

## **COLLEGE OF DuPAGE FACULTY ASSOCIATION 2018 SENATE PROCEDURES**

The Senate consists of the President, Vice President, Membership Chair, Secretary, Treasurer and the Senators (hereafter referred to as Senate members).

The Leadership (President and/or Vice President) of the Senate is the official voice of the Association.

The Senate conducts its business in accordance with the Faculty Association (hereafter referred to as Association) Bylaws and these Procedures. The Procedures may also serve as guidance for meetings of Senate Committees.

- Any action taken by the Senate which in any way changes how the Senate operates or how Senate meetings are conducted under these Procedures, is to be considered an amendment to these Procedures and subject to the provisions for adoption as an amendment.
- Any action taken or motion passed by the Senate affecting how the Senate operates or conducts its meeting which is not also amended to these Procedures shall be determined nullified.
- Any action of Senate must be in accordance with the Bylaws of the Faculty Association.

### **I. SENATE MEETINGS**

- A.** All regular, virtual and special meetings of the Faculty Association, Senate and Senate committees shall be conducted under the Standard Code of Parliamentary Procedure as revised by the American Institute of Parliamentarians.
- B.** Regular Senate meetings are held every other Thursday during the academic year, from 2 p.m. until approximately 5 p.m. There are at least two Senate meetings during the summer. Senate members should attend all regular meetings or have a proxy. The administration has agreed to not schedule a class for a Senate member during regular Senate meeting times.
- C.** The virtual meeting process to use includes the following steps:
  - a. Senate President or Vice President calls the meeting to order on the secure Senate discussion board and notifies the Senate of the meeting via email. The email sent will request a motion and a second for a specific item. The exact language of the motion should be made at this time. Additionally, the “rules” of the meeting are established in this email message, including the length of time the discussion will remain open and when the voting will occur. For example: “This virtual meeting will remain open for 24 hours and voting will begin at XXX on XX/XX/XXXX.”

- b. A Senator or Officer will make a motion.
- c. A Senator or Officer will make a second to the motion.
- d. The President or Vice President who called the meeting to order will acknowledge the motion and the second and then open the meeting to discussion only.
- e. Senators and Officers will post discussion until the vote is called.
- f. Senators and Officers vote by using Reply All.
- g. The President or Vice President will close the meeting at the stated time and date.
- h. The Senate Secretary will prepare minutes to be approved at the next Senate meeting.

## **II. PARLIAMENTARIAN**

At the beginning of each Senate year, the President of the Senate will appoint a current Senator or past Senate President to serve as Parliamentarian. A substitute will be appointed at the beginning of the meeting when the Parliamentarian is absent. The duties of the parliamentarian are to advise the President and Senate on issues regarding the conduct of meetings according to parliamentary rules of order to insure orderly and efficient meetings.

## **III. OFFICIAL RECORDS**

The College of DuPage Faculty Association Office shall be the designated repository for all official Senate records except confidential materials related to grievances, arbitrations and litigation. All records in the Association Office shall be dated.

- A.** The most recent official signed copy of the Bylaws of the College of DuPage Faculty Association, and Procedures shall be kept in the Association Office and on the Association website. Previous official signed copies of the Bylaws and Procedures shall be housed in the Association Office.
- B.** The official copies of the Senate meeting minutes as amended and signed by the Secretary shall be housed in the Association Office and posted on the Association website. The Webmaster shall maintain an archive of minutes for three years.
- C.** The official copies of the Senate Treasurer reports and official copies of all Treasurer records shall be housed in the Association Office.
- D.** A single copy of each official ballot, written information pertaining to elections, and election results shall be kept in the Association Office.
- E.** Confidential materials relating to grievances, arbitration and litigations shall be housed in the Association Office.

- F. Submissions of any other material to be archived in the Association Office by a faculty member must be approved by Senate before delivery is made.

#### **IV. INDEMNIFICATION AND DEFENSE OF OFFICERS AND REPRESENTATIVES**

The Faculty Association does indemnify and hold harmless its Officers, Senators, Committee Chairs, and others acting in its behalf when the actions of these individuals are taken within the range of actions and responsibilities assigned by the Faculty Association to the person or persons, and when such actions are taken with goodwill and within the belief that such actions are in support of the best interests of the Faculty Association and in the belief that such actions are appropriate and legal.

In the event that a person or persons acting on behalf of the Faculty Association require(s) legal advice or defense because of actions taken within the scope of their Faculty Association responsibilities, the Faculty Association will provide such services through the Faculty Association's legal counsel at the expense of the Faculty Association, unless that officer has not acted within the Bylaws or Procedures provisions. Coordinating and providing these services are the responsibility of the Chair of the Welfare Committee.

#### **V. GENERAL PROCEDURES FOR ASSOCIATION LEADERSHIP**

##### Rule of Two

1. The College of DuPage Faculty Association/Faculty Senate President, Vice President, Secretary, Treasurer, Senators, or committee Chairs may request or sometimes may be asked to attend meetings with members of the Administration or the Board of Trustees for the purposes of representing the Faculty, the Faculty Association, or the Faculty Senate. In order to insure clarity of meaning and understanding in representing the Faculty, the Faculty Association, or the Faculty Senate, the "rule of two" is to be followed.
2. Compliance with the "rule of two" requires bringing to the meeting another Faculty Association/Senate officer, Senator, Faculty Association standing committee or sub-committee chair, or a member of Welfare. In the event of an emergency situation when no one from this list is available, any tenured, full-share member of the College of DuPage Faculty Association may serve as the second person. In this emergency circumstance, the President and Vice President of the Faculty Association/Faculty Senate are to be informed of the meeting and its detailed content as soon as possible.
3. The College of DuPage Faculty Association/Faculty Senate President will determine when Association committees are required to implement the "rule of two" under special circumstances. The President will communicate the

special circumstances to the effected committee chair and give guidance on how to implement the “rule of two.”

