

College Of DuPage Faculty Association Senate Procedures

The Senate consists of the President, Vice President, Membership Chair, Secretary, Treasurer and the Senators.

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 Bylaws and these Procedures. The Procedures may also serve as guidance for meetings of Senate Committees.

I. SENATE MEETINGS

- A.** All regular, virtual and special meetings of the Faculty Association, Senate and Senate committees will be conducted under the current edition of Robert's Rules of Order Newly Revised.
- B.** Regular Senate meetings are held every other Thursday during the academic year, from 2 p.m. until approximately 5 p.m. Senate members should attend all regular meetings. The CBA outlines that administrators will try not to schedule a class for a Senate member during regular Senate meeting times.
- C.** Senate will meet twice in the summer.
- D.** The virtual meeting process to use includes the following steps:
 - 1) 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 (time) on (date).
 - 2) A Senator or Officer will make a motion.
 - 3) A Senator or Officer will make a second to the motion.
 - 4) 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.
 - 5) Senators and Officers will post discussion until the vote is called.
 - 6) The President or Vice President will close the meeting at the stated time and date.
- E.** Senator virtual participation
 - 1) Absent Senators may participate in a regularly scheduled Senate meeting via video, speakerphone, or web with full rights provided the Senator can hear the meeting and can be heard.

II. PARLIAMENTARIAN

At the beginning of each Senate year, the President of the Senate will appoint a current Senator to serve as Parliamentarian. The duties of the parliamentarian are to advise the President and Senate on issues regarding the conduct of meetings according to the current edition of Robert's Rules of Order Newly Revised to conduct orderly and efficient meetings.

III. OFFICIAL RECORDS

The College of DuPage Faculty Association Office and secure digital storage will be the designated repository for all official CODFA and Senate records including confidential materials related to grievances, arbitrations and litigation. All records in the Association Office are dated.

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

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

A. Rule of Two

- 1) The College of DuPage Faculty Association/Faculty Senate President, Officers, Senators, or Committee Chairs may 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 to provide clarity of meaning and understanding in representing the Faculty, the Faculty Association, or the Faculty Senate, the "rule of two" is 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 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 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 affected committee chair and give guidance on how to implement the "rule of two."

B. Nonfinancial CODFA Signatures

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.

C. Officer/Senate Communications

- 1) The President and Vice President will communicate to the Senate the complete substance and outcomes of all meetings, formal or informal, held with College Administration. These reports will be submitted in writing and added to the Faculty Senate minutes.
- 2) The President will submit statements to the Board of Trustees to the Senate and the Faculty Association in writing.
- 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) Establishes outreach to new faculty hires and recognizes faculty retirees.
- 4) Reviews and signs monthly bank/financial statements.

B. Vice President

- 1) Distribute Board policies and administrative procedures to Senate and the appropriate Association committees for review, and share the results of that review with appropriate College entities.
- 2) Facilitates annual review of CODFA Bylaws and Procedures.

C. Secretary

- 1) Maintains and insures the currency of all Senate information
- 2) Coordinates web content with a Senate approved Association webmaster.
- 3) Coordinates with 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. Coordinates development of any third party, web-based applications with contractors or other developers.

- e. 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.
- f. Serves as a member of the Communication Committee.
- g. 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.

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.

E. Membership Chair

1) Duties

- a. Maintains a Faculty database including Faculty Members' names, home addresses, and home phone numbers and membership status.

- b. Monitors Nominating petitions for Senators and Senate Officers to ensure that signatories are full-share members. Signatures of fair-share fee payer members will not be used to determine adequate number of signatures.
- c. Monitors petitions that may affect the contract or working conditions to ensure that signatures are full-share members. Signatures of fair-share fee payer members will not be used to determine adequate number of signatures.
- d. Verifies full share status of chairs and vice chairs

2) Notification of Dues

- a. 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 fee payer member or inactive member (if on leave). The letter will include the following:
 - i. 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)
 - ii. Notification that those dues will be deducted in 10 equal installments, five in the fall term and five in the spring term.
 - iii. 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 fee payer members will be sent information about how to file an objection of amount of dues.

