

FACULTY SENATE BYLAWS

ARTICLE I: NAME

- 1.1 The Faculty Senate of Truckee Meadows Community College, a unit of the Nevada System of Higher Education, hereinafter referred to as the Senate.

ARTICLE II: PHILOSOPHY

- 2.1 The purpose of the Faculty Senate is to represent the faculty and to assure faculty participation in the formulation of institutional policies and goals, and in their evaluation; for only when all share in serving the population, which supports the College, will there in fact be a community college.

ARTICLE III: ELIGIBILITY

- 3.1 All College Personnel holding Professional Faculty Contracts, as authorized by the Board of Regents, will be represented by the Faculty Senate.
- 3.2 One representative chosen from Part-time Faculty, one representative chosen from Classified Council, and one representative chosen from Associated Students of Truckee Meadows are eligible to hold ex-officio status on the Faculty Senate.

ARTICLE IV: SENATORS

- 4.1 Apportionment:
 - 4.1.1 Two Senators shall be elected from each major instructional unit as defined in the current organization structure.
 - 4.1.2 Faculty members, not members of an instructional unit, shall constitute an "At-Large" department for the purposes of representation and shall elect four Senators. In the absence of election, the Chair will appoint the Senators.
 - 4.1.3 Any unit represented by two Senators must be represented by at least one Tenured Faculty Member.
- 4.2 Election of Senators:
 - 4.2.1 Elections within each unit will occur prior to the first announced Senate meeting in May. The Senators shall take office on June 1 of each year.
 - 4.2.2 Election shall be determined by majority vote of those voting within each unit.
- 4.3 Term of Office:
 - 4.3.1 Each Senator shall serve a two-year term commencing on June 1 of the year in which elected. Terms of office shall be staggered so that each year only half of the Senate positions shall be open for election.

- 4.3.2 Senators can only serve two consecutive terms.
- 4.4 Recall of Senators:
- 4.4.1 If a petition with the signatures of at least 30% of the eligible members of a Faculty Unit is submitted to the Senate Chair requesting the recall of a Senator representing the unit, a ballot shall be held within 30 days of receiving the petition. A majority vote, of those voting, of the Faculty Unit shall be required to remove a Senator from office.
- 4.4.2 Two unexcused absences without a proxy will result in the Chair initiating removal proceedings before the Faculty Senate. A two-thirds majority vote of those Senators present is required to remove the Senator.
- 4.5 Vacancies:
- 4.5.1 In the event a Senate position is vacated prior to the expiration of the term, the appropriate unit shall hold an election within 30 days to fill the unexpired term.
- 4.5.2 If a Senatorial position is vacant because no faculty member comes forward to fill this position, the Chair will appoint the Senator.
- 4.6 Duties of Senators:
- 4.6.1 To ensure greater accountability on the part of the individual Senator, it shall be the responsibility of each Senator to regularly attend Senate meetings or to arrange a proxy. Senators shall be expected to keep their constituents informed of Senate proceedings.
- 4.6.2 In questions of voting, it is the responsibility of each Senator to act in the best interests of his/her constituents.

ARTICLE V: OFFICERS

- 5.1 The Chair whose duties consist of the following:
- 5.1.1 Officially representing the Faculty Senate before the following groups:
- Board of Regents
 - Council of Senate Chairs
 - College Foundation Board
 - College Advisory Committees as is beneficial to the Faculty of TMCC.
- 5.1.2 Chair the Senate Executive Board.
- 5.1.3 Schedule Faculty Senate meetings: conduct Faculty Senate meetings, schedule Senate Executive Board meetings, conduct Senate Executive Board meetings.
- 5.1.4 Overseeing all business of the Faculty Senate.
- 5.1.5 Supervising the recording of minutes of Faculty Senate meetings.
- 5.1.6 Proofreading the draft of the minutes of the Faculty Senate meetings and supervising the distribution of minutes.

