

**THE
COMMUNITY COLLEGE
OF RHODE ISLAND**
FACULTY SENATE OFFICE
400 East Avenue, Warwick, RI 02886 USA



Serial Number S.2022-001

TO: President Meghan Hughes
FROM: Sandra Luzzi Sneesby, Chairperson of the Faculty Senate

1. The attached BILL titled, *Faculty Senate Constitution and By-Laws* is forwarded for your consideration.
2. This BILL was adopted by vote of the Faculty Senate on **01-28-2022**.
3. After considering this bill, will you please indicate your approval or disapproval. Return the original, completing the appropriate endorsement below.
4. In accordance with Section 10, paragraph 4 of the Senate's By-Laws, this bill will become effective **DATE** three weeks after Senate approval, unless: (1) specific dates for implementation are written into the bill; (2) you return it disapproved; or (3) the College Faculty petitions for a referendum.

01-28-2022

Signature of the Faculty Senate Chair

(date)

ENDORSEMENT

TO: Chairperson of the Faculty Senate

FROM: President of the College

- a. Approved .
- b. Approved subject to Notice of the Council on Postsecondary Education ____.
- c. Disapproved ____.

Signature of the President

2/1/22

(date)

CONSTITUTION OF THE FACULTY SENATE OF THE COMMUNITY COLLEGE OF RHODE ISLAND

Preamble

The Faculty Senate was authorized by an amendment to the Governance Manual approved by a vote of the College community on December 14, 2020 to be the conduit through which matters pertaining to instruction and academics, shall pass, such that there should be one forum for formulation of and deliberation on academic policies in the spirit of transparency and collegiality.

Article I – Name

1.1 The name of this deliberative body shall be the Faculty Senate of the Community College of Rhode Island.

Article II – Powers

2.1 The Senate, subject to the provisions of state and federal law, and subject to consistency with the general objectives established by its governing Council, and subject to the referendum power of the General Faculty has legislative authority on academic policies. It shall, with the concurrence of the President, formulate policy concerning teaching, study, exercise, discipline and government: for example, and without excluding others not listed, academic standards (scholastic standing, admission and dismissal policy, class attendance, grading systems, etc.) and curriculum matters not covered by the Curriculum Review Committee. Nothing in this article should be construed to interfere with the authority or responsibility of the appropriate administrative officers in the carrying out of established policy, or in proposing, through the President, such changes in policy as they deem desirable. General Faculty is constituted by the Full-Time faculty body.

2.2 The Senate, with the concurrence of the President, shall formulate such policies regarding student academic activities (e.g. experiential learning) as it may deem appropriate to advance the educational purposes of the College and to promote satisfactory discipline and behavior and support equitable outcomes and student success.

2.3 The Senate may make recommendations to the President and/or the Council on Postsecondary Education through the President in regard to policies affecting the General Faculty; status and welfare, including such subjects as promotion, tenure, rank, leaves of absence, salaries, grants and contracts. This section shall not be construed to conflict with the

rights delegated to an exclusive collective bargaining agent duly authorized to represent the faculty in conformity with public laws.

2.4 The Senate shall establish such standing, special, and ad hoc committees as it deems necessary to carry out its functions: for example, Academic Standards and Policy, Academic Technology, Teaching and Assessment, Online Learning, General Education, Diversity, Equity, and Inclusion, Student and College Success, Constitution, By-laws, College Governance Manual and Election.

2.5 The Senate shall exercise all authority delegated to the College faculty by law and all authority lawfully delegated to it by the Council on Postsecondary Education, except that the General Faculty shall act upon the recommendations made by the various departmental faculties for the granting of degrees to those recipients who have fulfilled the requirements for the appropriate degrees.

ARTICLE III – Membership

3.1 The Senate shall consist of designated ex officio members and of elected members of the full-time tenure-track faculty, chosen in the approximate ratio of one senator for each seven (7) full-time tenure-track faculty members in each academic division and the Faculty Association President or their designee. Four (4) part-time faculty members, one from each academic division, shall be included as full members of the Senate. Any member of the tenure-track faculty with the rank of professor, associate professor, assistant professor, or instructor may be elected a member of the Senate. The Senate will provide means by which all eligible faculty members not in a division have the opportunity to vote and to be candidates for election.

