



FACULTY COUNCIL

COLLIN FACULTY COUNCIL PROCEDURES MANUAL

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Collin County Community College District

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PURPOSE OF FACULTY COUNCIL

The Faculty Council represents full-time teaching faculty (hereafter referred to as faculty) in college matters and is responsible for:

- Supporting the College mission and core values;
- Safeguarding academic freedom and promoting academic excellence in the classroom, the College District, and the community;
- Participating in College District shared governance;
- Promoting effective communication among faculty, between faculty and administration, and between faculty and student services;
- Promoting unity and cohesion among the faculty; and
- Promoting the professional, economic, and social welfare of the faculty.

FACULTY COUNCIL HISTORY

Faculty Presidents:

Martha Ellis	1987-88
Billie Cunningham	1988-89
Tony Howard	1989-90
David Garrison	1990-91
Kay Mizell	1991-92
Gordon O'Neal	1992-93
Sharon Hosack	1993-94
Sam Tullock	1994-95
Joan Kennedy	1995-96
Barbara Lusk	1996-97
Peggy Brown	1997-98
David Cullen	1998-99
Jeff Edwards	1999-2000
Mike Cohick	2000-01
Linda Keith	2001-02
Amina K. El-Ashmawy	2002-03
David Garrison	2003-05
Barbara Lusk	2005-06
Amina K. El-Ashmawy	2006-07
Cathy Donald-Whitney	2007-08

MEMBERSHIP

1. The Faculty Council shall consist of a President, Vice President, and 18 representatives (a total of 20 voting members).
2. The number of campus representatives shall be proportionate to the number of full-time faculty at each campus.
3. A campus is defined as a teaching site with a Provost.
4. Each campus shall have at least one Council representative.
5. After annual elections, the Executive Committee may appoint no more than four additional voting members to represent non-represented college division/academic area for a maximum total of 24 voting members.
6. Campus proportions shall be evaluated annually by the Executive Committee or their designee based on data attained from the Office of the VPAA, Human Resources, or division administrative assistants.
7. Committee Chairs not elected as campus representatives may serve as non-voting Council members.
8. President and Vice President serve one-year terms.
9. Representatives serve two-year, staggered terms.

OFFICERS

1. A President and Vice President shall be elected at-large from the Collin full-time faculty annually.
2. A Secretary and Treasurer shall be elected by the members of the Council from the Council membership annually.
3. The President, Vice President, Secretary, and Treasurer shall constitute the Faculty Council Executive Committee.
4. The Immediate Past-President will serve as Member, Ex-Officio to the Faculty Council Executive Committee.
5. The President shall appoint a Parliamentarian, an Election Judge, and a Webmaster. These positions may be appointed from within the Council, or from the faculty at-large.
6. Terms of office shall be June 1 – May 31. A newly elected officer is officer-elect from the date elected to June 1.
7. In the event of a vacancy in the presidency, the Vice President assumes the President's duties until the next regularly scheduled election.
8. In the event the vice presidency is vacated upon succession of the Vice President to the presidency, the Executive Committee may appoint an interim Vice President until one is elected.
9. No officer may hold more than one office at a time.
10. The offices of President and Vice President shall be limited to two consecutive one-year terms. After leaving the presidency or vice presidency, an individual is immediately eligible for election as a campus representative. At least one academic year must elapse before a former President may again be elected President.

OFFICER DUTIES

1. **President :**
 - a) Chairs the Executive Committee.
 - b) Represents the Collin teaching faculty at Collin Board meetings and other events.
 - c) Oversees and participates in college shared governance.
 - d) Develops and submits to the Collin Office of the President a budget proposal for the following year according to the time line set by the Business Office and attends the budget hearings to answer any questions that may arise about the proposed budget.
 - e) Presides at Faculty Council meetings.
 - f) May vote in case of a tie at Faculty Council meetings.
 - g) Has the authority to call special Faculty Council meetings.
 - h) Develops the agenda for all Faculty Council meetings.
 - i) Appoints a parliamentarian to assist in Council meeting procedures.
 - j) Appoints an election judge.
 - k) Appoints a webmaster for the Faculty Council website.
 - l) Forwards or copies any received correspondences to the Faculty Council Secretary for record keeping purposes.
 - m) May delegate responsibility to other officers or Council members, as needed.