F. CODFA Webmaster

- 1) Administers and monitors membership of the CODFA secure discussion area on the website.
- 2) Implements overall design and structure of the CODFA web site (this includes web page layout, navigation structure, graphics).
- 3) Posts appropriate CODFA documents and other content to the CODFA website in collaboration with the Senate Secretary and officers.
- 4) Performs necessary maintenance of the design, structure, and content of the CODFA website.
- 5) Coordinates development of any third party, web-based applications with contractors and other developers.
- 6) Liaison to CODFA website 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.
- 7) Serves as a member of the Communication Committee.

- 8) Evaluates the feasibility of future web site applications under direction of the CODFA Communications Committee.

VII. FINANCIAL OPERATIONS

A. Approval of Treasurer's Report

The approval of the Treasurer's Report, balance statement, and expenditures are accepted as one motion, unless there is a motion to separate.

B. Signatories on Accounts

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

C. 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 approves a budget for the Association's fiscal year, in July.

D. 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) Collection of Dues

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

E. Financial Review

Faculty Senate reviews and approves Treasurer Reports.

F. Expenditure of Funds

- 1) 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.

- 2) Debit Cards- The Treasurer or President may pay for time sensitive items via debit card provided that:
 - a. Itemized receipts are obtained and provided to the Treasurer prior to the next scheduled senate meeting for inclusion in Treasurer's Report and proper filing.
 - b. Notifications of any debit card transaction must be sent to the Treasurer and President by the financial institution's system.

G. Expense & Reimbursement

CODFA will pay and/or reimburse legitimate expenses for leaders and members attending meetings, conferences, or performing other tasks at the request of or designation by the Association. These expenses and supporting receipts must be submitted to the treasurer on the IEA Expense Authorization form and approved by the Senate, unless such expense is already part of an approved budgetary line item.

For reimbursement from the general fund, members should submit receipts to the Treasurer no later than 90 days from the time the expense was incurred.

For reimbursements from CODFA PAC fund, receipts must be submitted to the PAC Treasurer by the following dates:

Expense incurred	Receipts due
July 1 –Sept. 30	Sept. 30
Oct. 1 –Dec. 31	Dec. 31
Jan. 1 –March 31	March 31
April 1 –June 30	June 30

1) REIMBURSABLE EXPENSES

To be eligible for reimbursement, expenses should meet two criteria:

- a) they should be *related* to the individual’s function (i.e. delegate, CODFA position, etc.), and
- b) be *reasonable* in nature and cost.

Some examples of expenses that are generally reimbursable, if properly documented, include:

- Hotel room charges (single occupant accommodations are allowed)
- Regular airfare (not business or first-class)
- Taxi to/from the hotel, airport and dining locations
- Meals (must comply with IEA Board Policy and not exceed GSA M&IE guidelines)
 - Itemized receipts are required for meals
 - Meal will not be reimbursed if the event provided
- Meals for other individuals for which there is a business purpose for providing the meal.
 - Any time reimbursement is claimed for a meal for anyone other than him/herself, the travel expense form must include that person’s name, title (e.g. “delegate,” “IEA president,” etc.) and the business purpose for the meal must be noted.
- Tips for meals and taxi (limited to 20%)
- Reasonable tips for luggage handling

- Parking, tolls, mileage (mileage reimbursed at IRS rate)
- Rental car and gasoline

Some examples of expenses that are **not** generally reimbursable include:

- Expenses incurred for family members or others for whom there is no business purpose
- Alcohol for individual meal reimbursement, exceptions must be pre-approved by senate
- Personal expenses (i.e. massages, fitness classes, etc.)
- Merchandise, except if purchased for a legitimate business purpose
- Contributions to the NEA FCPE or IPACE funds

2) IEA/NEA REPRESENTATIVE ASSEMBLY

DELEGATE ACCOUNTABILITY

It is the responsibility of members elected to serve as delegates to the IEA and/or NEA RA to attend all business sessions of the RA, delegation caucuses and briefings, and other required RA business-related meeting(s) the delegate may be reasonably informed of prior to the required meeting(s). Further, a delegate may be required by the CODFA President to submit a report to the membership detailing the events during the RA.

Failure to meet any of these responsibilities, unless excused by the Region Chair or CODFA President shall result in the delegate's advance and/or reimbursement for expenses being proportionally reduced. If the delegate has already received an unreduced advance and/or reimbursement, he/she must return any excess amounts. If the delegate does not do so, the Association may take action to recuperate any losses, deny a delegate future funding, or other action as deemed appropriate by the Senate.