3.2 The President, Vice President of Academic Affairs, divisional deans, the Presidents of the Campus Student Governments, and any other member of the College community the Senate may so designate, shall be members of the Senate ex officio, without the right to vote, but with the rights to speak on the Senate floor and in committee, and to make and second motions. The Community College of Rhode Island Faculty Association President shall be a member of the Faculty Senate with full voting rights.

3.3 Any full-time, tenured or tenure-track faculty member not an elected member of the Senate shall, upon application to the Faculty Senate, be eligible to speak on matters pending before the Faculty Senate and committees.

3.4. Proposals for changing titles of ex officio members of the Faculty Senate shall be submitted to the Faculty Senate Leadership Committee. If in the judgment of the Committee, a title

change is of a nature such that incorporating it into the Membership Article (III) of this Constitution does not require a referendum, the Committee shall report this finding to the Faculty Senate, together with a recommendation for an appropriate change of the Membership Article. Unless specified otherwise in the recommendation, the change shall become effective upon a two-thirds majority vote of the senators present and eligible to vote. The recommendation may not be voted upon at the meeting at which it is first moved.

ARTICLE IV – Officers

4.1 The officers of the Senate shall be a Chair, Vice Chair, and Secretary. The duties of these officers are those usually associated with the titles of Chair, Vice-Chair, and Secretary, except as modified or added to in the By-Laws. In the absence of the Chair, the Vice Chair shall exercise the full powers of the Chair. These officers shall be elected in accordance with section 5.1 of the Senate By-laws.

ARTICLE V – Leadership Committee

5.1 The Chair, Vice-Chair, Secretary, and four senators, one from each academic division, elected from the elected membership of the Senate in accordance with Article V, 5.1 of the Senate By-laws, shall constitute the regular members of a Leadership Committee. The person who served as Chair during the preceding year shall serve as an ex officio Leadership Committee member with voting rights. The Chair of the Senate shall be Chair of the Leadership Committee. This Committee shall meet on call of the Chair, or on request of a majority of its members. It shall serve as the steering committee of the Senate and shall represent, or designate persons to represent, the Senate in meetings with the President, Council on Postsecondary Education and other College bodies.

ARTICLE VI – Meetings

6.1 Regular meetings of the Senate shall be held at least once a month during the academic year, unless otherwise voted by the Senate.

6.2 Special meetings may be called upon due notice at any time during the academic year (1) by the Chair of Senate, (2) upon request by a majority of the Leadership Committee, (3) by vote of the Senate at any regular or special meeting, (4) by petition to the Chair of at least 25 percent of the senators, (5) by a petition to the Chair of at least 25 percent of the members of the General Faculty, or (6) at request of the President or VPAA.

6.3 Within two weeks after the meeting of the Senate at which the results of elections of new members are announced, a meeting of the newly constituted Senate shall be held for the

purpose of orienting the new Senators and Officers. If a date has not already been set for this meeting in the yearly calendar of Senate meetings, the time and place shall be set by the out-going Chair and Leadership Committee. The out-going Chair shall preside at this meeting. Newly elected officers shall assume their duties at the close of this meeting. Out-going senators shall have no vote.

6.4 Prior to each meeting the agenda of the business to be conducted must be sent to all members of the General Faculty. Senate meetings shall be open to all members of the faculty, the student body, and the administration. Non-Senate members may address the Senate upon invitation of the presiding officer of the Senate. Procedure is outlined in the By-Laws.

ARTICLE VII – Amendment of the Constitution

7.1 Except as provided in Article 7.1.3 below, amendments shall be proposed to the General Faculty by a majority of the total voting membership of the Senate, and ratified by an affirmative vote of two-thirds of the General Faculty voting on the question, excluding abstentions, as determined by balloting conducted by the Leadership Committee and by three tellers appointed by the President of the College. Tellers are non-voting members of the Senate who assist with the recording of votes.

7.2 Balloting shall be conducted in accordance with the By-Laws.

7.3 Any member of the Senate may challenge a finding of the Faculty Senate Leadership Committee that a change of the title of an ex officio member of the Faculty Senate can be incorporated into the Faculty Senate Constitution without a referendum. Such a challenge may be presented only prior to the actual vote on the change. If the challenge is upheld by a majority of the senators present and eligible to vote, the title change shall be submitted to the referendum process as outlined in Articles 7.1 and 7.2, of this Constitution.

7.4 Changes to the provisions determining Faculty Senate membership can be made only in accordance with the referendum process as outlined in Article VII, 7.1 and 7.2, of this Constitution.