- 5.1.7 Supervising the preparation and distribution of the agenda: gathering information and accompanying documents from the Committee Chairs, determining information and action items.
- 5.1.8 Supervising the classified position designated for Faculty Senate.
- 5.1.9 Making appointments to represent Faculty Senate as needed.
- 5.1.10 Administering a tracking system to ensure accountability of motions passed by the Senate.
- 5.2 Chair-Elect whose duties consist of the following:
 - 5.2.1 Assuming the duties of the Chair in case of absence or incapacity of the Chair and becoming Chair on the death, resignation, or permanent incapacity of the Chair.
 - 5.2.2 Serving as the official liaison between the Deans and the Faculty Senate. Serving on the Senate Executive Board and College Advisory Committees, update Bylaws, officially represent Faculty Senate at Classified Council meetings, and attend Board of Regents meetings that are held in Reno.
 - 5.2.3 Monitoring the Senate's adherence to the parliamentary rules set forth in [Article X](#) and serve as Senate Parliamentarian.
 - 5.2.4 Maintaining a list of current Faculty Senators and Chairs of standing Ad Hoc Committees.
 - 5.2.5 Nominating the next Chair-elect and the Standing Committee Chairs at the time of Chair transitions.
- 5.3 Election of Officers:
 - 5.3.1 Election of Chair-Elect:
 - 5.3.1.1 Nominations for the Chair-Elect of the Senate shall be opened at the March Faculty Senate meeting every other year. Nominations will be closed one week before and announced at the April meeting. Elections will be completed one week before and announced at the May meeting. The Officers shall take office on June 1 of each year.
 - 5.3.1.2 If the Chair-Elect office becomes vacant during the named term, nominations for replacement will be opened at the next regularly scheduled meeting. Nominations will be closed one week before and announced at the next meeting. Elections will be completed one week before and announced at the following meeting.
 - 5.3.1.3 The elections shall be supervised by the Ad Hoc Committee on Elections in accordance with the following principles:
 - 5.3.1.3.1 Nomination and elections shall be on forms and ballots designated by the Ad Hoc Committees on Elections.
 - 5.3.1.3.2 Elections shall either be by secret ballot through a two-envelope system or conducted online. If by secret ballot, the voter shall place the ballot in a blank envelope. The blank envelope shall be placed in an envelope with the voter's name affixed to it, which shall be used to verify who has voted. The Ad Hoc Committee on Elections shall separate the two envelopes in a manner which assures the secrecy of this vote. If conducted online, the voter shall verify identity at logon and vote. The

Ad Hoc Committee on Elections will use a system designed by the Truckee Meadows Community College Applications and Development Department to ensure voter secrecy.

- 5.3.1.3.3 All candidates for Senate Office shall be members of the represented unit as defined in [Article III](#).
- 5.3.1.3.4 Candidates for Senate Office shall be nominated by individuals eligible for membership in the Senate.
- 5.3.1.3.5 Each nominator can nominate only one person for each Senate office.
- 5.3.1.3.6 Eligibility of all candidates and certification of all nominations and elections shall be determined by the Ad Hoc Committee on elections, subject to appeal to the Senate.
- 5.3.1.3.7 The candidate with the majority number of votes received shall be elected. Should no candidate receive a majority of votes, a runoff election of the top two candidates shall be held immediately.
- 5.3.1.3.8 Certification of election results by the Ad Hoc Committee on election shall be presented to the Senate.
- 5.3.1.3.9 The Chair-Elect will become the Chair when the current Chair leaves office.

5.4 Recall of Officers:

- 5.4.1 If a petition with the signatures of at least 30% of the eligible members, as stated in [Article III](#), is submitted to the Senate Executive Board requesting the recall of an officer, a ballot shall be held within 30 days of receipt of the petition. A two-thirds vote of those Faculty Senators present shall be required to remove the Chair, or the Chair-Elect.

5.5 Terms of Service:

- 5.5.1 Officers will serve a term of two years.

ARTICLE VI: SENATE EXECUTIVE BOARD

- 6.1 The Executive Board of the Senate shall consist of the following members of the Senate: the Faculty Senate Chair; the Faculty Senate Chair-Elect; the Chair and Chair-Elect of Curriculum Assessment and Programs; the Chair of Salary, Benefits, and Monetary Concerns; and the Chair of Professional Standards.
 - 6.1.1 The Senate Executive Board shall meet at least once prior to each Faculty Senate meeting.
 - 6.1.2 The Senate Executive Board shall advise the Senate Chair.
 - 6.1.3 The Senate Executive Board shall determine issues to be placed on the Senate Agenda.
 - 6.1.4 The Senate Executive Board is responsible for selecting the Faculty Senate administrative assistant.
 - 6.1.5 Failure to attend more than two meetings or to send a proxy may result in the Board Member being removed from the Senate Executive Board at the discretion of the Executive Board.

