

Standing Rules for the GHC Faculty Senate

The following standing rules shall be moved as the first order of business of the first meeting of the Fall Semester. *(They may be amended and debated at that time; they will be adopted by the vote of a majority; they may be suspended or amended by a majority vote as a regular order of business at any meeting.)*

1. These Standing Rules shall be moved as the first order of business of the first meeting of the Fall Semester and shall remain in force until the adjournment of the last meeting of the Spring Semester.
2. Prior to the adopting of these rules, the chair or the chair's designee shall give a brief explanation of the Senate's bylaws, committees, rules, and basic parliamentary procedures.
3. The rules contained in the 11th edition of *Robert's Rules of Order: Newly Revised* shall govern the Senate in all applicable cases and in which they are not inconsistent with the GHC Statutes, the Senate Bylaws, or any special rules of order adopted by the Senate.
4. A quorum of the Senate necessary for conducting business shall be a majority of voting members +1 (Example: if there are 30 voting members, a quorum is 16)
5. When quorum is not present within 15 minutes of a duly called or scheduled meeting, the chair shall adjourn the meeting.
6. The term for new members (both voting and nonvoting) of the Senate begins 1 June.
7. In the case that the campus or divisional affiliation of a Senate representative changes after that person's election, it will be at the discretion of the division to replace that person via a selection method of the division's choosing; unless the division notifies the Senate President of the intention to replace a Senate representative, the Senator will remain a member with voice and vote.
8. Any member, either voting or non-voting, may add an item to the agenda of a regularly scheduled meeting by emailing the Senate President at least 72 hours prior to the meeting; agenda items submitted by nonmembers or within 72 hours prior to the meeting may be included at the discretion of the chair.
9. Election of Senate Officers shall be held at a special in-person meeting following Assessment Day in April; if elections are not held at this meeting, a special meeting shall be called no later than May 1st.

10. The special meeting for the election of Senate officers shall be duly announced to all GHC faculty.
11. The term for new Senate officers begins 1 June.
12. At the discretion of the President, any question deemed *extremely urgent* (defined as *requiring action prior to the next schedule Senate meeting on an important Senate matter where it is would not be feasible to call a special session where a quorum would likely to able to attend*) may be submitted for online voting.
13. Online voting shall be conducted using an electronic voting modality such as Survey Monkey or the voting feature of Outlook. Instructions for voting using this modality and the time frame for voting will be distributed to the faculty via email. Administration and configuration for the online voting will be manage by a person designated by the President. The Parliamentarian shall publish and certify the voting total results. The Secretary shall include in the minutes of the next regular meeting the certified voting results.
14. Elections shall not be held by email or online voting even if extremely urgent.
15. Any Senator shall be allowed to introduce for discussion during Senate meetings any bills, policies, or ordinances under consideration at the federal, state, or local level likely to have a direct impact on the GHC community. The Senate shall determine by 2/3 majority vote whether to act on said issue. Action should be limited to informing the faculty and President about the issue and/or gauging faculty sentiment on the issue. a. Informing the faculty shall include providing context about the issue, multiple perspectives (including support and opposition), and information about how faculty members can act as individuals should they choose to. Reasonable efforts shall be made to craft a bipartisan and fair document for distribution to the faculty. b. Measuring faculty sentiment shall be conducted using an electronic voting modality such as Survey Monkey of the voting feature of Outlook. Senators supporting and opposing the issue at hand should cooperate to craft questions that are fair and not loaded towards a given answer. The results of the survey shall be shared to the full faculty and the President of the College as soon as possible after completion.

Bylaw Revision A

These revisions were adopted to the Senate Standing Rules by a vote of the Senate at the first Senate meeting in April 2018, until such as a time as the BOR approves them as a formal revision to Senate bylaws. A further vote at the special Senate meeting in April 2018 confirmed that the Senate wished to grandfather in current Senators under the existing letter of the BOR approved bylaws, and to apply the following to newly elected senators.

Recommend Revisions to Faculty Senate Bylaw 7. Vacancies

In order to update the Faculty Senate Bylaws to establish a consistent rule to be followed by all replacement members, I present 7.3 and 7.4 as additions to bylaw 7 for consideration by the full Senate:

7. Vacancies

7.1 A vacancy in any officer position shall be filled by a new vote of the members of the Faculty Senate to fill that position.

7.2 A vacancy in any representative position shall be filled by appointment from the Academic Dean or the Director of the Library, to be followed by a normal election process when that term has expired.

7.3 A vacancy filled in any representative position during the first year of a two-year term shall result in the replacement member only being allowed to serve one additional two-year term, subject to the re-election terms in bylaw 7.2. After serving one additional two-year term, the replacement senator will not be eligible to be reelected to the Faculty Senate until after serving a one term hiatus.

7.4 A vacancy filled in any representative position during the second year of a two-year term shall result in the replacement member being allowed to serve two additional two-year terms, subject to the re-election terms in bylaws 4.1 and 7.2. After serving up to two additional two-year terms, the replacement senator will not be eligible to be reelected to the Faculty Senate until after serving a one term hiatus.