7.5 Periodic review of the By-Laws shall be conducted every three-five years.

**BY-LAWS OF THE FACULTY SENATE
OF THE COMMUNITY COLLEGE OF RHODE ISLAND**

Statement of Purpose: The following Senate By-Laws were developed to assure the effective operation of shared governance at the Community College of Rhode Island.

SECTION I - Rights and Responsibilities of Senators

1.1 Elected senators shall have full privileges of the Senate, including the right to introduce motions, to second motions, and to vote. They are obligated to attend all Senate meetings and to take part in committee work assigned by the Chair. *Ex officio* senators shall have all the rights and responsibilities of elected senators, including the right to make and second motions, but excepting the right to vote.

1.2 The Chair shall declare the place of an elected senator vacant when he or she has been absent from five regular meetings in one academic year. Vacancies shall be filled as provided in 2.9. The Leadership Committee may, in cases of urgency, permit absences in excess of five.

1.3 Because of the responsibility attendant upon membership in the Senate, department chairpersons shall arrange teaching schedules to permit attendance of senators at regular meetings of the Senate. If, due to unusual circumstances, this is not possible, and if it is known at the time of election, the faculty member involved shall ask that his/her name be withdrawn from nomination.

SECTION II - Election of Senators

2.1 Senators shall be elected for three-year terms by the General and Part-Time faculty of the college but in these elections only persons eligible to elective membership in the Senate shall vote. General Faculty refers to tenured and tenure-track full-time faculty and Part-Time Faculty refers to adjunct faculty members.

2.2 Elections shall be conducted by a Senate Election Committee. The Committee shall be made up of current Senators. Rules and procedures for elections shall be decided upon by the Senate Election Committee, subject to the approval of the full senate.

2.3 Each faculty division shall elect one senator for each seven of its full-time tenure-track members or majority fraction thereof. That is, each division is entitled to elect at least 14.3% of its faculty to the senate but never to reach or exceed 16.6%. For the purpose of determining the number of senators a division is entitled to elect; phased retirement shall be counted according to the fraction of full-time which they serve in a particular division. Terms shall be so arranged as to provide that one-third, or approximately that number of senators, shall be newly elected members each year.

No department, or other authorized faculty unit shall have a majority of elected senators, and if this should be imminent following the membership apportionment as prescribed elsewhere in the Constitution and By-Laws, the faculty involved shall be entitled to elect no more than one less than a majority of the elected members of the Senate.

All full-time tenured or tenure-track faculty are eligible to be candidates for the full-time faculty Senate positions. Only full-time faculty can vote in the election for full-time faculty Senate positions. All part-time faculty are eligible to be candidates for the four part-time faculty Senate positions. Only part-time faculty can vote in the election for part-time faculty Senate positions. No faculty, full or part time, shall vote or be eligible for election in more than one division or other unit.

Each division is entitled to elect at least one senator, regardless of the number of members in its faculty. The Leadership Committee, with the concurrence of the Senate, shall determine how faculty members not included in a division, or the library shall be grouped for participation in elections and shall designate a leader to organize elections; but the number of units so formed shall be kept to a minimum consistent with adequacy of representation of distinct disciplines.

Normally the principle of not more than one unit for seven faculty members will be applied, so that the total number of senators will not be excessively increased and the ratio of one senator for seven faculty members will not be unduly disturbed. Faculty units so designated shall be announced at the regular Senate meeting in April of each year and recorded in the minutes.

In April of each year, the Faculty Senate Election Committee shall inform the Full and Part-Time faculty of each division or other authorized faculty unit participating in elections of: (1) the names of senators whose terms will expire during the current academic year, and (2) any changes in apportionment. The Faculty Senate Election Committee shall then elect new senators in accordance with Faculty Senate election procedures. A secret ballot shall be used.

2.4 Each department may elect a number of senators equal to one seventh of their Full-Time tenured and tenure track faculty, with each department guaranteed a minimum of two but no more than five senators. If a department contains multiple disciplines, no more than two thirds of the department's senators may come from a single discipline. Faculty senate candidates who teach in multiple disciplines within a department shall declare the discipline they are standing for at the time of nomination.

2.5 A senator whose three-year term expires may not be re-elected until the lapse of one year, except that a senator who has not served for two or more consecutive semesters of a three- year term on account of an officially sanctioned leave (sabbatical, medical, and the like) shall be eligible for re-election without a one-year hiatus.