2. **Vice-President:**
 - a) Serves as a member of the Executive Committee.
 - b) Temporarily assumes the President's duties in the absence of the President.
 - c) Assumes the office of President upon vacancy in the presidency until the next regularly scheduled election.
 - d) Makes arrangements for and prepares rooms for all Faculty Council meetings.
 - e) Performs other duties as may be assigned by the President.

3. **Secretary:**
 - a) Serves as a member of the Executive Committee.
 - b) Takes and records all minutes of the Faculty Council meetings.
 - c) Makes copies of minutes available to all full-time faculty.
 - d) Maintains a file of minutes and all other official correspondence to and from the Faculty Council.
 - e) Is responsible for the permanent records and correspondence of the Faculty Council and the transmittal of the same to his/her successor.
 - f) Performs other duties as may be assigned by the President.

4. **Treasurer:**
 - a) Serves as a member of the Executive Committee.
 - b) Maintains records of money donated by faculty to a Sunshine Fund or any other fund established by the Council.
 - c) Files paperwork necessary and keeps records to reimburse or pay bills from the Faculty Council account.
 - d) Assists President with development of the annual budget proposal.
 - e) Performs other duties as may be assigned by the President.

CAMPUS REPRESENTATIVE DUTIES

1. Communicate with faculty at his/her campus concerning issues affecting faculty and bring said issues to the Council.
2. Attend all regularly-scheduled Council meetings and special meetings as called by the President.
3. May select a substitute to attend a meeting on their behalf; substitute has the same privileges as the elected representative for that meeting. The representative who selects the substitute must inform the Secretary of who the substitute will be prior to the meeting. Before the meeting, the substitute will verify their status with the Secretary.
4. Teaching load conflicts are not an acceptable reason for absence from regularly-scheduled Council meetings. Before placing one's name on the ballot, an individual assumes responsibility for ensuring that meeting times remain free from teaching and other duties.
5. In the event that a representative faces long-term unavoidable conflicts with scheduled meeting times due to illness or other obligations or will miss three or more meetings per year, the representative should vacate his/her seat.
6. The seat of a representative may be declared vacant if neither the representative nor a substitute attends three successive meetings. In that event, the Secretary will notify the Executive Committee, and the seat will be declared vacant.
7. Vacant seats are filled with the runner-up in the last election for that seat. In the absence of a willing runner-up, a special election will be held.
8. Campus representatives may elect a campus chairperson to help coordinate the representatives and the faculty-at-large for the purposes of distribution of information and/or materials from faculty council meetings and college issues and for the purposes of gathering feedback from faculty-at-large in relation college issues and/or faculty council documents.

ELECTIONS

1. No later than March 1, the President will open the nomination process for the following year's President and Vice President. Full-time faculty will be asked to remove their name from the ballot for campus representative if they cannot or have no desire to serve.
2. Nominations will cease no later than March 31.
3. No later than April 7, the Election Judge will distribute ballots for each campus, including candidates for President, Vice President, and faculty willing to serve as campus representative. Ballots returned to the Election Judge by April 21 or designated date will be counted.
4. Nominees for President and Vice President may simultaneously run for Campus Representative. If simultaneously elected as both executive officer and campus representative, the newly elected executive officer shall abdicate the representative seat, and a replacement representative shall be named from the officer's campus. The replacement representative should typically be the person on the campus ballot not originally elected, but with the next highest number of votes.
5. If only one person is nominated for an office when nominations are closed, their name will be included on the ballot so as to be accepted by acclamation when ballots are returned.
6. Officers will be elected by simple majority of ballots received. The Election Judge and at least one person from the Executive Committee will count votes. If a runoff is needed, the Election Judge will send a special runoff ballot to all full-time faculty by April 25. All runoff ballots received by designated date will be counted.
7. Campus representatives will be elected by plurality of ballots received. Faculty from each campus vote for their campus representatives (not at-large). The Election Judge and at least one person from the Executive Committee will count votes. If there is a tie in the final campus representative's seat, the seat will be determined either by allowing one (or more) to decline, or by another method selected by the Election Judge.
8. The Faculty Council will set procedures for special elections in the event of simultaneous vacancy in the offices of both president and vice president.
9. Campus representatives will serve 2-year terms, with one-half of the available representative seats available for election each year. For the initial election, in order to establish staggered terms, representatives from each campus will draw lots to determine those seats to again be available at the end of the first year.