DELEGATE REIMBURSEMENT

CODFA may provide funds to advance and/or reimburse RA delegates for expenses incurred in attending the IEA and/or NEA RA. The amount of such delegate funding shall be annually established in conjunction with region funding.

To receive reimbursement from delegate funds for expenses incurred or to claim expenses incurred against any advance from such funds, a delegate must properly substantiate expenses, noting the amount, date, place and description of expenses, including receipts required per the Travel/Expense Report form.

If the delegate does not do so, the Association may take action to recuperate any losses, deny a delegate future funding, or other action as deemed appropriate by the Governing Board.

3) CONFERENCE ATTENDANCE AND REIMBURSEMENT

CODFA may provide funds to advance and/or reimburse conference attendees for expenses incurred in attending such conferences. Attendees are subject to the following conditions in order to be eligible for funds to be advanced and/or reimbursed.

- 1) The attendee must be a CODFA member
- 2) The conference and attendees must be approved for attendance by the CODFA President or Senate prior to the conference.
- 3) Proper receipts and documentation must be provided for advance and/or reimbursement to occur as outlined in “reimbursable expense policy”.
- 4) An attendee will be required to report to the membership on their conference experience. This report should include at least the following:
 - a. Sessions attended and a brief summary
 - b. Recommendations for local implementation (if any)
 - c. Recommendations for future attendance
- 5) Other reasonable requests may be made based upon the topic, location and purpose of a specific conference(s).

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 is 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 all Divisions plus Library and Counseling.
 - 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 Membership Chair 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 will divide the total number of Association members by the number fifteen, and the quotient will 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, will 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 are elected. These Senators-at-Large, elected by the entire body of the Association membership will bring the total number of Senators to at least twelve.

B. Duties

- 1) Set the date(s) for election of Officers and Senators by the first week of October. Coordinate with the Election Chair to set ballot language in advance of notification deadlines.

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.** No votes may be taken during Executive Sessions.
- D.** Executive Sessions are terminated by approval of a motion to leave Executive Session.

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 schedule reassigned time for the length of office or position and inform the President of the desired distribution annually.
- 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. 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.

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 CBA.
- 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) Honoraria may be increased under specific circumstances. Such increases will be approved by the Faculty Senate.
- 4) Recipients may elect to decline honoraria. They should inform the President and Treasurer before the Senate meeting where such honoraria are approved.

5) The Association will pay honoraria to the Senate officers and faculty members holding the following positions approximately 4 weeks after the start of the Fall and Spring terms, as well as Summer term, as indicated:

Secretary – Fall and Spring semesters: 1 semester hour. Summer semester: 1 semester hour.

Treasurer – Fall and Spring semesters: 1 semester hour. Summer semester: 1 semester hour.

Membership Chair-- Fall and Spring semesters: 1 semester hour. Summer semester: 1 semester hour.

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

CODFA Webmaster – Fall and Spring semesters: 1 semester hour. Summer semester: 0.5 semester hour.

CODFA Social Media Manager – Fall and Spring semesters: 1 semester hour. Summer semester: 0.5 semester hour.

Vice Chair of Welfare--Fall and Spring semesters: 1 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.

XI. COMMITTEE OPERATIONS

A. General Committee Operation

- 1) All Association and Senate Committee Chairs (standing and ad hoc) are selected by the committee (and Senate is informed). Committees may also choose to appoint a Vice Chair to serve in the absence of the Chair. Chairs and Vice Chairs must be full share members.
 - a. The Membership Chair verifies the full share status of chairs and vice chairs.
- 2) Association and Senate committee membership is limited to full share members. The Membership Chair verifies the full share status of Association and Senate committee members.