2.6 Results of the elections of all new members of the Senate may be made known the Faculty Senate Election Committee, but they shall in any case be announced officially by the Chair of the Senate not later than the regular meeting of the Senate the date of which is nearest to May 15. Newly elected senators shall assume their duties within two weeks after the official announcement of their election by the Chair of the Senate, at a Senate meeting designated by the out-going Chair and Leadership Committee for this purpose and for the election of new officers.

2.7 Vacancies created as provided in 1.2 or by resignation or by leaves of absence of more than one semester shall be filled by election by the Faculty Senate Election Committee. If the leave or illness is one semester or less in probable duration, determination of a vacancy shall be at the discretion of the Faculty Senate Chair. Whether a person elected to fill a vacancy shall serve for the unexpired portion of the term or for the period of absence of the person regularly elected shall be determined at the time of the election. A person serving a partial term shall be eligible for election to a full term without lapse of time.

2.8 No less than 30 days before faculty members declare their candidacy for an upcoming senate election, the Faculty Senate Election Committee, composed of current senators, shall draft a list of departments and their disciplines, determine the number of senators to be elected per department, and provide this information to the full Senate for approval.

SECTION III - Powers and Duties of Officers

3.1 The Chair of the Senate shall preside at meetings of the Senate. The Chair does not vote except as provided in these by-laws and in case of a tie they cast the deciding vote. If the Chair does not do so then the motion fails. They shall serve as Chair and preside at meetings of the Leadership Committee, as well as act as the liaison between the college administration and the Faculty Senate.

3.2 The Chair shall serve as the executive officer of the Senate and shall sign the official copies of all Senate actions. On all matters concerning publication or public explanation of Senate actions, the Chair shall be sole spokesperson and representative of the Senate.

3.3 Except as otherwise specifically provided in the acts of the Senate creating committees, and excepting committees of college faculties and those whose appointment lies within the province of the President of the College, the Chair of the Faculty Senate shall name the new faculty members and new chairpersons of standing Senate committees and the faculty members and chairpersons of special committees, subject to confirmation by the Senate.

3.4 The Chair may grant non-Senate members of the faculty, the student body, and the administration privileges of the floor at Senate meetings upon request made prior to the meeting. They shall upon written request, grant privileges of the floor for an individual meeting to one faculty member representing a department or discipline not having a senator. The Chair shall, without prior request, grant privileges of the floor to all members of a Faculty Senate committee when a report of the committee of which they are members is under consideration by the Senate. The Chair of a Faculty Senate committee, or their representative, shall have the right to make motions when a report of his/her committee is under consideration by the Senate even if he/she is not a member of the Senate.

3.5 The Vice Chair/Chair-elect shall arrange for suitable accommodations for meetings, and shall provide for appropriate seating arrangements for observers, separate from the senators.

3.6 The Vice-Chair/Chair-elect shall report and explain to the Senate the recommendations of the Leadership Executive Committee.

3.7 The Faculty Senate Secretary shall keep the minutes of the Senate and update the website.

SECTION IV. Powers and Duties of Committees

4.1 The Leadership Committee of the Senate shall have such powers and duties as are delegated to it by the Constitution and By-Laws and by acts of the Senate.

4.2 As the steering committee of the Senate, the Leadership Committee shall give attention to all matters within the scope of the Senate action, either on its own initiative or upon the request of individual members of the faculty.

4.3 The Leadership Committee shall have the power to act for the Senate during the interim between the last Senate meeting in the spring and the first meeting in the fall on such matters as urgently require action at the time. Before acting, the Chair shall invite members of the Senate to a hearing concerning the action and its urgency. The provisions for circulating the agenda and minutes for special meetings of the Senate shall apply. The action of the Leadership Committee will become effective ten days following the distribution of the minutes unless a necessary Presidential approval is withheld or unless the action is challenged by a petition for delay signed by 25 percent of the General Faculty. In these cases, the action must await consideration by the Senate. If a meeting is requested by the administration during the interim period, approval from the VPAA is required for any request for faculty compensation.

4.4 The Leadership Committee shall advise the Chair in selecting members for faculty Standing committees: Academic Standards and Policy, Academic Technology, Teaching and Assessment, Online Learning, General Education, Diversity, Equity, and Inclusion, Student and College Success, Constitution, By-laws, College Governance Manual and Election, and Ad-hoc committees.

4.5 At the April meeting of the Senate, the Leadership Committee shall propose a calendar of regular meetings of the Senate for the ensuing year.