### Contract Modifications and Letters of Agreements

After approval by the Association membership, the Association President, Vice President and Chair of Welfare or their designees must sign any documents adopting a new contract or changing portions of the contract. They must also sign any letters of agreement that amend the implementation of the contract, as well as changes to policies and procedures that affect implementation of the contract or working conditions. All agreements require the approval of Senate before signing. Any Letters of Agreement that modify or amend the contract must have three (3) signatures.

### Officer/Senate Relations

1. The President and Vice President will communicate to the Senate the complete substance and outcomes of any and all meetings, formal or informal, held with College Administration. These reports will be submitted in writing and will be added to the locked archives in the Senate association office.
2. The President will submit his/her addresses to the Board of Trustees to the Senate in writing. These documents will be submitted at the next Senate meeting following the Board meeting, and they will be distributed to all Faculty.
3. The President and Vice President will submit to the Senate all written statements to College Administration on behalf of the faculty.
4. The President will consult with the Senate and Welfare on any matters affecting the contract or working conditions.

## **VI. ADDITIONAL DUTIES OF THE OFFICERS**

### **A. President**

1. Provides each Senate member with a copy of the Association Bylaws and Procedures
2. Updates the Procedures after an amendment has been adopted.
3. Sends and distributes congratulatory letters to all newly tenured Faculty Member members, all retiring Faculty Members, and all newly appointed Faculty Members. These letters are to be signed by the President and Vice President.

## **B. Vice President**

1. Works with Senate officers to designate a chair of Committee on Committees, who is then approved by Senate with a majority vote.
2. Distribute Board policies to Senate and the appropriate Association committees for review, and share the results of that review with appropriate College entities.

## **C. Secretary**

1. Records all roll call votes in the minutes.
2. Monitors and records all proxies for Senate meetings. Keeps attendance of Senators for President.
3. Keeps a summary of all virtual meetings, which are included in minutes for the next regular meeting.
4. Posts Senate minutes on the CODFA secure discussion area on the website.
5. Maintains and insures the currency of all Senate information that is distributed and/or communicated by the College electronic communication vehicles.
6. Serves as a member of the Communication Committee.
7. Coordinates web content with a Senate approved Association webmaster. Can serve as webmaster designate as appointed by Senate.
8. Administers and monitors membership of the CODFA secure discussion area on the website.
9. Supervises the CODFA Webmaster who:
  - a. Implements overall design and structure of the CODFA web site (this includes web page layout, navigation structure, graphics)
  - b. Posts appropriate CODFA documents and other content to the CODFA web site, under direction of Senate Secretary.
  - c. Performs necessary maintenance on the design, structure and content of the CODFA web site.
  - d. Maintains an archive of the Senate meeting minutes for three years.
  - e. Implements database and application design and programming for the CODFA web site.
  - f. Coordinates development of any applications with any contractors and/or volunteers.
  - g. Liaises with CODFA web site hosting company as needed to ensure operability of the web site, coordinate payments for services through the CODFA Treasurer and address any technical issues that may arise.
  - h. Serves as a member of the Communication Committee.
  - i. Evaluates the feasibility of future web site applications under direction of the CODFA Communications Committee

## D. Treasurer

### 1. Annually

- a. Provides the Payroll department with a list of all Faculty Members and the amount of dues to be deducted from paychecks.
- b. Prepares IRS 1099 forms for individuals who receive honorarium from the Faculty Association and send them to the IRS and to the individual. These forms need to be delivered in January.
- c. Arranges in the fall term for the annual review of the books to be completed by the end of December.
- d. Prepares by the end of October, the Faculty Association's annual tax return.
- e. Maintains a Faculty database including Faculty Members' names, home addresses, and home phone numbers and membership status.

### 2. Monthly

- a. Prepares checks for all invoices noting the account number to be charged. The check number and date of payment must be attached to each invoice.
- b. Ensures that copies of all deposit slips are made and properly filed.
- c. Prepares the monthly financial statement, including a reconciliation of the checking account and the status of all other Association accounts.
- d. Prepares the treasurer's report for each regular Senate meeting, including receipts and expenditures that are not included on the prior financial statement.
- e. Reconciles the checking account using software, where an account may be specified for each check.

### 3. Each Semester:

- a. Monitors use of contractually established reassigned time for officers and committee chairs.
- b. Issues honorarium payments.
- c. Issues payments to student workers
- d. Reconciles Association and Human Resource records of reassigned time usage and payments made to student workers.

### 4. As Appropriate

- a. Monitors Nominating petitions for Senators and Senate Officers to ensure that signatories are full-share members. Signatures of Fair-Share members will not be used to determine adequate number of signatures.