- 3) The Committee on Committees will operate as outlined in Section A 6 of the contractual agreement for appointments to College Committees. The Committee on Committee process is for full share members only. Senate acts as the Committee on Committees and will review and discuss the recommendations. Appointments to committees will be determined by Senate vote.
- 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, and submitted to the CODFA Discussion Board when approved by the committee,
- 6) Each Association committee will provide minutes to the Senate at least once each term.
- 7) Each Association committee meets at least once a year to organize the committee and discuss business.
- 8) Each Association committee is responsible for establishing rules of operation which should include but not be limited to:
 - a. Setting agendas and issues for consideration.
 - b. Voting procedures.
 - c. Recording meeting minutes
 - d. Establishing attendance policies
 - e. A process for submitting recommendations to Faculty Senate
- 9) Per the current edition of Robert's Rules of Order Newly Revised, 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. Contractual Committees

- 1) The Faculty Senate will 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.

- i. Three Faculty Members, at least one of whom must be a member of Welfare
- ii. Three Administrators
- iii. Faculty members will serve three-year rotating terms

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

Reviews applications for movement from D to E and makes recommendations to the College President. See the Memorandum of Understanding, page 110-C in the CBA.

- i. Three Faculty Members, selected by CODFA with input from Welfare
- ii. Vice-President of Academic Affairs
- iii. Two other Academic administrators.
- iv. Committee member terms will normally be three years
- v. The committee will elect its chair annually, alternating between an Administrator and a Faculty Member

C. FARB (Faculty Academic Review Board)

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

D. 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.

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

E. Insurance Committee

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

- i. Three Faculty members selected by CODFA with input from Welfare, and at least one must be a member of Welfare
- ii. Three year rotating terms

F. 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.

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

G. Welfare

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

- i. Up to Ten full share members including a chair.
- ii. Vice-President of the Faculty Association is an ex-officio member with full responsibilities
- iii. Rotating terms per the bylaws
- iv. 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
- v. The Welfare Committee will determine the Chair and Vice Chair of Welfare annually and inform the Faculty Senate.
- vi. The Welfare Committee will determine the Chair and Vice Chair of Grievance annually and inform the Faculty Senate.
- vii. The Welfare Committee will determine the members of the Negotiations table team during contract negotiations or extension negotiations and inform the Faculty Senate.
- viii. The Welfare Committee may select advisory ad-hoc full-share members to assist them and will inform the Faculty Senate.
- ix. If a matter requires Negotiations between the COD Board of Trustees and the COD Faculty Association during the term of an existing contract, the Welfare Committee will be charged by Faculty Senate to negotiate on behalf of the COD Faculty Association.
- x. If a tentative agreement is reached between the Welfare Committee and the COD Board of Trustees, the Welfare Committee will present its recommendation to the Faculty Senate.
- xi. The Faculty Senate will schedule a vote on the tentative agreement for all full share members of the Faculty Association (as per IV.C.13).

C. Non-Contractual Senate Committees

The Senate reserves the right to confirm all Faculty Member appointments to Non-Contractual Senate committees. These committees include but are not limited to:

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) 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 Executive Committee to maintain continuity of Senate public information and documents.
- b. Develops strategies utilizing internal and external (IEA/NEA) resources.
- c. Develops and maintains a variety of communication methods such as email, web based strategies, newsletters, key communicators.
- d. Works with other Senate Committees to coordinate internal communication.
- e. Two year rotating terms
- f. At least five Faculty members and is not restricted to a fixed size for this committee
- g. Association Secretary, Webmaster, and Faculty Advocate Newsletter Editor are members of committee.

3) 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 working at the College in a capacity of full-time full share faculty.
- c. Council chair will be the most recent past president.

4). Election Committee

Responsible for conducting all local elections, in addition to those region elections, which are conducted at a local level. Inherent within this charge are:

- a. Maintains election roster with support of CODFA Membership Chair
- b. Provides notifications for each locally-conducted election

- c. Distributes petitions required for officer and senator elections
- d. Prepares ballots, with specific ballot language set by Senate
- e. Conducts absentee ballot process
- f. Serves as election judges
- g. Tabulates ballots
- h. Reports unofficial election results for Senate certification
- i. Secures ballots and voting rosters

Membership

- 1. Two year rotating terms
- 2. Must be full share members of the Association
- 3. One member serves as chair, one member serves as vice chair
- 4. Maximum membership of 10

5). Faculty Court

Renders decisions interpreting these Bylaws to protect constituent rights under both. Court decisions should be based strictly on interpretations of the Bylaws.