4.6 The Leadership Committee shall establish an agenda in advance of each regular meeting of the Senate. The agenda shall be published and delivered to all faculty members in accordance with By-Laws Section 3.9 at least five days 72 hours prior to regular Senate meetings. Agenda for special meetings shall be delivered as early as practicable.

4.7 The Leadership Committee shall include on the Senate agenda any items requested in writing by at least ten percent of the voting members of the General faculty or requested in writing by the President of the College or VPAA.

4.8 Through the Vice Chair/Chair-elect, the Leadership Committee shall report upon its activities to the Senate at each meeting. The Leadership Committee shall keep minutes of its meetings and the minutes shall be open to all senators.

4.9 In addition to the Leadership Committee, there shall be two classes of faculty committees created by the Senate: (1) standing committees, and (2) special committees.

4.10 Powers and duties of the standing and special committees shall be stipulated by the Senate at

the time of their creation by the Senate.

4.11 In addition to considering matters referred to them by the Senate, standing committees may initiate action on matters clearly within their province and request that they be placed on the agenda of the Senate meeting.

4.12 Each committee shall be comprised of four to six Senators, one of whom shall serve as chairperson, and two students. The faculty members of standing committees shall serve for three-year terms on a staggered basis from the time of their approval until the first meeting of the Senate in the fall three years afterwards. Committee chairs shall serve for two years in that capacity.

Student members shall serve for one year and shall be eligible for appointment to a second term. Students shall be appointed by the Student Government. Committee chairs or the Faculty Senate Leadership Committee may request that the College administration make available those administrators and/or staff members whose expertise is aligned with the work of the committees to act as liaisons to committees as needed.

Administrator and/or staff liaisons may advise committee members regarding the work of the committee but shall not be considered committee members. The Leadership Committee or committee chairs may also ask faculty who are not Senate members to serve as non-voting advisors to standing committees as needed.

4.13 Each committee shall meet at least once a semester unless otherwise specified. Carrying out committee work electronically is permissible.

4.14 The chairperson shall be responsible for preparing the agenda and calling the meetings. Another member of the committee shall be responsible for recording minutes and submitting them to the Leadership Committee of the Faculty Senate upon approval.

4.15 Each committee shall provide a brief informational report at the October meeting of the Faculty Senate outlining its goal(s) for the coming year. Each committee shall present a report of its activities to the Faculty Senate at least once a year as indicated in the description of the committee charge.

4.16 Committee reports to be placed on the agenda for a regular Senate meeting must be submitted to the Leadership Committee at least seven days in advance of the Leadership Committee meeting preceding the Senate meeting at which said reports are to be considered for inclusion on the agenda, and shall be distributed with the agenda to members of the Senate.

Sub-Sections 4.17 - 4.22 The Faculty Senate shall maintain standing committees charged with policy formation in the following areas:

4.17 Academic Standards and Policy Committee

Purpose: Responsible for developing, reviewing, and evaluating academic policies for the college. The committee shall report to the full senate once each academic year, as scheduled by the Senate Leadership Committee.

4.18 Academic Technology Committee

Purpose: Responsible for policy proposals and procedural recommendations regarding academic technology related issues, projects, implementation, costs and priorities. The committee shall report to the full senate once each academic year, as scheduled by the Senate Leadership Committee.

4.19 Teaching and Assessment Committee

Purpose: Responsible for program review and assessment of student learning outcomes. The committee shall report to the full senate once each academic year, as scheduled by the Senate Leadership Committee.

4.20 Online Learning Committee

Purpose: Responsible for online course quality, evaluation, delivery, structure. The committee shall report to the full senate once each academic year, as scheduled by the Senate Leadership Committee.

4.21 General Education Committee

Purpose: Address matters, courses, policies pertaining to CCRI's General Education and CCRI's Definition of an Educated Person. The committee shall report to the full senate once each academic year, as scheduled by the Senate Leadership Committee.

4.22 Student and College Success Committee

Purpose: Address matters related to the academic support of students and the college community. The committee shall report to the full senate once each academic year, as scheduled by the Senate Leadership Committee.

4.23 Diversity, Equity, and Inclusion Committee

Purpose: Address academic matters related to diversity, equity, and inclusion. The committee shall report to the full senate once each academic year, as scheduled by the Senate Leadership Committee.