- 6.1.6 The Senate Executive Board members, including the Faculty Senate Chair; the Faculty Senate Chair-Elect; the Chair and Chair-Elect of Curriculum, Assessment and Programs; the Chair of Salary, Benefits, and Monetary Concerns; and the Chair of Professional Standards, may receive a reduced load for the Faculty Senate duties. A reduced load, arranged between the member and either the appropriate school Associate Dean/Dean or the President, can be taken as either a reduced load or overload (compensated at the current part-time rate) at the sole discretion of the faculty member.

ARTICLE VII: SENATE MEETINGS

- 7.1 Regular meetings shall be held a minimum of eight times during the academic calendar year.
- 7.2 An annual schedule listing the date, time, and place of regular meetings shall be posted in August of each year.
- 7.3 A formal agenda shall be posted to the total membership a minimum of three days in advance of meeting.
- 7.3.1 The formal agenda will include a consent agenda. The consent agenda shall be considered at the beginning of each Faculty Senate meeting, after approval of the prior meeting's minutes. Any Senator may place an item on the consent agenda by notifying the Faculty Senate administrative assistant 5 (five) business days or more in advance of a meeting. A Senator may remove items from the consent agenda at such time between when the meeting agenda is posted to when the Senate Chair calls upon the Senate during a meeting to identify items for removal. Items removed from the consent agenda will become part of the regular meeting agenda. The consent agenda in its entirety is voted on by the Senate as a single item and requires only a simple majority in order to pass. The Executive Committee may designate items that shall commonly be part of the consent agenda, such as committee reports that do not include action items. Such a designation shall in no way prevent an item from being removed from the consent agenda and moved to the regular agenda. An item need not be removed from the consent agenda merely because questions of clarification arise.
- 7.4 Special meetings of the Senate may be called by the Chair with the approval of the Senate Executive Board.
- 7.5 All Senate recommendations shall be made directly to the President of Truckee Meadow Community College or to the appropriate administrator.
- 7.6 Faculty Senate meetings shall be open. All interested persons are encouraged to attend.

ARTICLE VIII: QUORUM

- 8.1 A simple majority of the Senators shall constitute a quorum. Any action taken by the Faculty Senate without a quorum shall be deemed invalid.

ARTICLE IX: COMMITTEES

- 9.1 The following shall be the Standing Committees of the Senate:
- Senate Committee on Curriculum, Assessment and Programs
 - Senate Committee on Salary, Benefits, and Monetary Concerns
 - Senate Committee on Professional Standards
 - Senate Committee on Library
 - Senate Committee on Part-time Issues

- Senate Committee on Recognition and Activities
 - Senate Committee on Bylaws and Handbook
- 9.1.1 The Faculty Senate Chair will accept nominations for the Sabbatical Leave Committee Chair up to one week before the September meeting of the Faculty Senate.
 - 9.1.2 At the September meeting of the Faculty Senate the Faculty Senate will confirm a Sabbatical Leave Committee Chair. If no one is nominated, the Faculty Senate Chair will appoint a Chair.
 - 9.1.3 The Professional Standards Committee will ensure that the Sabbatical Leave Subcommittee contains a proportion of faculty members from each division based on the percentage of TMCC faculty members in each division. The composition of the Sabbatical Leave Subcommittee is determined by a vote of the Professional Standards Committee. A simple majority approves the composition.
 - 9.1.4 At the September meeting of the Faculty Senate the Faculty Senate will confirm the Sabbatical Leave Committee make-up.
 - 9.1.5 In the event the Faculty Senate does not meet during the month of September the Faculty Senate will appoint a Sabbatical Leave Committee Chair and confirm the make-up of the committee.
 - 9.1.6 The Sabbatical Leave Committee Chair will: make announcements about sabbatical leave and create deadlines; call for proposals for sabbatical leave; call and preside over the committee meetings.
 - 9.1.7 The Sabbatical Leave Committee will: evaluate and rank submitted proposals based upon established criteria, and forward the ranked proposals directly to the President of TMCC; follow the NSHE Code and TMCC Administrative Manual concerning faculty sabbatical leave selection. Meet all deadlines established by the NSHE Code and TMCC Administrative Manual; keep the deliberations confidential.
- 9.2 Recommendations of any Senate Committee shall be made to the Senate.
 - 9.3 Senate Committee recommendations to the Senate need a quorum vote by the Senate.
 - 9.4 All Standing Committee members shall have voting privileges in Committee actions.
 - 9.5 All Standing Committee members shall be confirmed by the Chair of the Senate, subject to Senate confirmation.
 - 9.5.1 All Standing Committee members are subject to removal from the Committee. The Chairs of Faculty Senate committees will immediately remove from membership any committee member who is not present for two consecutive committee meetings and recalculate quorum. The Committee Chair will forward these name(s) to the Faculty Senate Chair.
 - 9.5.2 The Faculty Senate Chair will announce as an informational matter the removal of members at the next Faculty Senate meeting.
 - 9.5.3 Committee Members who are removed can be reconfirmed by the Faculty Senate Chair subject to confirmation by the Faculty Senate.
 - 9.6 The Chair of each Standing Committee shall be elected by a majority of the members of that Committee for a two-year term from among the Committee members and confirmed by the Senate Chair, subject to