- a. Five tenured full share members; none of the members can be on Senate.
- b. Three year rotating terms
- c. Appeals are filed with the Chair of the Faculty Court.
- d. Appellants must make a good faith effort to try to resolve issues through meetings and discussions before filing an Appeal.
- e. Appeals and any other documents are shared with the President and Vice President of the Faculty Senate, along with all members of the Faculty Court.
- f. The Faculty Court will meet in confidential closed session(s) to review the appeal.
- g. The Faculty Court may request other relevant documents or information from any parties for its deliberations.
- h. The Faculty Court may schedule an open hearing with all parties to hear arguments regarding the appeal.
- i. Any decision is transmitted to the Appellants, Respondents, and the President and Vice President of the Faculty Senate.

6). 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 include but are not limited to Demonstrated Competency.
- f. Addresses issues of instructional importance raised by Faculty Senate.
- g. Makes recommendations concerning matters of instructional importance to the Senate.
- h. Researches and makes recommendations regarding the instructional needs of faculty.
- i. Directs and maintains the academic integrity of the curriculum and instructional experience.
- j. Assists other Senate committees and subcommittees with input on issues that have an instructional aspect or impact.

7). 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

8). Degree Requirements (DRC)

The purpose of the Degree Requirements Committee is to set course and grade requirements for all degrees granted by College of DuPage. The DRC recommends changes that go to the Faculty Senate for approval, or to faculty-wide vote, and then to the administration for implementation. In addition, the DRC sets policy for the granting of college certificates. The DRC follows curriculum guidelines as set by the Illinois Community College Board and other state regulatory agencies and professional certification boards.

- a. At least one member from each of the election units
- b. Three year rotating terms
- c. The committee meets at least once each in Fall and Spring semesters, and more frequently as needed. Members are updated via e-mail.
- d. The committee reports to the Faculty Senate.
- e. A meeting liaison relationship is maintained with the Instruction Committee.

9). 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. The Committee will submit quarterly updates to the State Elections Board.

Membership

1. The President of CODFA will serve as President of the PAC.
2. A Treasurer will be appointed annually by the committee, but the CODFA Treasurer is not eligible.
3. An Executive Director will be elected by the Association full share membership at the fall Senate election for a one year term.
4. All members must be members in good standing of IPACE.

10). 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 OPERATING PROCEDURES

A. General Procedures

1. Only full share members of the Faculty Association are eligible to appear on the ballot. Ballot order of candidates are determined by lot.
2. For referendum votes, ballot language will be set by the Senate at the same time as dates are set for the election. Proposed ballot language should be submitted by the Senate Committee requesting the vote.
3. The process for sending and receiving absentee ballots will be determined by the Election Chair with email notifications sent to all Full Time faculty members prior to each election.
4. Only full share members of the Faculty Association are eligible to sign nominating petitions. The Vice-Chair of Elections or designee will audit signatures against the voting roster.
5. The names of all persons receiving votes will be reported to Senate by the Election Committee.
6. The official tally takes place as soon after the election as possible and no more than 7 days after the election. Each candidate has the right to have one observer present when ballots are tabulated. Eligible voters and union representatives also may observe during the tally process.

7. Election results are considered unofficial until acceptance by a majority vote of the Senate, at which time results are 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 certify election results.
8. All documents used for voting are securely stored and must be retained for one (1) year. Voting results are recorded in Association minutes.
9. All referendum votes (labor and non-labor), excluding amendments of the Bylaws, pass by receiving a majority of the valid votes cast. Voting results are recorded in Association minutes.
10. For election of officers, Senators and non-labor referendum, there is a minimum of fifteen (15) days between Senate's setting the date for an election and the election
11. Challenges to elections must be filed with the Elections Committee Chair within five days of the end of the election. The Election Chair will rule according to state affiliate procedures.

B. Nomination and Election of Officers

1. Election of officers takes place no later than October 31. The Election Committee on or before October 15 publishes the date(s) for the election of Officers. There is a meeting of the Assembly at a convenient time(s) prior to the first day of the election to present the slate of candidates to the Faculty.
2. Full share Faculty Association members seeking nomination for one of the offices of the Faculty Association/Senate file with the Election Committee Vice-Chair a nominating petition signed by at least ten percent (10%) of eligible voters. This petition must be submitted at least fifteen (15) days prior to the first day of the election.
3. An officer is 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 will hold a new election within fifteen (15) instructional days after the last day of the election. The Election Committee conducts the runoff election in the same manner as the original election, on date(s) set by the Senate. The candidate who receives a majority of the votes cast in the runoff election shall be elected.