4.24 The Constitution, By-laws, College Governance Manual, and Election Committee shall be comprised of four members. This committee shall review the operation of College governance and propose changes in the Constitution and By-Laws of the Faculty Senate and in the College Governance Manual; review proposals for changes in College governance from whatever source and make recommendations concerning them to the Faculty Senate and to the other appropriate bodies and individuals; construe the meaning of the Constitution, the By-Laws and the College Governance Manual upon the request of the Senate Chair or Leadership Committee, any senator or member of the College faculty, or the President; assure that all duly approved changes are incorporated into the Constitution and By-Laws and into the College Governance Manual, and that no unauthorized changes are made in these instruments; and assure that the language of all duly approved changes is consistent with the style, format and arrangement of the Constitution and By-Laws and of the College Governance Manual. The committee will also be responsible for planning and conducting Senate elections.

SECTION V. Election of Officers

5.1 In February of each academic year, the Senate shall elect for the following academic year a Vice Chair/Chair-elect who shall serve one year as Vice Chair/Chair-elect and a second, consecutive year as Chair. Senators who are elected to serve this two-year leadership position, as described, shall remain full members of the Faculty Senate as representatives of their disciplines for the duration of their service even if the two-year position exceeds the three-year term limit as a Senator (section 2.1). The outgoing Chair whose term has expired shall continue as an *ex officio* member of the Leadership Committee for a period of one year after expiration of the term as Chair, and shall be considered *ex officio* member of the Faculty Senate during the same year without a vote, unless serving as a sitting Senator. At its organizational meeting in May, the Senate shall elect at least one senator for a one-year term on the Leadership Committee. In order to ensure continuity, the remaining three members of the Leadership Committee shall be elected to serve for two years. To stagger their terms, two of the 2-year term members shall be elected on even numbered years and the other 2-year term member on odd numbered years.

5.2 At its regular meeting in January of each year the Senate shall elect a nominating committee of three members chosen from the members whose terms expire that May. This committee shall present two nominations for the position of Vice Chair/Chair-elect in February. The remaining one- or two-year positions on the Leadership Committee shall be elected at the organization meeting in May. In selecting its nominees for terms on the Leadership Committee, the nominating committee shall consider the senators newly elected as well as those who have served for one or two years, shall consider continuity of membership, and shall, moreover, seek to maintain a reasonable distribution and rotation of the positions to be filled among the various departments and disciplines.

5.3 At the meeting at which elections are conducted, nominations from the floor, in addition to those presented by the nominating committee, shall be in order. Paper ballots shall be used in the election. A majority of the votes cast shall be required to elect.

5.4 The election of officers shall be in accordance with the following procedures:

When more than two candidates are nominated for a single office, a candidate shall be declared elected on the first ballot if they received a majority of the votes cast. If no candidate receives a majority of the first ballot votes, then a run-off election shall be held between the two candidates who have received the highest number of first ballot votes.

For any term of office on the Leadership Committee for which two candidates are being elected, a candidate shall be declared elected on the first ballot if they receives a majority of the votes cast. If only one candidate is elected on the first ballot, a run-off election shall be held for the other position between the two candidates who have received the highest number of first- ballot votes. If no candidate is elected on the first ballot, a run-off election shall be held among the four candidates who have received the highest number of first-ballot votes. A majority vote is required for election.

5.5 Should a vacancy occur in the Leadership Committee two months or more before the annual election, it shall be filled at the next regular Senate meeting by an election held in the same manner as the regular election of officers, except that the Leadership Committee shall act as nominating committee.

5.6 Should a vacancy occur in the Vice Chair/Chair-elect, a Vice Chair/Chair-elect shall be elected by the Faculty Senate to perform the Vice Chair President's duties for the remainder of the unexpired term, and to assume the duties of Chair during the subsequent academic year. The election shall be conducted in accordance with the provisions of Section 5.1, except for the timing of the election and except that the Leadership Committee shall serve as Nominating Committee.

5.7 Should a vacancy occur in the Chair, the Vice Chair/Chair-elect shall succeed to that position for the remainder of the unexpired term as well as for the subsequent academic year. If the vacancy occurs prior to the election of a Vice Chair/Chair-elect, a Vice Chair/Chair-elect shall be elected by the Faculty Senate in accordance with Section 5.1 of the By-laws, except for the timing of the election and except that the Leadership Committee shall serve as Nominating Committee. If the vacancy occurs after the election of a Vice Chair/Chair, that person shall assume the duties of that position immediately rather than at the beginning of the subsequent academic year.