Senate confirmation. Elections shall be held during the last meeting of the fall semester of the current Chair's second year. If the Committee does not elect a Chair, then the Senate Chair will appoint a Chair.

9.7 Each individual Committee shall use current "Robert's Rules of Order" as a governing guide.

9.8 Senate Committee on Curriculum, Assessment and Programs:

9.8.1 Duties of Chair and Chair-Elect of Curriculum Assessment and Programs Committee:

9.8.1.1 Schedule all meeting dates and rooms at the beginning of the school year.

9.8.1.2 Conduct the scheduled meetings.

9.8.1.3 Report on Committee activity at the regularly scheduled Senate meetings.

9.8.1.4 Record attendance of all Standing Committee members and report to the Faculty Senate Administrative assistant.

9.8.1.5 The Chair will submit, to the Faculty Senate Administrative assistant, recommendations to be presented to Senate one week prior to the Senate meeting one week prior to the Senate meeting for distribution to Senators and Officers.

9.8.1.6 Attend Senate Executive Board meetings.

9.8.1.7 Attend designated College Advisory Committees.

9.8.1.8 Meet regularly with the office of Academic Affairs and Student Services.

9.8.2 Composition:

9.8.2.1 Faculty representation should come from a broad spectrum of disciplines on campus. In addition to departmental membership representation, the committee should include representation from the Academic Affairs Office, Student Services, Counseling, Advising, Admissions and Records, Financial Services, System Liaison/Articulation Officer, Deans, and others as needed.

9.8.3 Charges:

9.8.3.1 Advocate on behalf of faculty for all course, program, degree and certificate submissions, including diversity and general education.

9.8.3.2 Establish criteria and recommend requirements for all courses, certificates, degrees, programs, diversity and general education.

9.8.3.3 Recommend for approval changes to existing certificates, degrees, programs and courses.

9.8.3.4 Recommend for approval new certificates, degrees, programs and courses.

9.8.3.5 Reserve the right to review existing certificates, degrees, programs and courses.

9.8.3.6 Recommend for deletion certificates, degrees, programs and courses.

9.8.3.7 Communicate with the articulation officer of the College and the office of the Vice President of Academic Affairs and Student Services in order to coordinate curricula.

- 9.8.3.8 The Committee shall forward to the Senate Chair, by the last meeting in December, the name of the person they recommend elected by the committee to serve as Committee Chair and Chair-Elect for the following academic year.
- 9.8.3.9 Review and make recommendations on other topics as assigned by the Senate Chair with the approval of the Executive Board.
- 9.8.3.10 Communicate with the Student Learning Outcomes and Assessment Committee in order to coordinate assessment issues.

