

TIDEWATER COMMUNITY COLLEGE COLLEGE FACULTY SENATE CONSTITUTION BYLAWS

I. Allocation of College Faculty Senators from the Campuses

A. College Faculty Senators will be allocated from the campuses of Tidewater Community College the total number of senators will not exceed 19, plus 1 representative each for the librarians and counselors.

Campus Number of Senators

Chesapeake-3 Norfolk-3 Portsmouth-4 Virginia Beach-9

B. Allocation of College Faculty Senators from divisions within a campus will be decided by the Campus Faculty Senate and included in the Campus Faculty Senate bylaws. Each Campus Faculty Senate may have as many senators as deemed appropriate. From the campus senate bodies the designated number for the College Faculty Senate will be selected, along with designated alternates should a particular senator not be able to attend a scheduled College Faculty Senate meeting.

C. Librarians and counselors college-wide shall each elect one at-large senator. The two senators must be from different campuses.

D. The outgoing College Senate chair will remain on the Senate as Past Senate Chair (ex officio) for one year after leaving the position of chair. This position will be non-voting unless the past chair is serving as a designated senator from a campus

II. Election of Officers

A. During the April meeting of each year, the College Faculty Senate will allocate time to nominate officers and representatives for the upcoming terms. As some representative positions are two-year terms, not all positions will be made available each year. In the following May meeting, the College Faculty Senate will allocate time to elect officers and representatives for the upcoming open positions. Between the two meetings, those nominated may be queried, regarding their goals for the College Faculty Senate and the positions they wish to fill.

B. The College Senate Chair has a two consecutive term limit.

C. The incumbent officers shall officiate at the May meeting; however, only the members of the following year's College Faculty Senate are eligible to vote in the May election.

D. Along with nominating and electing the chair, treasurer, and secretary at the April and May meetings, the College Faculty Senate will also nominate and elect a college CFAC representative every two years, and elect a PAPC representative in even numbered years.

E. On June 1st each year, the College Faculty Senate officers will begin their terms of office.

III.Meetings

- A. The College Faculty Senate will meet each month on the first Thursday at 2:00 p.m.
- B. The campus that hosts the last College Faculty Senate meeting in the Spring semester will host the first College Faculty Senate meeting of the following Fall semester. The meetings will be hosted alphabetically in between.
- C. A majority of the College Faculty Senate membership will constitute a quorum.
- D. Summer meetings will be held on an as-needed basis.

IV.Executive Committee Duties

- A. The Executive Committee will
 - 1. Report on its activities since the previous meeting at each College Faculty Senate meeting.
 - 2. Appoint ad hoc committees as needed.
 - 3. Perform any duties as assigned by the College Faculty Senate.
 - 4. Meet with the President at least once each Fall and Spring semesters.
 - 5. Prepare and disperse an annual report to the College Faculty Senate each April.
 - 6. Adhere to the guidelines proscribed in the Faculty Senate Policies and Procedures document(s).

V. Committees

- A. The College Faculty Senate will include the following Standing Committees:

- 1. Professional Development Committee
- 2. Awards Committee
- 3. Adjunct Faculty Committee

- B. Ad Hoc Committees: The CFS will provide in its Constitution for the creation of ad hoc committees as needed for the CFS to carry out its responsibilities.

VI. Procedures Concerning New Resolutions and Other New Business

- A. Any college faculty member may submit matters for consideration to the College Faculty Senate through any College Faculty Senator.
- B. The College Faculty Senate will have 30 days to initiate action on requests.

VII. Attendance

A. The Executive Committee shall be empowered to declare vacant the seat of any member who fails to attend more than three properly designated meetings.

B. There shall be no voting by proxy.

C. Any Campus Faculty Senator who is not a College Faculty Senator can serve as a voting alternate at a meeting of the College Faculty Senate when the regular senator is unable to attend.

VIII. Amendment

These bylaws may be amended at any meeting of the College Faculty Senate by a two-thirds vote of the members present, provided the amendment has been submitted in writing and read at the previous properly called meeting.

Revised May 2017