

Bylaws of the  
Lac Courte Oreilles Ojibwe Community College  
Faculty Senate

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# Bylaws of the Lac Courte Oreilles Ojibwe Community College Faculty Senate

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## Mission of LCOOCC

*The Lac Courte Oreilles Ojibwe Community College mission is to provide Anishinaabe communities with post-secondary curriculum and continuing education while advancing the language, culture, and history of the Ojibwe.*

## **I. Name**

The name of this body shall be the Lac Courte Oreilles Ojibwe Community College (LCOOCC or College) Faculty Senate (hereafter the Senate).

## **II. Representation**

The Senate represents full and part-time faculty. We define membership in the Faculty Senate as employees whose primary job responsibilities are developing and teaching courses. This representation includes adjunct faculty at all sites. Faculty Senate Officers can be full-time or adjunct faculty members.

## **III. Mission**

The Senate exists to represent the interests of the faculty to the Lac Courte Oreilles Ojibwe Community College administration and to advise the College on matters pertaining to the faculty.

## **IV. Purpose**

### **A. Commitment.**

To provide a channel of communication between the faculty and the College, and to provide a structure for faculty involvement in the governance of LCOOCC.

### **B. Advocacy.**

To promote the interests of the faculty.

### **C. Advisement.**

To advise the College President, administration, and the Board of Regents with respect to policies and procedures of importance to the faculty; including but not limited to:

- Benefits and leave
- Evaluation and compensation
- General policies
- Grievance and disciplinary procedures
- Promotion
- Rank and status
- Reappointment
- Review

### **D. Representation.**

To represent the faculty on both the Executive Council, and the Board of Regents of the College; and to keep the Senate's constituents informed.

## **V. Definition of Senate Year**

A Senate year begins on March 1 and ends on the last day of February of the following year. This will ensure the mentoring of incoming officers.

## **VI. Officers**

### **A. Senate President (hereafter the President):**

1. During the last meeting of each Senate year, the Faculty Senate shall elect one of its members to serve as President, who shall be its presiding officer.
2. The President of the Senate shall be responsible for soliciting agenda items and for establishing and circulating the agenda prior to each meeting. This includes posting the agenda on the Senate web page.
3. The President as the presiding officer shall facilitate Faculty Senate meetings.
4. The President shall perform other duties of office as enumerated in these Bylaws.
5. The President is responsible for providing a monthly report to the faculty during the academic year in order to communicate information regarding general college, faculty, administrative, and academic matters.
6. The President is responsible for providing a monthly report to the Board of Regents during the academic year in order to communicate information from and about the faculty regarding matters of general interest to the faculty.
7. The President shall attend all Executive Council and Board of Regents meetings during the academic year and serve as the collective voice of the Senate relating to all issues involving the faculty. The President shall inform the Senate of issues discussed in these meetings. If the President is not able to attend a meeting, the President will appoint a faculty member as a designee. That designee will be responsible for reporting back to the President and the Faculty Senate any matters of general importance to the faculty.
8. When an issue which needs to be addressed before the next regular meeting arises, the President or other designated faculty member shall use whatever means are practical in order to inform the Faculty Senate and provide opportunity for discussion in order to allow the Faculty Senate to make a decision on the issue. This process shall be done in the following manner as time allows:
  - a. A special meeting shall be called. The meeting time and agenda will be posted on the web page, and faculty members will be informed of the meeting via e-mail.
  - b. If a quorum is not present at the special meeting, the President or designated member shall continue to provide opportunities for the faculty to discuss the issue, including conference calls, e-mail discussions, and memos sent through the mail.

- c. As a last resort, a decision may be reached by straw poll. When a meeting is not held, the President or designated member must be clear about whether the information presented on behalf of the Senate is actually an official statement, information provided by a certain percentage of the faculty, or the faculty member's own opinion.
- B. Senate Vice-President (hereafter the Vice-President):
  - 1. During the last meeting of each Senate year, the Faculty Senate shall elect one of its members to serve as Vice-President.
  - 2. The Vice-President shall fill in as the Senate's presiding officer whenever the President is unavailable or unable to preside.
- C. Senate Secretary (hereafter the Secretary):
  - 1. During the last meeting of each Senate year, the Faculty Senate shall elect one of its members Secretary.
  - 2. The Secretary shall be responsible for:
    - a. Maintaining a roster of Senate members.
    - b. Ensuring that the minutes of meetings of the Senate are recorded. The unofficial minutes shall be presented to faculty members for perusal, and once approved by the Senate; the minutes will be made available.
  - 3. The Secretary will maintain the Senate files and post updates in a timely manner to the Senate page.
- D. Senate Executive Committee:

The officers of the Senate (the President, Vice-President, Secretary) shall form the Senate Executive Committee. The Senate President shall call meetings of the Senate Executive Committee as needed. The Secretary shall keep a record of all Executive Committee meetings.
- E. Officer Terms:

Officers of the Senate shall serve for a term of one Senate year.
- F. Meetings:

Officers shall consistently attend scheduled Senate and Senate Executive Committee meetings. If an Officer is unable to attend a meeting, the Officer must inform another Officer and designate someone to serve in the Officer's place. If an Officer misses three (3) consecutive Senate meetings without informing the Senate and sending a designee, the seat shall be considered vacant. The Senate shall elect a replacement to serve until the end of the term.
- G. Officer Compensation:

Faculty Senate President will receive the equivalence of three (3) instructional credit hours per semester in the calculation of instructional

workload credit hours for Faculty Senate Officer duties and responsibilities.