- b. Monitors petitions that may affect the contract or working conditions to ensure that signatures are full-share members. Signatures of Fair-Share members will not be used to determine adequate number of signatures.
- c. Verifies full share status of chairs and vice chairs

## **VII. FINANCIAL OPERATIONS**

### **A. Approval of Treasurer's Report**

The approval of the Treasurer's Report, balance statement, and expenditures shall be accepted as one motion and approved by a roll call vote, unless there is a motion to separate.

### **B. Signatories on Accounts**

The President, Vice President, Secretary and Treasurer shall be signatories on all Association accounts. Two signatures are required on all checks.

### **C. Senate Account Numbers**

1. The following account numbers have been issued to the Association by the College for indicated activities; however, the College has begun invoicing separately instead of using these account numbers.
  - a. 1-5751-1403 Instructional Substitute (Substitutes that the Association pays for, when Faculty Members attend to Association business.)
  - b. 1-5751-1802 Student Worker
  - c. 0580006815909010 Staff Services and Postage (copies, postage, etc.)

### **D. Budget**

The Treasurer will prepare a proposed budget for the July Senate meeting based upon the prior year's budget and actual expenses. The Senate shall approve a budget for the Association's fiscal year, in July.

### **E. Dues**

1. Calculation of dues

Association dues are calculated by dividing the total Association budget by the number of full-time Faculty Members for the next fiscal year. The total

amount of dues is the Association dues plus the amount determined by the state and national Affiliation.

## 2. Notification of Dues

Before the start of the fall term, all Faculty Members are notified that they will be enrolled as full/active members or reserve members (if on leave) unless they submit a written request to be a Fair Share Certified member or inactive member (if on leave). The letter shall include the following:

- a. Description of the process for requesting to be a fair share or inactive member with a cutoff date specified (including information about verification of receipt)
- b. Notification that those dues will be deducted in 10 equal installments, five in the fall term and five in the spring term.
- c. Information that the Faculty Member can request a refund of their IPACE contribution.

## 3. Verification

- a. Whenever a request for membership status other than full/active or reserve is received, a verification of that request will be sent to the Faculty Member. Fair share members will be sent information about how to file an objection of amount of dues.

## 4. Collection of Dues

- a. Dues are collected in 10 equal payments five each academic term.

## F. Financial Review Committee

Three to five full share Faculty Members shall be appointed by the Senate to serve on the Financial Review Committee. The Review Committee shall assist the Treasurer in matters relating to the investment and management of Association funds and other financial matters. The committee will review the Association bank statements and all supporting documentation on a monthly basis. Once yearly in Fall term, the committee shall conduct an annual review of Association funds and records and report the findings to the Senate. The Treasurer shall be an ex-officio member of the Financial Review Committee.

## G. Expenditure of Funds

The Treasurer may pay out funds based on the budget to accomplish authorized activities of the Senate and/or Association at times when the

Senate is not in session. Such expenditures must be submitted for ratification to the Senate in a timely fashion.

## VIII. SENATORS

### A. Representation

1. If the institutional organization of the Association membership should change before the beginning of the academic year and result in disproportionate representation of election units, the first order of business of the Senate in the Fall term shall be to re-designate election units, to reapportion membership, and to hold an election as necessary.
  - a. All election units will have at least one Senator. The Senate is composed of a minimum of twelve (12) Senators and four (4) officers.
  - b. Election units will be designated by Senate no later than October 1st for the following Association year, and given to the Election Chair.
  - c. Election units must include: Business & Technology; English; Counseling; Health Sciences; Liberal Arts; Library; Social & Behavioral Sciences;
  - d. Any discipline within the above election units with at least 7% of the full time Faculty Member may request (by petition of at least 5% of the Faculty Member in the discipline), that Senate designate that discipline as a separate election unit. Upon receipt of the petition, Senate will form a new election unit, and the Treasurer will recalculate the proportional representation. An election will be held (if necessary) as soon as possible. No Senator will be forced to resign, due to re-designation of election units.
  - e. Faculty Members not assigned to an Election Unit must select an Election Unit at least four weeks prior to the Senate election and will notify the Treasurer of their choice. The election unit selected will be used when determining division representation on committees requiring representatives for each division.

To determine proportional representation of Association members, the Treasurer shall divide the total number of Association members by the number fifteen, and the quotient shall be divided into the number of Association members in the election unit. The resulting number, when rounded up for values equal to or greater than 0.3, shall be the number of Senators for the election unit.

If the number of Senators to be elected from election units, pursuant to the system of proportional representation, does not meet the minimum requirement of twelve Senators, Senators-at-Large shall be elected.

These Senators-at-Large, elected by the entire body of the Association membership shall bring the total number of Senators to at least twelve.

## **B. Duties**

1. Additional duties for Senators may include physically posting (using appropriate bulletin boards) a print copy of all e-mails regarding up-coming elections, and their results thereafter.
2. Set the date(s) for election of Officers and Senators by the first week of October.
3. Inability to Fulfill Duties.

The Senate may declare a position vacant if:

1. A Senator attends less than 50% of regular, virtual and special meetings of the Senate in one term without consent of the Senate and the designation of their proxy,
2. A Senator misses more than 50% of each regular or special meeting.
3. A Senator dies, resigns, or becomes unable for any reason to complete the term of office, and then the Senate may declare the position vacant by majority vote of elected Senators at any regular scheduled meeting.
4. A Senator becomes temporarily unable for any reason to attend Senate meetings, and then the Senate may authorize the seating of an alternate person selected from the same unit to fulfill the Senator's duties until such time as the elected Senator returns.
5. Pursuant to the By-Laws, a special election will be held within 30 instructional days to fill the unexpired term of an Officer or a Senator. If the unexpired term of a senator will run for less than one year, the Committee on Committee's process will be used to find a full share member of the election unit to complete the term and fill the vacancy

## **IX. EXECUTIVE SESSIONS**

Since Executive Sessions are used to protect information that may be injurious to an individual, provide individuals with undue advantage, or impede other due process, the discussions occurring during an Executive Session must be held in confidence by all participants of the meeting.