C. Nomination and Election of Senators

1. Full share Faculty Association members seeking nomination for the office of Senator file with the Election committee Chair a nominating petition signed by at least five percent (5%) of the eligible Full Time, full share, members within their election unit. This petition must be submitted at least fifteen (15) days prior to the first day of the election.
2. Election of Senators takes place no later than October 31. The Election Committee on or before October 15 publishes the dates for the election of Senators.
3. Senators are 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 holds a new election to be held between the filed candidates who received the two

- greatest number of votes. This election is held within (15) instructional days after the last day of the election. The Election Committee conducts the runoff election in the same manner as the original election, on date(s) set by the Senate. The candidate who receives a majority of the votes cast in the runoff election is elected.
4. If more than one candidate is written in for the same Senate seat without filing a petition with the Election Committee, the President or designee 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.

D. Ratification Process for TA While on Strike

1. The Negotiation Team calls for an assembly of the membership as soon as possible, no later than 24 hours, after a tentative agreement has been reached.
2. Assembly can take place at COD or a neutral location.
3. Details of tentative agreement are shared with membership at the assembly.
4. Voting will take place at the conclusion of the assembly at the assembly site. There is no early voting, no absentee voting and no proxy voting.
5. Polls will stay open for three hours.
6. The official tally of votes takes place immediately after the polls close.
7. Quorum is achieved with 2/3 of full members.
8. Vote passes by receiving a majority of the valid votes cast.
9. Vote count is officially reported to membership on the CODFA Discussion Board within two hours of polls closing.
10. Election results will be reported to the public immediately following notification to the membership.
11. A positive ratification results in CODFA membership being available to return to work at the time agreed upon with the administration.
12. Senate ratifies the election results at their next meeting.

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.
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. Officers oversee the progress of arbitration and must be separate from the motion.
 - a. Senate may approve or reject arbitration.
 - b. The faculty member(s) involved in the grievance may be present for the Senate discussion during closed session.

- c. If Senate approves arbitration, it will also allocate a budget for it.
- 4. The motion(s) requires a roll call vote and approval by a two-thirds majority of the Senate.

B. Arbitration Process Oversight

- 1. Faculty Senate votes to decide whether or not a grievance will be processed to final and binding arbitration
- 2. The Grievance Chair and Welfare Committee:
 - a. Is empowered, by the Faculty Senate, to provide the day to day oversight of the arbitration and any pre-arbitration hearing settlement efforts;
 - b. 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.

The Association's representative will present the Association's case and engage in pre-arbitration hearing settlement efforts, and explore all desirable settlement options and is expected to offer advice and make recommendations to the Chair

of Grievance. The Association Representative and the Grievance Chair will select the arbitrator and explore a settlement.

3. Once the Faculty Senate has approved pursuing resolution in arbitration, the decision to withdraw from the arbitration process is a decision of the Faculty Senate in consultation with the Welfare Committee and Grievance Chair.
 - a. In the event of an individual or group grievance, the grievant(s) may address the Faculty Senate in closed session as they were allowed to when the initial decision to pursue arbitration was made.
 - b. 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.
4. The President of the Association should seek the recommendation of the Welfare Committee, and the Grievance 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.

C. Senate Communications

1. All Committee reports are to be posted by the committee Chair on the Discussion Board.
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. Packet will be posted at least one day prior to the Senate meeting.
 - b. All committee reports will be submitted in writing. Committee representatives will be invited, when necessary, for clarification or when action is required on committee proposals.
 - c. Association and personnel sensitive documents will not be included in the packet.
 - d. Whenever possible all other reports and requests should also be submitted in written summary form.
 - e. 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 shredded.
6. All documents including drafts must be dated and labeled as drafts.

XIV. READOPTION AND AMENDMENT

Review

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

Re-adoption

1. These Procedures will be readopted by the incoming Senate at their first meeting in January.
2. The adoption of the Procedures will 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 will be a one-meeting interval between the motion to consider an amendment to these Procedures and the vote for the adoption of the amendment.