9.9 Senate Committee on Salary, Benefits, and Monetary Concerns

9.9.1 Duties of Chair of Salary, Benefits, and Monetary Concerns:

- 9.9.1.1 Schedule all meeting dates and rooms at the beginning of the school year.
- 9.9.1.2 Conduct the scheduled meetings.
- 9.9.1.3 Report on Committee activity at the regularly scheduled Senate meetings.
- 9.9.1.4 The Chair will submit, to the Faculty Senate Administrative assistant, recommendations to be presented to Senate one week prior to the Senate meeting for distribution to Senators and Officers.
- 9.9.1.5 Attend Senate Executive Board meetings.
- 9.9.1.6 Attend designated College Advisory Committees.
- 9.9.1.7 Represent TMCC in the Joint Professional Compensation Committee.

9.9.2 Composition:

- 9.9.2.1 Representatives from each broad division of college such as Business, Arts and Science, Public Service, Health Science, and AIT; representatives from Administration, Student Government, and Classified Staff. Ex-officio members should include the TMCC Human Resources Director and the TMCC Budget Officer.
- 9.9.2.2 Make recommendations concerning budgetary changes in the event of a financial exigency or other financial problems.
- 9.9.2.3 Provide forum for funding requests or changes in academic programs that require funding requests and submit recommendations to the Senate and College Advisory Committees as is beneficial to the faculty of TMCC.
- 9.9.2.4 Provide recommendations for the preparation of the biennium budget including both operating capital, and enhancement budgets. Committee will monitor the part-time salary funds and report disbursements to Senate at least once during the Academic Year.
- 9.9.2.5 Propose salary recommendations and submit to the Senate tentative salary proposals for biennial budget requests to either the Board of Regents, Council of Senate Chair or other bodies in order to promote parity with appropriate step increases and cost of living adjustments (COLAs) within the salary schedule.

- 9.9.2.6 Survey the faculty and/or make recommendations and/or prepare other economic proposals as required to promote workload equity, maintain full funding of the salary schedule, and maintain national and regional salary competitiveness.
- 9.9.2.7 Act on behalf of the Faculty Senate Chair to review Salary Variance Requests by the Administration prior to the recruitment for difficult areas as identified by NSHE Community College Task Force. Committee will review the "Request to Hire a Premium Salary" form submitted to the Human Resources Department by the Administration or appropriate Search Committee Chair. Committee shall review all documentation, market value assessment data, and initial placement request and forward their recommendation to the Faculty Senate Chair as either approval or disapproval.
- 9.9.2.8 Work with the appropriate College-wide committees or personnel to prepare budget requests for COLA and step increases, retirement, and medical benefits and coordinate these proposals with other colleges of the NSHE and or the JPCC.
- 9.9.2.9 Recommend to the Faculty Senate the criteria for selection and determination of eligibility for implementing the NSHE "Topping Out Policy" as revised by Human Resources. Committee members will assist the VPAA in identification of recipients and make recommendations for suspension in the event of a financial exigency.

9.10 Senate Committee on Professional Standards.

9.10.1 Duties of Chair of Professional Standards Committee:

- 9.10.1.1 Schedule all meetings dates and rooms at the earliest possible date for each semester.
- 9.10.1.2 Conduct scheduled meetings.
- 9.10.1.3 Report Committee activity at Senate meetings.
- 9.10.1.4 Record attendance of all Standing Committee members and report to the Faculty Senate Administrative Assistant.
- 9.10.1.5 The Chair will submit to the Senate Administrative Assistant recommendations to be presented to Senate one week prior to the Senate meeting for distribution to the Senator and Officers.
- 9.10.1.6 Attend Senate Executive Board meetings.
- 9.10.1.7 Attend designated College Advisory Committees.

9.10.2 Composition:

- 9.10.2.1 Faculty representatives from each department.

9.10.3 Charges:

- 9.10.3.1 Recommend criteria and processes for evaluation of all full- time and part-time faculty.

- 9.10.3.2 Recommend minimum criteria for the evaluation of new faculty members to their Probationary Development Committees.
- 9.10.3.3 Formulate criteria for evaluation of administration.
- 9.10.3.4 Make recommendations on activities when professional development money will be spent. When money is available for such activities (e.g., individual grants, in-house workshops, forums, etc.), the Committee will review and make recommendations on proposals.
- 9.10.3.5 Recommend policy for granting travel funds.
- 9.10.3.6 Approve and process requests for travel to the administration.
- 9.10.3.7 Develop forms used for requesting travel funds.
- 9.10.3.8 Review travel budget and report its current status to the Senate.
- 9.10.3.9 Review and make recommendations of other topics as assigned by the Faculty Senate Chair with the approval of the Executive Board.