Faculty Senate Secretary will receive the equivalence of one (1) instructional credit hour per semester in the calculation of instructional workload credit hours for Faculty Senate Officer duties and responsibilities.

In addition, all Faculty Senate Officers shall count their service on Faculty Senate as an appointment to one faculty or college committee.

H. Vacancies:

An Officer's seat shall be deemed vacant when the incumbent resigns or is removed from office.

I. Removal from Office:

The Senate reserves the authority to enact measures to effect removal of Officers from any Senate office for sufficient cause.

## **VII. Elections**

A. Eligibility to Vote:

1. All faculty and adjunct faculty shall be eligible to vote in elections for Senate Officers.
2. Each voter may vote for only one nominee for each office.

B. Eligibility to Serve as Senate Officers:

In order to run for office, a person must be a current member of the faculty and have been a member for at least six (6) months prior to nomination.

C. Conduct of Elections:

1. The Senate shall appoint an Election Chair (Chair) and Assistant Election Chair (Assistant Chair) each year in January to implement the elections procedure.
2. The Election Chair and Assistant Election Chair will not be eligible to run for an Officer position.
3. The Chair and Assistant Chair shall be responsible for soliciting nominations, distributing ballots, tabulating ballots, and communicating the results to the Senate.
4. Election procedures:
  - a. There shall be annual elections for Senate Officers.
  - b. For each election, there shall be a public call for nominations.
  - c. The ballot shall list the names of all nominees who are eligible to serve on Senate.
  - d. At least one candidate for each Senate seat must be listed on the ballot.
  - e. Tie votes shall be resolved by a run-off election.
  - f. Run-off elections may be conducted in a manner approved by the Faculty Senate.

D. Resignations:

Resignations shall be submitted in writing to the Faculty Senate and Executive Council. If fewer than two (2) months remain in the Senate year, the position will remain vacant. If over two (2) months remain in the Senate year, an election shall be held to fill the position within thirty (30) days of the date of resignation.

**VIII. Conducting Business**

A. Regular Meeting.

The Senate shall meet a minimum of once per month during the second week of the month at noon during the academic year.

B. Special Meetings.

Special meetings of Senate may be called at the discretion of the President; or on request made to the President by any of the following:

1. Any three members of the Senate
2. Any three members of the College staff
3. The LCOOCC President

C. Meeting Agenda.

The agenda for each meeting, along with supporting papers, shall be distributed by the President to all Senate members prior to the meeting.

D. Quorum.

A quorum will consist of fifty percent (50%) of the full-time faculty of LCOOCC.

E. Voting.

Votes shall be by a voice vote or a show of hands unless any voting member requests a secret ballot vote.

F. Motions.

Motions will pass by a simple majority of the members present.

G. Facilitation Guidelines.

Robert's Rules of Order, revised, shall govern in all cases in which they are applicable and not in conflict with these Bylaws.

H. Committees.

1. The Senate may establish and discontinue Senate and faculty committees and ad hoc committees. The Senate may determine the membership of these committees and may include people who are not members of the Faculty Senate; however, the Committee Chair

for any committee and the majority of members must be members of the Faculty Senate.

2. Faculty Committees may include but are not limited to the following:
  - a. Assessment.
  - b. Curriculum.
  - c. Faculty Development Advisory.
  - d. Faculty Election.
  - e. Faculty Handbook.
  - f. Program Advisory.

## **IX. Changes to the Bylaws of the Faculty Senate**

### **A. Administration of Amendments.**

The President shall be responsible for administering voting procedures for all Bylaw amendments.

### **B. Amendment Proposals.**

Any member of the Senate may propose an amendment to the Bylaws in a meeting of the Faculty Senate. This proposal must be approved through the regular process in order to become a referendum, which shall be voted on at the next meeting.

### **C. Referendum.**

The proposed amendment shall be presented to the Senate at the next meeting. To be approved the amendment must pass the referendum vote by a two-thirds ( $2/3$ ) majority of the members present.

## **X. Authorization**

These Bylaws shall be reported to the Faculty Senate for approval according to the procedures listed above. When approved, they will be presented to the College President, Academic Dean and the Executive Council.