Any voting member of Senate may move to enter Executive Session at any time during a Senate meeting.

- A. The motion must identify the reason for calling an Executive Session.
- B. No one may be invited to Senate Executive Sessions unless their attendance is necessary for the issues to be discussed.
- C. A two-thirds majority of a roll call vote is required to enter Executive Session
- D. Separate minutes must be kept and are confidentially maintained until made public by a two-thirds vote of the Senate.
- E. No votes may be taken during Executive Sessions.
- F. Executive Sessions are terminated by approval of a motion to leave Executive Session (voice vote).

**X. Honoraria and Reassigned Time**

**A. Association Reassigned Time**

1. The Contractual Agreement between the Board of Trustees of the College of DuPage and the Faculty Association provides a total of “30 hours of release time per academic year to be allocated according to the wishes of the Faculty Senate.” The 30 hours of reassigned time is an annual allocation. The allocation period begins in Spring Semester and ends in Fall Semester (per letter of agreement). Not more than 5 hours unused in any year may be carried forward to another year in the same contract period. (See section A4, Reassigned time for the Association, of the Contractual Agreement for additional information). The allocation of release time will be as follows:
  - a. President – 12 semester hours
  - b. Vice President– 12 semester hours
  - c. Chair of Welfare – 6 semester hours
2. Prior to the start of their taking office, all individuals in the offices or positions listed in Section X. A.1, must decide how to schedule his/her reassigned time for the length of their office or position. He/she will inform the President of the desired distribution.
3. The President is responsible for communicating the information of Association Reassigned Time to Human Resources and the affected Divisional Deans and Associate Deans.
4. The President must report the use of all reassigned time to Senate for the upcoming semester, and notify the Treasurer who monitors the use of Association reassigned time.

## B. Honoraria

1. The amount for each honorarium will be calculated as follows: the number of contact hours set forth below times the current overload rate per the fulltime faculty contractual agreement.
2. If a Faculty Member has been selected to hold two or more positions in the Association that have a corresponding honorarium, then the Faculty Member will receive honorarium for only one position.
3. The Association will annually pay honoraria to these positions each Fall term. Payment will be as follows:

President – 4 semester hours  
Vice President– 4 semester hours

4. The Association will pay honoraria to the Senate officers and faculty members holding the following position(s) approximately 4 weeks after the start of the Fall AND Spring terms.
1. The Association will pay honoraria to the Senate officers and faculty members holding the following position(s) approximately 4 weeks after the start of the Fall AND Spring terms, as well as Summer term, as indicated:

Secretary – Fall and Spring semesters: 2 semester hours.  
Summer semester: 1.5 semester hours.

Treasurer – Fall and Spring semesters: 32 semester hours.  
Summer semester: 1.5 semester hours.

Membership Chair-- Fall and Spring semesters: 2 semester hours. Summer semester: 1.5 semester hours.

Chair of Grievance –Fall and Spring semesters: 3 semester hours, Summer semester: 2 semester hours.

CODFA Webmaster – Fall and Spring semesters: 1.5 semester hours. Summer semester: 0.5 semester hours.

Vice Chair of Welfare--Fall and Spring semesters: 2 semester hours. Summer semester: 1 semester hours.

Vice Chair of Grievance –Fall and Spring semesters: 1 semester hour.

Chair of Instruction –Fall and Spring semesters: 1 semester hour.

Chair of Negotiations – 3 semester hours (Fall, Spring, and Summer semesters) for the duration of the negotiations period, up to one year. The Senate, on a term-by-term basis, must approve an additional honorarium when the negotiation process has extended beyond one year. During negotiations the vice chairs of Welfare and Grievance may become the acting chairs. See *B.2 Honoraria*

5. The Treasurer will monitor use of reassigned time and honoraria each semester and reconcile use of contractual reassigned time with Human Resources. Discrepancies will be presented to the Senate.

## **XI. COMMITTEE OPERATIONS**

### **A. General Committee Operation**

1. All Senate committee Chairs are selected by the committee with approval of the Senate. Committees may also choose to elect a Vice Chair to serve in the absence of the Chair and to provide a training opportunity for future leaders.
  - a. Standing and Ad Hoc Committee chairs and vice chairs must be full share members.
  - b. The Treasurer verifies the full share status of chairs and vice chairs.
2. Committee membership is open to all Association members except for committees designated as labor related by State/Federal regulation, including all sub-committees of Welfare, or other committees as designated by Senate.
3. The Committee on Committees will operate as outlined in Section A 6 of the contractual agreement for membership on Senate Committees, College Wide and Curriculum Committees. Senate will review and discuss the recommendations. Membership on Senate committees will be determined by Senate vote. Senate will recommend names to the appropriate administrator for other committees.
4. Committee on Committees and Senate will make a good faith effort to have representation of the election units.

