belongs to the constituent group from which he or she was elected, when a Senator has had three absences from regularly scheduled meetings within one academic year (9/1 – 8/31), or when the majority of the constituent group from which the Senator was elected submits a written request to the Senate Chair calling for the Senator's recall. A Senator's absence may be excused by the Senate Chair.

Whenever there is a vacant Senate seat, the Senate Chair will appoint a member of the Senator's constituent group (division/department and campus if specified) to fill the vacant position for the remainder of the academic year, with the approval of the Executive Committee. The position will be added to the next round of Senatorial elections, either to serve out the remainder of the term, if any, or to begin a new term.

## **ARTICLE X MEETINGS**

### **Section 1 Open Meetings**

All meetings of the Senate will be open to the college community. The Chair may limit the speaking time of non-members.

### **Section 2 Quorum**

The meeting quorum to conduct business shall be a simple majority of the currently serving Senators.

### **Section 3 Frequency**

Scheduled meetings will be held once a month except July and August. Special meetings may be called by the Senate Chair as needed.

### **Section 4 Meeting Agendas**

1. The agenda for each meeting shall consist of:
  - a. Roll call by signature
  - b. Approval of minutes
  - c. College President Report
  - d. College Senate Chair Report
  - e. Committee Reports
  - f. Unfinished Business – action items
  - g. New Business – action items
  - h. Announcements
2. Items that must be addressed by the Senate include: Program deactivation, governance and budget issues, and other issues that are within academic jurisdiction.
3. The Executive Committee will pre-screen submitted agenda items and write the agendas for the Senate meetings, referring submitted items to other committees when appropriate. Proposed agenda items must be submitted to the Executive Committee 14 days prior to the Senate meeting.
4. The Chair of the Senate may rule on whether New Business items are in order and appropriate to the Senate, or whether they must be taken up at the next meeting or referred to other committees or persons.
5. All committee and liaison reports must be submitted to the Executive Committee 10 days prior to Senate meeting. Any committee or liaison not adhering to this policy will not be recognized at the Senate meeting.
6. College Committees that are required to provide a summary report to the Senate include: CWCC, Academic Standards, CDEC, Enrollment Management, Distance Learning Steering Committee, CITC, Student Affairs, and CTLA and IPA. This list may be changed by a vote of the Senate.
7. The meeting agenda and committee and liaison reports shall be communicated to the Senators 7 days prior to the Senate meeting.

### **Section 5 Discussion of Issues**

Every effort will be made to bring issues to a collegial resolution, but the Senate Chair will maintain the right to table the discussion in order to complete the agenda in a timely fashion. All formal positions taken by the Senate shall be approved by a majority vote of those attending. Upon formal action of an issue the Senate Chair will forward the motion and summary statements to appropriate addressees.

### **Section 6 Procedure**

The Senate will follow Robert's Rules of Order whenever there is a disagreement about proper procedure. The Senate may create its own constitution, by-laws, or rules of operation as it sees fit.

### **Section 7 Attendance**

Senators are required to be available on Tuesday at 2:30. Otherwise they are ineligible to participate as voting senators.

The attendance policy is such that you will be counted if you sign in, click in or vote with the clicker. If all three are lacking, you will be considered officially absent. It is the responsibility of the individual senator to sign in and verify the next meetings minutes to verify that his or her attendance is noted.

The President of the College may require the attendance at a Senate meeting of individuals who are involved with or knowledgeable about a specific issue.

### **Section 8 Minutes**

The minutes and all other proceedings of the Senate will be posted monthly on the College website.

## **ARTICLE XI COMMITTEES**

### **Section 1 Scope**

All college-wide committees whose charges and activities relate to the core academic mission of the college shall report to the Senate. Other committees may be requested to report to the Senate as needed – the College President may require other committees to report if necessary. The Senate shall exercise oversight over committees and shall review their actions, decisions, charges, and bylaws.

### **Section 2 Decision Making**

1. Decisions and actions of committees under the purview of the College Senate may be accepted by the Senate or sent back to committee for review by a majority vote of the Senate - they cannot be altered by the Senate. If any decisions or actions are referred back to committee, then the Senate must communicate its concerns to the committee in writing. The committee will respond to those concerns by the following meeting of the Senate.
2. Decisions of the CWCC cannot be appealed to the College Senate.
3. The FFECC must be involved in any discussions regarding the deactivation of academic programs.

### **Section 3 Committee Reports**

All reports shall be distributed to Senators in advance of Senate meetings in written form to avoid devoting excessive meeting time to reporting. Written reports will be considered sufficient for all items for which no action is required by the Senate.

### **Section 4 Additional Committees**

The Senate may create additional committees from time to time as it sees fit.

## **ARTICLE XII AMENDMENT**

### **Section 1 Submission**

An amendment to these Bylaws of the Senate may be submitted in writing, by any voting member of the Senate to the Chair. It should be included on the agenda of the meeting of the Senate by the Chair to consider annual by-laws changes.

### **Section 2 Consideration**

A proposed amendment shall not be moved to a vote until the next meeting after it is presented to the Senate.

### **Section 3 Title Changes**

Title changes will be voted upon by the Senate.

### **Section 4 Adoption**

Amendments to these Bylaws require approval by a majority vote of those voting at that meeting