MEETINGS

1. Faculty Council shall meet once per month during the contract year, and/or as needed at the discretion of the President.
2. Regular meetings are held on the second Friday of each month.
3. Regular and special meetings will follow the rules contained in The New Roberts Rules of Order.
4. Business may be transacted by simple majority vote of those members present and voting. Prior to voting on any motion, members may request a paper ballot.
5. All regular meetings shall be open to interested faculty or staff.
6. Anyone interested in addressing the Council should ask the President in advance to be included on the agenda.
7. Anyone in attendance at a meeting wishing to address the Council shall wait to be recognized by the President, who may recognize the speaker for a period not to exceed 2 minutes. The 2-minute limitation may be extended at the discretion of the President.
8. Any resolution, position paper, or motion passed by a FC Committee and/or to be introduced by a FC member must be sent to the FC President at least one week prior to the FC Meeting for distribution to the FC Representatives. If the resolution, position paper, or motion is not provided to the FC President at least one week prior to the next FC Meeting, the resolution, position paper, or motion will be tabled for discussion until the next FC Meeting.

PROCEDURES

1. The Procedures Manual exists to provide guidance and continuity to Council business.
2. The Procedures Manual should be reviewed annually by the Committee on Faculty Council Procedures, and may be revised by the Council or its designees as situations warrant.

COMMITTEES

Faculty Council establishes and sponsors faculty committees to research and advise the Council regarding issues affecting faculty or the community. Any full-time faculty member may serve on a committee, and may be appointed chair by the Executive Committee. Committees may be formed or disbanded by the Faculty Council as needed.

1. Executive Committee

- a) Consists of the President, Vice President, Secretary, and Treasurer.
- b) Is convened at the discretion of the President.
- c) Acts on behalf of the membership in emergency circumstances and in situations where the majority of Council representatives are not available.
- d) Appoints Council members as required.
- e) Appoints committee chairs and members as required.

2. Standing Committees and their missions are:

- a) Committee on College Policy – Reviews and recommends changes in Board policy.
- b) Committee on Teaching and Learning – Addresses and makes recommendations on topics related to teaching and learning.
- c) Committee on Technology – Addresses District technology selection, use, implementation, and review.
- d) Committee on the Collin Community – Reviews and recommends actions related to issues that affect the Collin County District.
- e) Committee on Faculty Council Procedures – Annually reviews and recommends revisions for the Faculty Council Procedures Manual.

APPOINTMENTS

1. Election Judge

- a) Is appointed by the President.
- f) May be appointed from elected representatives, or from the faculty-at-large.
- g) Administers elections according to procedures published in this manual.

2. Parliamentarian

- a) Is appointed by the President.
- b) May be appointed from elected representatives, or from the faculty-at-large.
- c) Serves as a non-voting member of the Council if not an elected representative.
- d) Serves in an advisory capacity to the President to ensure that business is conducted according to The New Roberts Rules of Order.

3. Webmaster

- a) Is appointed by the President.
- b) Updates the Faculty Council website at the direction of the President.

4. Committee Chair

- a) Is appointed by the Executive Committee.
- b) Directs activities of the assigned committee.
- c) Submits a written report of committee activities to the President monthly, or upon special request by the President.