5. Committee meeting minutes must be kept for all committee meetings, submitted to the Senate Secretary when approved by the committee, posted by the Committee Chair on the Senate secure discussion board, and archived in the Association office according to month and date the meeting was held
6. Each Association committee will report on its activities to the Senate at least once each term.
7. A committee member may send a proxy to participate in the activities of the committee and vote on behalf of the committee member.
8. Each Association committee shall meet at least once a term during the academic school year.
9. Each Association committee shall be responsible for establishing rules of operation which should include but not be limited to:
  - a. setting agendas and issues for consideration.
  - b. voting procedure.
  - c. recording meeting minutes or meeting summaries.
10. Per the Standard Code of Parliamentary Procedure, Senate accepts that ex-officio is defined as a regular working member of a committee, is counted in determining the quorum, and has all the rights and responsibilities of any other member of the committee, including the right to vote.

#### **B. College-Wide Committees**

1. Section A 6 of the Contractual Agreement outlines the procedures to be followed for Faculty Member participation on College-wide committees.
2. The Senate reserves the right to make recommendations of Faculty Members for appointments to College-wide committees as outlined within Section A 6 of the Contractual Agreement.

#### **C. Contractual Committees**

1. Unless re-negotiated, the Contractual Agreement reserves the right of the Senate to confirm all Faculty Member appointments to "Contractual" committees.
2. Only full share members may serve on contractual committees.
3. Contractual Committees include:

a. Emerging Technology

Section F 11 of the Faculty Contractual Agreement delineates the duties and procedures of the Emerging Technologies and Alternative Delivery Formats Study and Advisory Committee.

1. Three Faculty Members, at least one of whom must be a member of Welfare
2. Three Administrators
3. Faculty members will serve three-year rotating terms
4. Committee will operate as a Sub-committee of Welfare

d. Faculty Administration Committee on E-Range (FACE)

Assigns point values for activities not listed in the matrix, and to hear appeals on assigned point values for an individual Faculty Member's activity as per section F 2.2a of the Contractual Agreement.

1. Three Faculty Members, selected by CODFA with input from Welfare
2. Vice-President of Academic Affairs
3. Two other Academic Deans
4. No fewer than two Faculty Members must be present for a vote
5. Committee member terms will normally be three years; one member will have a two year term, one will have a three year term and one will have a four year term
6. The committee will elect its chair annually, alternating between an Administrator and a Faculty Member

e. FARB (Faculty Academic Review Board)

1. Five Faculty Members, selected by the President of the Association
2. Five Administrators, appointed by the President of the College
3. Committee will function as outlined in Section E 3 of the contractual agreement
4. Term expires upon the ratification of a new Contractual Agreement

f. Faculty Committee for Alternative Credit

Reviews applications from full-time Faculty Members to determine whether credit may be awarded for job-related research, seminars, or workplace experiences outside College of DuPage.

1. One Faculty Member from each election unit
2. Three year rotating terms
3. Committee will operate as outlined in Section J 1 of the Contractual Agreement

g. Insurance Committee

Section G 3 of the Faculty Contractual Agreement delineates the duties and procedures of the Insurance Committee.

1. Three Faculty members selected by CODFA with input from Welfare, at least one must be a member of Welfare
2. Two Administrators
3. One Managerial Staff member
4. Three Classified employees
5. One representative from any additional recognized collective bargaining unit
6. Meets at least semi-annually
7. Three year rotating terms

h. Sabbatical and One Term Leave Committee

Evaluates, nominates and forwards applicants to the President of the College, as per section I 9 of the Faculty Contractual Agreement.

1. One representative from each of the instructional divisions and one Faculty Member selected at large from among all other Faculty.
2. Two year rotating terms

j. Welfare

Discusses, reviews, and makes recommendations on all matters pertaining to the Faculty Contractual Agreement between the Faculty Association and the Board of Trustees.

1. Ten full share members including a chair.
2. Vice-President of the Faculty Association is an ex-officio member with full responsibilities
3. Rotating terms per the bylaws
4. Subcommittees of Welfare are defined as any other committees impaneled as a result of a negotiated contractual agreement between the Faculty Association and the Board of Trustees

3. The Senate is required to notify the College President or his/her designee, of the names of Faculty Members appointed and confirmed by the Senate to serve on “Contractual” committees.

#### D. Non-Contractual Senate Committees

The Senate reserves the right to confirm all Faculty Member appointments to Non-Contractual Senate committees. These committees include:

1. Calendar Committee

Reviews and recommends the academic calendar for Senate approval.

- a. Three Faculty members
- b. One Senator as chair and acting as liaison to Senate

2. Senate Committee on Committees

Evaluates faculty members who volunteer for service on institutional and Senate Committees. Appoints individual committees by majority vote.

- a. Membership: Faculty Senate.
- b. Senate officers are non-voting members of this committee.

3. Communications Committee

Facilitates communication for the Faculty Senate and the Association both internally and externally. The committee will assist the President and Vice President in communicating Senate/Association positions, concerns, and Faculty achievements. All communications must be approved by the President.

- a. Works closely with the President, Vice President and Secretary to maintain continuity of Senate public information and documents.
- b. Develops public relation strategies utilizing internal and external (IEA/NEA) resources.
- c. Develops and maintains contacts with the press for conveying information through press releases.
- d. The intended audiences shall include, when appropriate, the college community: Faculty, Adjunct Faculty, Classified Staff, Students, Administration, district residents.
- e. Develops and maintains a variety of communication methods such as email, web based strategies, newsletters, key communicators.
- f. Works with other Senate Committees to coordinate communication among the Association.