9.11 Senate Committee on Library.

9.11.1 Duties of Chair of Library Committee:

- 9.11.1.1 Schedule all six meeting dates and rooms at beginning of the school year.
- 9.11.1.2 Conduct the scheduled meetings.
- 9.11.1.3 Report on Committee activity at the regularly scheduled Senate meetings.
- 9.11.1.4 Record attendance of all Standing Committee members and report this to the Faculty Senate Administrative assistant.
- 9.11.1.5 The Chair will submit to the Senate Administrative assistant recommendation to be presented to Senate one week prior to the Senate meeting for distribution to Senators and Officers.

9.11.2 Composition:

- 9.11.2.1 Faculty representing each department if possible. Ex-officio members should include the director of the Elizabeth Sturm Library.

9.11.3 Charges:

- 9.11.3.1 Help maintain a smooth, efficient and friendly relationship between the TMCC libraries and patrons who use the services of those libraries (including TMCC/NSHE students, faculty and staff, and the general public).
- 9.11.3.2 Assist the library in publicizing the many services the library offers its users.
- 9.11.3.3 Inform the library administration and staff of the particular needs of the library patrons.
- 9.11.3.4 Report all of its activities to the TMCC Faculty Senate and to the library staff.

- 9.11.3.5 Recommend policies, policy changes and the implementation of programs and events, as they pertain to the Library Committee, to the Faculty Senate, and to the Library.
- 9.11.3.6 Aid in the production and distribution of slides and other pictorial aids to teaching faculty whose courses require the presentation of non-textual media in the classroom (not to be confused with services already in place at the library which include videos, internet media resources, and other resources).
- 9.11.3.7 Schedule guest lectures and performances under the auspices of the library, often making use of library space.
- 9.11.3.8 Serve as a repository/clearing house for textbooks and other material donated by faculty, the sale of which will be used to fund minor additions to the library.
- 9.11.3.9 Compile and report trends and upcoming issues to the Committee and Library regarding internet sites in order to cater to the information technology needs of Faculty and students.
- 9.11.3.10 Maintain a dynamic and vital sense of mission for the Committee.
- 9.11.3.11 Help solve some of the communication problems between TMCC faculty and the library staff.
- 9.11.3.12 Keep an open line of communications between the RTI E-Library and the entire campus community served by TMCC.
- 9.11.3.13 Review and make recommendation on other topics.
- 9.11.3.14 Review and make recommendation on other topics assigned by the Faculty Senate chair with the approval of the Executive Board.
- 9.11.3.15 Forward to the Senate Chair, by the last meeting in May, the name of the person Committee members recommend as Committee Chair for the following year.

9.12 Senate Committee on Part-time Faculty Issues:

9.12.1 Duties of Chair of Part-time Faculty Issues Committee:

- 9.12.1.1 Schedule all meeting dates and rooms at the beginning of the school year.
- 9.12.1.2 Conduct the scheduled meetings.
- 9.12.1.3 Report on Committee activity at the regularly scheduled Senate meetings.
- 9.12.1.4 Record attendance of all Standing Committee members and report this to the Faculty Senate Administrative assistant.
- 9.12.1.5 The Chair will submit to the Senate Administrative assistant recommendations to be presented to the Senate one week prior to the Senate meeting for distribution to Senators and Officers.

9.12.2 Composition:

- 9.12.2.1 Faculty representatives from each department.

9.12.3 Charges

- 9.12.3.1 Recommend policies on part-time faculty issues including, but not limited to, compensation, benefits, support services, training and integration with the existing full-time academic family.
- 9.12.3.2 Work with the Senate Committee on Salary, Benefits, and Monetary Concerns, in any issues regarding compensation that affect the part-time faculty.
- 9.12.3.3 Recommend criteria and policies for hiring and retention of parttime faculty.
- 9.12.3.4 Assist Extended Day Services in communicating with, and providing support for the part-time Faculty.
- 9.12.3.5 The Committee will meet a minimum of four times each academic year to consider its business.
- 9.12.3.6 The Chair will serve for a term of two years. At the meeting prior to the expiration of the term of the existing chairperson, elections shall be held on secret ballot for new chairperson. The name of the person so elected shall be forwarded to the Faculty Senate for Confirmation.
- 9.12.3.7 Review and make recommendation on other topics as assigned by the Faculty Senate Chair with the approval of the Executive Board.