SECTION VI. Selection of Committees

6.1 Appointing Committee Members and Committee Chairs. The Leadership Committee, with the consent of the Senate, shall appoint for three-year terms Full and Part-time faculty members and for two-year terms chairpersons of standing committees and subcommittees to replace those faculty members and chairpersons whose terms are about to expire. These appointments shall be on a staggered basis so that one-third of the members of each committee are replaced each year and so that the chairpersons of half the committees are replaced each year. Besides students (see By-laws 4.13), only elected Faculty Senate members shall be eligible to serve on standing Faculty Senate committees and the Faculty Union President or designee.

At the May organizational Faculty Senate meeting, all newly elected senators shall submit to the Senate Chair, lists of at least three standing committees and/or subcommittees on which they are willing to serve. These committees and/or subcommittees may be listed in an order of priority. A newly elected senator who will have to miss the organizational meeting shall send the list to the Faculty Senate Chair prior to the organizational meeting, or as soon as possible thereafter. The Leadership Committee shall use these lists to nominate, during the summer, for Faculty Senate approval (see below), new committee and subcommittee members for three- year terms to replace those committee members whose terms are about to expire. When the term of a committee or subcommittee chair is about to expire, a new chair shall also be nominated for a two-year term (see By-laws 4.13).

Ideally, chairs shall be chosen from those committee and/or subcommittee members whose remaining Senate terms are two years; committee chairs may, however, also be chosen from newly elected senators. While efforts will be made to nominate senators for a committee and/or subcommittee included in the list a senator submitted, there is no guarantee that this will be possible. If the only committee slots available for a senator differ from the committees contained in the list the senator has submitted, the Faculty Senate Chair shall contact the senator to determine whether he or she is willing to serve on a committee on which a slot is not yet filled. When the list of new members and new committee chairs is presented, at the first Fall Semester Senate meeting, to the Senate for approval, the Senate's action shall be limited to consenting to the nominees for each committee or to referring the matter back to the Leadership Committee.

6.2 Committee Vacancies Due to Resignations or Other Reasons. If a position on a committee or subcommittee becomes vacant (resignation, retirement, or another reason), the Leadership Committee shall identify and appoint an elected senator willing to serve on the committee or subcommittee for the remainder of the term of the individual whose position has become vacant. If the committee or subcommittee chair's position becomes vacant, a current member of the committee or subcommittee in question shall be appointed by the Leadership Committee to serve for the remainder of the previous chair's term; the committee position the new chair occupied shall be filled in accordance with the first sentence of this paragraph.

6.3 The Chair of the Senate with the advice of the Leadership Committee and the consent of the Senate shall recommend faculty members for appointment to those College Standing Committees, Councils and Boards for which faculty representation is stipulated. The Senate's

action shall be limited to consenting to the appointees for each committee or referring the matter back to the Chair and the Leadership Committee. When requested to do so, the Senate shall elect faculty members to represent the general faculty on committees, councils, and boards not stipulated, unless the Senate decides it is inappropriate to do so. The Leadership Committee shall present two nominations for each position to be filled by election. At the meeting at which an election is conducted, nominations from the floor shall be in order.

SECTION VII - Quorum and Meeting Times

7.1 A majority of the elected Senate shall constitute a quorum except at special meetings where there shall be no quorum required if actions taken at such special meetings are to be returned to the Senate for final action.

7.2 Regular Senate meetings shall be scheduled for one hour and 30 minutes. When the Senate fails to complete its agenda within the time limit, the meeting either (1) shall be recessed and reconvened one week thereafter at the usual time, or (2) shall be adjourned and the unfinished business postponed definitely until the next regular meeting of the Senate. Regular Senate meetings shall be held at least once per month on Fridays during the academic year.

7.3 The Senate shall annually select the time for its monthly meetings in the following year at a time that enables Senators and potential candidates for election to plan their schedules accordingly.

7.4 At all Senate meetings debate on each main motion, each amendment thereto and discussion subsequent to informational reports shall be limited to fifteen minutes. Debate may be extended in any Senate meeting by one-third vote of the members present.

7.5 Senate meetings may extend past the required adjournment time (see 7.2) for a period of no longer than 30 minutes. At the end of the regular meeting time, a motion to extend the meeting must be called and passed. If discussion is not completed in fifteen minutes, one more motion to extend the meeting must be called and passed.