- g. Two year rotating terms
- h. At least five Faculty members and is not restricted to a fixed size for this committee
- i. Association Secretary, Webmaster, and Faculty Advocate Newsletter Editor are members of committee.

4. Council of Past Presidents (CPP)

- a. Serves as an advisory board to the Senate and its officers. Issues to be considered by the Council are mutually agreed upon by Senate and the Council. Recommendations of the Council are sent to the Senate by the chair of the Council.
- b. Membership consists of all past-presidents of the Senate, provided they are working at the College in a capacity of full-time faculty.
- c. Council chair will be the most recent past president provided s/he is working at the College in the capacity of full-time faculty.

5. Election Committee

Provides for the collection and counting of ballots. Certifies elections, and reports the results to Senate in a timely fashion

- a. Ten full share members and a chair
- b. Two year rotating terms
- c. One member will serve as the vice chair

6. Epidemiology Committee (EC)

Promotes safe work environments used by the College. Inherent within this charge are:

- a. Identification of problems that compromise health and safety in the work environment
- b. Investigation of suspected causes of injury and/or illness
- c. Promotion of solutions to suspected concern
- d. Endorsement of procedures and/or policies that attempt to prevent injuries and or illnesses. These include efforts of other College committees and/or groups having shared interests

Membership:

- 1. Three year rotating terms
- 2. Membership preference shall be to have representatives from all college buildings
- 3. Membership preference will be given to faculty who has knowledge of work conditions in the building which they represent, possess expertise relevant to the charge of the EC, and have interest in workplace safety in all buildings used by the College

4. Maximum membership of 8.

Grounds Committee

Represents the Faculty concerning issues with the campus grounds, both natural and ornamental, as educational and promotional resources to College of DuPage.

Inherent within this charge are:

- a. Monitoring of natural areas on the College campus.
- b. Working to safeguard natural areas on campus from damage and advocate for proper management of these areas.
- c. Monitor use of the natural areas by external individuals and groups (e.g., research scientists);
- d. Promote ecologically sound and sustainable efforts to maintain and beautify the ornamental landscape of the College's grounds
- e. Support outdoor projects that assist education and provide an outreach to the public (e.g., community farm).

Membership:

1. Three year rotating terms
2. Membership preference will be given to faculty with knowledge of environmental sciences and the natural spaces on College grounds that are used for teaching.
3. Maximum membership of 8.

7. Faculty Court

Renders decisions interpreting these Bylaws and the Procedures to protect constituent rights under both. Court decisions should be based strictly on interpretations of the Bylaws and the Procedures, rather than on the merits or faults of the case at hand. In cases of discrepancies between the Bylaws and the Procedures, the Bylaws take precedence.

- a. Five tenured full share members, none of the members can be on Senate.
- b. Three year rotating terms

8. Instruction Committee

Discusses, reviews, and make recommendations on all matters pertaining to Instruction at the College.

- a. At least one Faculty Member from each election unit
- b. Three year rotating terms

- c. Liaison from Division Curriculum Committees, Degree Requirements, Demonstrated Competency Committee, High School Partnerships Advisory Committee (Dual Credit), Honors Faculty Advisory Committee, and all College committees that are related to instruction.
- d. Liaison to Campus Wide Curriculum Committee
- e. Subcommittees of Instruction are Degree Requirements and Demonstrated Competency

1. Degree Requirements (DRC)

Sets the course and grade requirements for all degrees granted by College of DuPage. Recommendations from the DRC are sent to the Instruction Committee for further recommendation to the Faculty Senate. New degree proposals or structural changes are also sent to a faculty-wide vote, and finally to the administration for implementation in the following fall term.

- a. At least one member from each of the election units
- b. Three year rotating terms

2. Demonstrated Competency (DC)

Sets requirements for the College of DuPage Credit by Demonstrated Competence program. Recommendations from the DC are sent to the Instruction Committee for further recommendation to the Faculty Senate.

- a. Three members
- b. Three year rotating terms

10. PAC (Political Action Committee)

The Political Action Committee will report to the Faculty Senate and Association regarding matters pertaining to legislative and election issues of relevance to the college and/or the Association.

The committee will maintain bank accounts that are separate from the Association's accounts. Each year the President will request IPace refunds from IEA.

Membership

- 1. There is no limit to the number of members on the PAC. All members of the Association may join without using the Committee on Committees process.
- 2. The President of CODFA will serve as President of the PAC.
- 3. A Treasurer will be appointed by the committee, but the CODFA Treasurer is not eligible.

4. An Executive Director will be elected by the Association full share membership at the fall Senate election.

#### Terms of Office

The President's term shall correspond with their term of office. The Executive Director's and Treasurer's terms will be for one year.

#### 11. Social Committee

Promotes collegiality and celebration by arranging various social and special events both independently and in coordination with the All-College Hospitality committee

- a. Membership is not restricted to a fixed size for this committee
- b. Two year rotating terms

## **XII. ELECTION PROCEDURES**

### **A. General Procedures**

1. Only full share members' names may appear on the ballot. All names will appear in alphabetical order. The names of all persons receiving votes will be reported to the Senate by the Election Committee. Only full share members are valid for election.
1. Only full share members of the Faculty Association are eligible to sign nominating petitions. The Treasurer will audit signatures to ensure that only Full-Share members are signators.
2. Election results shall be considered unofficial until acceptance by a majority vote of the Senate, at which time results shall be considered official. It is the responsibility of the Election Committee Chair to report the results of the election to the Senate in a timely fashion. Senate will act in a timely manner to validate the election results.
3. Tabulation of votes - each candidate has the right to have one observer present when the votes are being tabulated.