9.13 Senate Committee on Recognition and Activities.

9.13.1 Duties of Chair of Recognition and Activities Committee:

- 9.13.1.1 Schedule all meeting dates and rooms at the beginning of the school year.
- 9.13.1.2 Conduct the scheduled meetings.
- 9.13.1.3 Report on Committee activity at the regularly scheduled Senate meeting.
- 9.13.1.4 Record attendance of all Standing Committee members and report this to the Faculty Senate Administrative assistant.
- 9.13.1.5 The Chair will submit to the Senate Administrative assistant recommendations to be presented to Senate one week prior to the Senate meeting for distribution to Senators and Officers.

9.13.2 Composition:

- 9.13.2.1 Faculty representatives from each department.

9.13.3 Charges:

- 9.13.3.1 Organize social activities for faculty and staff for the purpose of raising morale, and creating circumstances whereby faculty and staff can mix and interact together.
- 9.13.3.2 Recognize faculty achievements both within and without the confines of the campus environment i.e., longevity with the college, extra curricular activities in both their professional fields and in the community in general. This recognition is done in coordination with Human Resources at the end of each academic year.

9.14 Senate Committee on Bylaws and Handbook

9.14.1 Duties of the Bylaws and Handbook Committee:

- 9.14.1.1 Schedule all meeting dates and rooms at the beginning of the school year. The committee will meet a minimum of two times per academic year.
- 9.14.1.2 Conduct the scheduled meetings.
- 9.14.1.3 Report of committee activity at the regularly scheduled Faculty Senate meetings.
- 9.14.1.4 Record attendance of all Standing Committee members and report this to the Faculty Senate administrative assistant.
- 9.14.1.5 The Chair will submit to the Senate administrative assistant recommendations to be presented to Senate one week prior to the Senate meeting for distribution to Senators and Officers.

9.14.2 Composition:

- 9.14.2.1 Composition will be determined by Committee Chair with approval by Faculty Senate Chair.

9.14.3 Charges:

- 9.14.3.1 Review revisions to NSHE Handbook and reconcile pertinent college documents (TMCC Faculty Senate Bylaws, TMCC Bylaws, Administrative Manual) by drafting and recommending appropriate revisions.
- 9.14.3.2 As directed by Executive Board, review and make recommendations regarding coordination and revision of governance documents.
- 9.14.3.3 Submit recommendations to Senate office for publication.

9.15 Recall of Senate Committee Chairs

- 9.15.1 If a petition with the signatures of at least 30% of the committee members, as stated in [Article 9.5](#), is submitted to the Senate Executive Board requesting the recall of a Chair, a ballot will be held within 30 days of receipt of the petition. A majority vote of the committee membership will be required to remove a Chair from office. If the Chair is a member of the Executive Board of the Senate, removal as Chair will result in removal from the Executive Board.

ARTICLE X: PARLIAMENTARY AUTHORITY

- 10.1 The rules contained in the latest edition of "Robert's Rules of Order" shall govern the Senate in all areas where they are not in conflict with "Senate Bylaws."

ARTICLE XI: AMENDMENT PROCEDURES

- 11.1 These Bylaws may be amended at any time in accordance with the following:
 - 11.1.1 Introduction of the proposed amendment at a regular meeting of the Senate by distribution of a copy in writing to each eligible member of the Senate.

- 11.1.2 Voting on the proposed amendment at the next regular meeting of the Senate following the introduction of the proposal.
- 11.1.3 Approval of the proposed amendment required a two-thirds vote of the full Senate.
- 11.1.4 All amendments require the approval of the President of the College as stated in the TMCC Bylaws.

ARTICLE XII: VOTING

- 12.1 Any Senator who is unable to attend the regularly scheduled or special meeting may designate a proxy for that meeting.
- 12.2 A proxy must be a faculty member from the absent Senator's area.
- 12.3 The proxy must be designated and be communicated in writing, by hard copy or electronically, to the Senate Chair at least one day prior to the meeting.
- 12.4 Failure to notify the Chair will result in a null vote for the proxy.
- 12.5 The Chair-Elect will vote to break an otherwise tie vote.