SECTION VIII - Voting Requirements

8.1 All actions of the Senate shall be by majority vote of those present and voting, provided a quorum is present, unless otherwise specified in the Constitution and By-Laws. A vote by roll call shall be mandatory upon a motion made by one senator and seconded by one-fifth of the senators present and voting.

8.2 Anonymous voting of the General Faculty shall be conducted either to ratify amendments to the Senate Constitution or to recall Senate actions.

They shall be conducted as follows:

Faculty Senate Election Committee shall distribute a ballot to every eligible member of the faculty following a procedure adopted by the Faculty Senate.

At the end of the referendum period the ballots shall be counted, and the results certified to the President of the College and to the Chair of the Senate.

SECTION IX – Parliamentary Authority

9.1 The meetings of the Senate and its committees shall be conducted in accordance with the rules laid down in the latest edition of American Institute of Parliamentarians Standard Code of Parliamentary Procedure (New York: The McGraw-Hill Book Co., Inc.) except as may be provided otherwise by the Constitution and By-Laws. The Chair of the Senate shall appoint a parliamentarian to advise him/her on parliamentary procedure.

SECTION X – Disposition of Senate Action

10.1 The following actions of the Faculty Senate do not require approval by the President: resolutions of the Faculty Senate, the establishment of, and charge to, special Faculty Senate Committees, and the appointment of persons to special committees and those appointed under Section 6.

10.2 Actions of the Faculty Senate other than those listed in 10.1 shall be transmitted promptly to the President as a bill, with notice to the President's Council. The President shall approve or disapprove the Senate action and return it to the Leadership Committee within three weeks after passage by the Senate. When required, notice will be given to the Council on Postsecondary Education.

10.3 When an action of the Senate has been disapproved by the President, the Leadership Committee shall resubmit the action to the Senate. The Senate shall decide whether to take no further action, to confirm, to suspend, to rescind, to amend, to refer to committee, or to confirm and direct the statement. If, after transmittal to the President of the Senate's response to their his/her disapproval, agreement between the Senate and the President is not reached, either party may elect to submit the matter to Council on Postsecondary Education. Such transmittal from the Senate shall be by way of the President.

10.4 If the President neither approves nor disapproves a Senate action within the three weeks stipulated, the Senate action will be deemed to have been approved. However, upon request by the President, together with a statement of reasons for the request, the Leadership Committee shall allow a thirty-day extension of time within which the President can approve or disapprove a Senate action. Any additional extension of time beyond the thirty-day extension shall be for specified periods and shall require the approval of the Faculty Senate, except that during the summer the Leadership Committee shall have authority to grant such additional extensions of time.

10.5 Senate actions which have been approved by the President and which require action by the Council on Postsecondary Education, shall be transmitted promptly by the President to the Council and shall become effective upon approval by the Council unless otherwise stipulated.

10.6 If the Council on Postsecondary Education requests further information on a matter from the Senate, the Chair of the Senate or his/her designated representative, or the Leadership Committee of the Senate shall represent the Senate, at the discretion of the Council on Postsecondary Education.

10.7 Actions of the Senate that do not require action by the RI Office of the Postsecondary Commissioner shall become effective three weeks after passage unless otherwise stipulated in the legislation, or unless the President requests an extension of time under Section 10.4, or unless a faculty review is duly called for under Article II.6 of the Constitution. If, after requesting an extension of time, the President approves the Senate action, or if, after faculty

review, the Senate action stands as voted, the Senate action shall become effective immediately or as stipulated in the legislation.

SECTION XI –Budget Reports to the Senate

11.1 In September of each year, the President shall present a State of the Budget address to the Senate. The address shall include a statement of the President’s priorities for the College for the year. At the same time, a two- and three-year budget statement shall be published jointly by the President and the Vice President of Finance and Strategy.

11.2 Each May, the Vice President of Finance and Strategy shall report to the Senate on the newly constructed operating budget for the upcoming fiscal year. In January, the Vice President shall present to the Senate a summary report concerning expenditures at the six-month point in the current budget cycle. If, in the judgment of the Leadership Committee, significant changes subsequently develop, an additional presentation shall be scheduled.

SECTION XII – Amendment of By-Laws

12.1 These By-Laws may be amended by a two-thirds majority vote of the senators present and voting at a regular Senate meeting, but a proposed amendment to the By-Laws may not be voted upon at the meeting at which it is first moved. A formal review should be conducted every 3-5 years.