"Destruction of ballots-- All documents used for voting will be kept in the locked box until Senate approves the election. All election material must be securely stored for one (1) year. Copies of tabulations will be kept in Association records."

4. All referendum votes (labor and non-labor), excluding amendments of the Bylaws, shall pass by receiving a majority of the valid votes cast. A copy

of all referendum material, the ballot, date(s) of the vote, and the results of the vote will be archived in the Association Office.

5. For election of officers, Senators and non-labor referendum, there shall be a minimum of fifteen (15) days between Senate's setting the date for an election and the election. If voting by mail, ballots will be delivered to eligible Faculty Members at least ten (10) instructional days prior to the last day of the election.
6. Ballot language will be set by the Senate at the same time as the setting of dates for the election. For referendum votes, proposed ballot language should be submitted by the Senate Committee requesting the vote.
7. The process for sending and receiving absentee ballots will be determined by the Election Chair, and published to the Faculty Members via email prior to each election.
10. Challenges to elections must be filed with the Elections Committee Chair within ten (10) days of the end of the election. The Election Chair will notify the Faculty Court of the challenge within 5 days.

#### **B. Nomination and Election of Officers**

1. Election of officers shall take place no later than October 31<sup>st</sup>. The election Committee on or before October 15 shall make public the date or dates for the election of Officers. There shall be a meeting of the Assembly at some convenient time(s) prior to the first day of the election to present the slate of candidates to the Faculty.
2. Persons seeking nomination for one of the offices of the Faculty Association/Senate shall file with the Election committee Chair a nominating petition signed by at least ten percent (10%) of the eligible Faculty Members. This petition must be submitted at least fifteen (15) days prior to the first day of the election.
3. An officer shall be elected by receiving a majority of the votes cast for an office. If no candidate for an office receives a majority of such ballots, the Election Committee shall cause a new election to be held within fifteen (15) instructional days after the last day of the election. The Election Committee shall conduct the runoff election in the same manner as the original election, on date(s) set by the Senate. The candidate who receives a plurality of the votes cast in the runoff election shall be elected.

#### **C. Nomination and Election of Senators**

1. Persons seeking nomination for the office of Senator shall file with the Election committee Chair a nominating petition signed by at least five percent (5%) of the eligible Faculty Members assigned to the election unit. This petition must be submitted at least fifteen (15) days prior to the first day of the election.
2. Election of Senators shall take place no later than October 31<sup>st</sup>. The Election Committee on or before October 15 shall make public the dates for the election of Senators.
3. Senators shall be elected by receiving a majority of the votes cast. If no filed candidate for a Senate election unit receives a majority of such ballots, the Election Committee shall cause a new election to be held between the filed candidates who received the two greatest number of votes. This election shall be held within (15) instructional days after the last day of the election. The Election Committee shall conduct the runoff election in the same manner as the original election, on date(s) set by the Senate. The candidate who receives a plurality of the votes cast in the runoff election shall be elected.
4. If more than one candidates is written in for the same Senate seat without filing a petition with the Election Committee, the President of the Association will query each full share Faculty Member receiving a vote in rank order as to whether or not he or she accepts the office. If a candidate accepts the office, he or she then serves a full term as Senator.

### **XIII. SENATE PROCEDURES**

#### **A. Approval to Send Grievances to Arbitration**

1. Any request to send a grievance to arbitration must be made by the Welfare Committee and/or the aggrieved Faculty Member.
2. A review of the grievance must be provided to the Senate by members of the Welfare Committee. The Welfare Committee must make a recommendation to the Senate either supporting or opposing taking the grievance to arbitration.
3. A motion to send a grievance to arbitration must be made and seconded by a Senator. Officers oversee the progress of arbitration and need to be separate from the motion.
4. The motion to send a grievance to arbitration must specify a time period of no less than three months or greater than one year during which time the arbitration must be formally filed and the process begun.

- a. The motion may be a combined motion to move to arbitration and to set a maximum amount to be spent on the arbitration or
  - b. Two separate motions may be held; the first to move to arbitration and a second (which can be made at a later time) to allocate funds for that arbitration.
5. The motion(s) requires a roll call vote and approval by a two-thirds majority of the voting members.

## **B. Arbitration Process Oversight**

1. When the College of DuPage Faculty Association is pursuing arbitration, the Faculty Senate operates as the decision-making body of the Association regarding matters related to that arbitration.
2. Typically with an individual or group grievance, the grievance is being pursued to arbitration by CODFA, on behalf of the grievant(s).
3. The Chair of the Grievance Sub-Committee or designee appointed by the Welfare Committee:
  - Is empowered, by the Faculty Senate, to provide the day to day oversight of the arbitration and any pre-arbitration hearing settlement efforts;
  - Determines who will engage in efforts to reach a settlement prior to the arbitration hearing and who will present the Association's case at the arbitration hearing.
4. Typically, the person presenting the Association's case, as well as engaging in any pre-arbitration hearing settlement efforts is the IEA/NEA UniServ Director. The UniServ Director and/or IEA Legal Counsel will pursue the selection of an arbitrator in accordance with the Negotiated Agreement.

Whoever the person is presenting the Association's case, as well as engaging in pre-arbitration hearing settlement efforts, this person is:

Encouraged to explore all desirable settlement options and is expected to offer advice and make recommendations to the Chair of the Grievance Sub-Committee and the grievant(s) regarding:

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- a. the continuing viability of the arbitration effort;
- b. settlement proposals offered to the Administration/Board;
- c. settlement counterproposals made by the Administration/Board;

5. Once the Faculty Senate has approved pursuing resolution in arbitration, the decision to discontinue pursuing a grievance to arbitration or to withdraw from the arbitration process is a decision of the Faculty Senate. If this is a question the Grievance Sub-Committee Chair believes should be considered by the Faculty Senate, the Grievance Sub-Committee Chair is to request that the Chair of the Welfare Committee ask the Faculty Senate to reconsider the decision to forward the grievance to arbitration. In the event of an individual or group grievance, the grievant(s) should be allowed to address the Faculty Senate in closed session as they were allowed to when the initial decision to pursue arbitration was made.
6. The grievant(s) may recommend, in writing, that the Association consider withdrawing from the arbitration process however since the Association makes the decision to go to arbitration, the decision to withdraw from the arbitration process is completely and entirely in the hands of the Association. Rationale that may be used by the Association in deciding to withdraw from an arbitration process may include, but is not limited to:
  - a. Association money not being spent wisely;
  - b. settlement offers having been made by the Board prior to the hearing date that are acceptable to the Association;
  - c. grievant(s) no longer supporting efforts to pursue resolution up to and including the arbitration hearing date;
  - d. the Faculty Senate believes, for whatever reason, that the best interests of the Association are no longer being served in pursuing the grievance to arbitration.
7. The contents of settlement offer proposals made to the Administration/Board prior to the arbitration hearing are to be developed by the person charged with presenting the Association's case at the arbitration hearing with the Chair of the Grievance Sub-Committee and the grievant(s) as equal partners in the decision making process.
8. The President of the Association should seek the recommendation of the Welfare Committee, and the Grievance Sub-Committee Chair, in consultation with the grievant(s). Acceptance of a written settlement offer made by the Administration/Board requires the approval of the Faculty Senate.
9. In the event that a settlement offer is made which is acceptable to the Association but not acceptable to the grievant(s) the Association may,
  - a. accept the Administration/Board's offer over the objections of the grievant(s);
  - b. reject the Administration/Board's offer;

- c. when it believes that there would be no harm to the Association, reject the Administration/Board's offer and allow the arbitration to go forward with the associated costs to the Association to be paid by the grievant(s).

### C. Senate Communications

1. College-wide, Contractual, and Non-Contractual reports are to be posted by the committee Chair on the Discussion Board and emailed to the Senate Secretary.
2. The Association President will post a final Senate meeting agenda for all CODFA faculty members on the Discussion Board in the Senate Communications section prior to a Thursday Senate meeting.
3. A Senate Packet of information will be posted to the Senate discussion board prior to the meeting. This packet will contain a tentative agenda, committee reports, communications to the Senate and any other documents deemed necessary by the Senate President and Vice President.
  - a. Materials to be included will be due on the Friday preceding the Senate meeting.
  - b. Packet will be posted at least one day prior to the Senate meeting.
  - c. All committee reports will be submitted in writing. Reports should be executive summaries of the committee's actions written to capture the intent of the committee activities. Committee minutes should be submitted to the Senate Secretary for archiving. Committee representatives will be invited, when necessary, for clarification or when action is required on committee proposals.
  - d. Association and personnel sensitive documents will not be included in the packet.
  - e. Whenever possible all other reports and requests should also be submitted in written summary form.
  - f. Time sensitive items may be added by the Officers after the posting of the tentative agenda and packet.
4. Sensitive documents and confidential issues should NOT be communicated via College of DuPage e-mail. The Senate will utilize private e-mail or a secure portion of the CODFA web site for electronic distribution of sensitive information.
5. Sensitive reports and documents handled by the Senate during any meetings should be collected and disposed of properly.
6. Draft documents should be treated as such and not distributed without the approval of the Senate or the originating committee. They must be marked as DRAFT documents.
7. All documents including drafts must be dated.

8. Senate minutes and appropriate attachments will be distributed to the COD Faculty by the Senate Secretary via the CODFA discussion board.

#### **XIV. READOPTION AND AMENDMENT**

##### Review

1. The Senate will form a committee each Summer Semester to review the Association By-laws and Senate Procedures for the incoming Senate.

##### Readoption

1. These Procedures shall be readopted by the incoming Senate at their first meeting in January.
2. The adoption of the Procedures shall be by a two-thirds majority of the voting members.

##### Amendments

1. Motions to amend these Procedures may be made by any voting member of the Senate. The motion to consider an amendment requires a simple majority vote of the Senate.
2. A two-thirds majority of the voting members is required for the adoption of any amendments to these Procedures.
3. There shall be a one-meeting interval between the motion to consider an amendment to these Procedures and the vote for the adoption of the amendment.
4. If there are changes to the proposed amendments, final approval must occur at a subsequent meeting so that approved amendments are available prior to the day of a vote.